

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

March 23, 2022

MEMBERS PRESENT: John Adams, Chase Kling, Jen Carter (after being appointed)

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Jason Bachus, Mark Blanchard

Call Meeting to Order

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

Non-Agenda Report - Adams invited Road Agent Straight to report on the road conditions in Town. Straight said the majority of roads have been worked on, with over 3,000 yards of material have been put down on the roads so far. He hopes all roads will be passable by the end of the week. Once the roads dry out they will be capped off, then the roads can be smoothed out. Kling stated his appreciation for the effort of the road crew working long days to get the roads in passable condition. Straight wanted the minutes to reflect that he was at the nursing home visiting his dying mother on the Friday March 18th, but was back to town that afternoon.

Adams said due to a change in the State funding of the Archertown Road/Jacobs Brook bridge project, the Town of Orford will only be responsible for 20% of the non-construction expenses, which should save the Town approximately \$120,000. It's possible this savings can be used to offset some of the expenses incurred for the mud season work.

Approval of Minutes

Motion made by Adams, seconded by Kling to accept the minutes of 03/09/2022

Motion Passed 2/0

The approval of the 03/16/2022 minutes were tabled, and will be addressed at the 03/30/2022 meeting

Appointment of a Selectboard Member

Due to the vacancy on the Selectboard, the remaining members will appoint one person from the list of names submitted for consideration. Two residents submitted their names – Jennifer Carter and Kevin Follensbee.

Motion made by Adams, seconded by Kling to appoint Jennifer Carter to a one-year position as a Selectboard member. Motion Passed 2/0

Discussion followed regarding Carter's position as a member of the Planning Board – should she resign and be appointed as the Ex-Officio? RSA 673:7 states a Planning Board member can serve as a Selectboard member however, the Ex-Officio can't be another Selectboard member. Dobbins-Marsh will clarify with the Town attorney what the options are.

The board took a brief recess at 5:50 pm to allow the Carter to take the Oath of Office, administered by the Orford Town Clerk, Deborah Hadlock.

The Selectboard meeting reconvened at 6:00 pm, Carter joined the Selectboard meeting as a member.

Appointments of Road Committee Members

Motion made by Adams, seconded by Kling to appoint Herbert Austic to the Road Committee.

Motion Passed 3/0

Motion made by Kling, seconded by Adams to appoint Michael Wright to the Road Committee. Motion Passed 3/0

Motion made by Kling, seconded by Adams to appoint Paul Goundrey to the Road Committee. Motion Passed 3/0

Adams requested Dobbins-Marsh reach out to the Budget Advisory Committee regarding suggestions of other residents the Selectboard can reach out to that might want to serve on this committee.

Reports

- A. Police Department** – Chief Bachus presented his report for February. There were a total 49 calls for service (NHSP had 2 calls for service – Domestic disturbance and an Assault). Orford PD calls included 14 Fraud calls, 2 motor vehicle complaints, 2 suspicious activities, a criminal threatening, and 10 various assist calls. Motor vehicle enforcement for February included 13 motor vehicle stops in which there were no summons issued. Bachus completed a week-long death investigations course at the NH Police Academy.

Following town meeting, Bachus has begun the process of ordering the new cruiser and assorted items for it. The Ford F-150 ordered under the State contract may not be available until 2023, if at all. Bachus has looked into other dealerships that may have 2021 and 2022 F-150's available, but pricing may be an issue. Bachus would like to have Ossipee Mountain will do the upfitting as they are closer to Orford when repairs are needed, and have better warranties on their work, however, they are not a State vender for upfitting.

Motion made by Adams, seconded by Carter to authorize Bachus to enter into a purchase & sale agreement for the Police Vehicle with a vender of his decision provided it meets the specs and costs outlined in the Warrant Article approved at the 2022 Annual Meeting. Motion Passed 3/0

A quote from the Manufacturer Vendor which hold the State of New Hampshire contract will need a signature to obtain the new radar system. Bachus is still waiting for an updated quote on the radio, and should have that soon.

Motion made by Adams, seconded by Carter to approve the purchase of the Radar System from Custom Signals at a cost of \$2,780, which includes a manufacturer's 3-year warranty and installation costs. Motion Passed 3/0

As of yesterday, the new Records Management System and Dispatch software have gone "live". Bachus attended the training and was encouraged by the efficiency and effectiveness the new program that has been selected by the Hanover Police department and Grafton County.

With that being said, the current MDT (Mobile Data Terminal) or laptop computer system does not fully support the requirements of the program. The current MDT was purchased in 2013 or 2014, has no GPS receiver, a smaller 11.5" display, and an i3 3rd generation processor. The recommended requirements to be fully functional with the new software are an i5 (an i3 8th generation is the minimum); built in GPS, minimum of 13.1" display (14" is recommended), and Windows 10, 64 bit. Bachus spoke with Mr. Crowley, Trustee of the Trust Funds, and Crowley indicated that the Expendable Trust Fund established in 2020 (current balance of \$14K) is appropriate to utilize to purchase a new

MDT/Accessories from this fund due to the recommended requirements for the new software program. The cost will be close to \$6,000 plus installation - Bachus will obtain three estimates for this product. Bachus also said with modifications, the new MDT can be used on the current police vehicle as well.

Bachus briefly discussed the incident at Rivendell Academy, and thanked the two community members who put their well-being at risk to stop the person with the gun. Even though this was a single incident, it is still considered an on-going incident as the person was released into the custody of their parent. Due to this situation, Rivendell is being pro-active with protection at the school. Bachus provided security, as did the Piermont PD, at the school. State police deputies were also at the school. Kling thanked Bachus for being present and responding promptly to the situation, which could have been much worse.

Bachus presented the Body Worn Camera storage contract to the Selectboard for signature. The \$43 per month fee is part of the Police Department's 2022 budget.

Bachus was asked if charges can be brought against drivers deliberately rutting up the roads. Bachus said if the roads are not closed to residents only, the person can claim they were just trying to get thru the mud – it's a difficult charge to prove. Possibly the roads should be closed to residents only when mud season is this bad.

- B. Streetlight Project** – Adams provided some background information on this project. The Town of Orford is looking into the streetlight usage and possible ways to save on costs and energy usage. Mark Blanchard, Energy Committee member, presented the Streetlight Project proposal which will upgrade the lights to LED. There is an upfront cost of \$11,225 to convert the 33 current streetlight fixtures to "Smart Ready" LED street lighting. While the upfront cost will be \$11,225, the annual savings will average \$6563 per year. Currently the Town pays \$9,037 per year for the streetlights. The initial outlay will be paid back in savings in less than two years. The annual energy savings will be reduced by 10,967 kWh (73%) from the Town's current consumption of 15,077 kWh. There will be an upfront deposit of 50% of the initial cost before the project begins. There is a pre-inspection of the lights and equipment, and it may be determined that Orford can reduce the number of streetlights, or move them to better locations. The fixtures have a 10-year warranty, plus one-year warranty for field labor, but future costs associated with field work would need further discussion.

The Selectboard will need to discuss further, as this project was not funded in the current budget. Adams said the Town recently received an email from the office of Congresswoman Ann Kuster regarding Community Directed Funding requesting Towns submit their projects for grant consideration. If approved, this could serve as the funding for the project.

Old Business

A. Update of Outstanding Projects

- **Archertown Bridge at Jacobs Brook