

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

March 9, 2022

MEMBERS PRESENT: John Adams, Fred Kidder II, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight

Call Meeting to Order

The meeting was called to order at 5:30 p.m.

Appoint Selectboard Chair

Motion made by Kidder, seconded by Kling to name John Adams as the Selectboard Chair.

Motion passed 3/0

Approval of Minutes

Motion made by Adams, seconded by Kling to accept the minutes of 02/23/2022 (as amended)

Motion Passed 2/0 (Kidder abstained-not at meeting)

Motion made by Adams, seconded by Kling to accept the work session minutes of 03/02/2022

(as amended) Motion Passed 2/0 (Kidder abstained-not at meeting)

Appointment Approvals

- **Auditor** – *Motion made by Adams, seconded by Kidder to nominate Tim Greene of Roberts & Greene Associates as the Town Auditor. Motion Passed 3/0*
- **Fire Chief** – *Motion made by Adams, seconded by Kidder to nominate Terry Straight as the Fire Chief. Motion Passed 3/0*
- **Police Chief** – *Motion made by Adams, seconded by Kidder to appoint Jason Bachus as the Police Chief. Motion Passed 3/0*
- **Road Agent** – *Motion made by Adams, seconded by Kidder to appoint Terry Straight as the Road Agent. Motion Passed 3/0*
- **Emergency Management Director** – Straight requested the Selectboard consider him to fill the position of Emergency Management Director (EMD). Straight feels it's important for someone from emergency services to fill the role of the EMD. Many towns in NH have the Fire chief as the EMD. When there's an emergency, the first call is usually to the fire department, and it's important to document the emergency from the start. Adams said the concerns expressed last year still hold true for him, in that during an emergency there would be less bodies involved because one person will be responsible for three (3) main tasks (Fire, Highway and EMD). Kling voiced his opposition to this appointment as he feels the EMD needs to be a separate person that oversees the Road Agent and Fire Chief. Kling has concerns with Straight currently being the road agent and fire chief - it's a lot of responsibility for one person, and this position would only add to the work load. The Selectboard will continue to look for someone to fill this position. In the meantime, Adams will continue to be the acting EMD.
- **Health Officer** – Adams said recent requirements from the State of NH could make this position hard to fill because of what the state is asking this position to take on. The Town can appoint a non-resident, so the Selectboard will continue to look for someone to fill this position.

- **Niles Committee Members** – *Motion made by Kidder, seconded by Adams to appoint David Coker, Melinda Ricker, Jennifer Tilden, Ann Green and Ruth Hook as members of the Niles Committee. Motion Passed 3/0 for all*
- **Tree Warden** – *Motion made by Adams, seconded by Kling to appoint Bill Wilson as the Tree Warden. Motion passed 3/0*
- **Inspectors of Elections** – *Motion made by Adams, seconded by Kidder to appoint Marion Spottswood, Patricia Buck, Judith Parker, and Susan Hinchliffe. Kling asked if Hinchliffe can act as the deputy town clerk and the Inspector of Elections. It was felt it could be allowed - if Hinchliffe had to act as Town Clerk, another person could be sworn to help with election check-ins. Kling also felt if elected officials can't do their duty at the annual meeting, state and federal elections, why would the board re-appoint them. It was explained there were personal reasons given to the Town Clerk for some Inspectors not being available to work at the annual meeting. Motion Passed 2/1 for Spottswood, Buck and Parker, 3/0 for Hinchliffe.*
- **Conservation Commission Members** – *Motion made by Kidder, seconded by Adams to appoint Edmond Cooley and Carl Schmidt as members of the Conservation Commission. Motion passed 2/1 for Cooley and 3/0 for Schmidt.*
- **Energy Committee Member** – *Motion made by Kidder, seconded by Kling to appoint Jordon Sutherlin and John Miller as members, and Robb Day and David Smith as alternates of the Energy Committee. Motion passed 3/0 for all*

Reports

- **Fire Department** – Chief Straight presented his report for February. There was a total of 6 calls in February-3 medical, 1 fire and 2 mutual aid. YTD is at 15 compared to 20 this time in 2021. The department held two (2) trainings covering truck and equipment checks.
- **Highway Department** – Terry Straight presented his report for February. The department has been working on plowing, sanding and salting roads after storms, pushing the banks back with the grader, working on unthawing frozen culverts, and filling in pot holes. Calcium chloride flakes are being used to melt the ice. The York rake will be ready to use next week on the dirt roads. There were a few wash outs (Baker and East Cemetery roads) due to rain and snow melt that the department took care of.

Truck #3 was taken to Reed's for repair. Straight expressed his thanks to Alan Bean for transporting the truck to Reed's at no cost to the Town. During last week's storm, truck #1 and #2 both blew hydraulic hoses, so for a period of time only truck #3 was plowing. NAPA was able to get the hoses needed to fix the problem, and by midday both trucks were back in service.

When Straight was at the garage to load truck #3 onto Bean's flat bed truck, he noticed a leak by the diesel tanks. Upon further inspection, it appeared the tank had a crack and diesel fuel had leaked out. Straight contacted the NH DES, and they provided a list of clean up contractors for services. Calkins provided the lowest estimate, and will be on site to review the situation and discuss a game plan. The State of NH has a program to help offset the costs of cleanup fees that the Town will apply to. If the application is accepted, it will limit the out of pocket costs for the cleanup to \$5,000. Currently it's estimated at \$10,000, but after review of how much fuel leaked, and if it leaked under the catch basin, it could be more. The Town will also need to purchase a new diesel fuel

500-gallon tank. While the fuel station is being worked on, the highway and fire trucks will be fueled at the State Highway garage.

- **Update on Action Items from prior meetings**
 - Orfordville Road bog culvert – Straight will create a brief description of the project so it can be put out to bid.
 - Garage Storage addition and Grader Cover – projects currently on hold until Straight can meet with Herb Austic
 - Archertown Road/Jacobs Brook bridge – on March 30th the board will hold an information meeting on the design of the project. Abutters and other interested parties will be notified, but it will be a public meeting, so anyone can attend. Bob Durfee, engineer from DuBois & King (D&K) will be at the meeting to answer questions. Dobbins-Marsh will download the study report, or obtain another copy from D&K.

New Business

A. Review Town Meeting results – determine action to take based on the results

- **Article 7 – Playground Funds** - The Treasurer will deposit the Parks & Rec check book funds into the Town's account, then that amount will be paid into the Playground CRF account.
- **Article 8 – Police Cruiser** - Bachus presented an agreement from McFarland Ford to purchase the police vehicle, inclusive of the State Bid Discount. Per the purchasing policy, formal bids are not required when items are purchased under the State of Federal bid lists. *Motion made by Kidder, seconded by Kling to accept the agreement between the Town of Orford and McFarland Ford to purchase the 2022 Ford F-150 Police Responder. Motion Passed 3/0*
- **Article 10 – Highway 10-Wheeler Truck** – only one sealed bid was received and opened at an earlier board meeting. *Motion made by Adams, seconded by Kidder to accept the truck bid and 84-month bumper to bumper warranty from Reed's Truck in the amount of \$227,700. Motion Passed 3/0*
Motion made to accept the radio estimate from Ossipee for the 2-way radio, to be installed into the above listed truck, in the amount of \$3,200. Motion Passed 3/0.
- **Article 11 – Paving** - a legal notice will be posted to accept sealed bids for the paving project. The bid specs will be posted on the Orford Webpage, as well as being sent to several paving contractors. The date to submit bids will be April 6, 2020.
- **Article 12 – Fire Truck Electrical Upgrade** – Straight will put together bid specs for the work to be done on the fire engine so a legal notice can be posted.
- **Article 13 – Town Road Committee** – Dobbins-Marsh will reach out to the members that served on the commission previously to see if they are interested in serving again. Appointments will be made no later March 23, 2022
- **Article 14 – Start Negotiation to purchase Property in Town** – Adams will contact the current owners to let them know the Town is still interested. A list of contingencies will be created prior to a meeting with the owners. Kling will contact Lyme, NH to see what process they followed when they purchased property several years ago. Adams will also contact the Town Attorney to help with the list of concerns/questions on the purchase. A work session will be

scheduled for March 16,2022 to review the list of questions. Once this information is pulled together, a meeting between the board and property owners will be scheduled. After that, a special Town Meeting will need to be scheduled to discuss the cost and how funding will work.

Adams would like a document sent to the chairs of all committees, commissions and boards to address what their responsibilities are regarding the appointing of officers, posting of agendas and minutes. Dobbins-Marsh will work on this.

Kidder requested to move to “Other Business” on the agenda, prior to the appointing of the Selectboard liaisons. The board agreed. Kidder presented his letter of resignation from the Selectboard effective immediately. The Selectboard accepted the resignation with regret, and thanked him for his service over the past three years. Kidder thanked the board, then left the meeting. Adams will post Kidder’s notice of resignation on ListServ. At the March 16th work session, the board will discuss the process to be followed to appoint someone to fill Kidder’s position for the next year. Adams will attend the Planning Board meeting that’s scheduled for March 15, 2022

- B. Selectboard Liaisons to Committees, Commissions and Boards** – to be acted on once the Selectboard position is filled
- C. Selectboard Liaisons to Town Departments**– to be acted on once the Selectboard position is filled
- D. Review of received “Notice of Intent to Cut Wood”** – none received
- E. Contract** – Bio Spray – *Motion made by Adams, seconded by Kling to accept the contract for the 2022 season. Motion Passed 2/0* Adams signed the contract. Dobbins-Marsh will speak with Parks & Playgrounds to make sure Bio Spray is the company they will use in 2022.
- F. Correspondence**
 - An email was received from Kelley Monahan regarding under sized culverts, erosion and sediment control on Grimes Hill road. This was passed onto the Road Agent.
 - Tasco sent a notice of a fee increase of \$3 per month for the alarm monitoring
 - The NH Municipal Bond Bank sent a letter regarding Bond rates and the deadline to file of April 29, 2022
 - Bob Palifka submitted the updated graph for the Orford Vehicle Replacement schedule and the Capital Reserve Worksheet
- G. Other**
 - Dobbins-Marsh spoke to Jamie at the NH DRA regarding the uncovered fuel station claim expenses. As long as the total spent for 2022 is under the approved budget, no further action is required by the Town. If it appears that the total approved budget will be over spent, the Town needs to contact the NH DRA to determine the next steps.
 - Pole & Conduit Licenses – per the Town Attorney it will be cleaner if an entirely new license agreement is generated and submitted to the various electrical companies. The attorney will prepare the document and provide the steps the board needs to take to enact the new license agreements.

- The mylar for the Archertown Road/Jacobs Brook bridge ROW needs to contain language from the surveyor that states the mylar is simply a restatement of the existing area and not based on any sub-division. This will allow the mylar to be filed with the Registry of Deeds with out the Planning Board signature. Pioneer Engineering has been notified of this change.

Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary

Adjourn

Motion made by Kling, seconded by Adams adjourn the meeting. Motion Passed 2/0

The meeting adjourned at 7:35 pm

Respectfully Submitted,

Esther Dobbins-Marsh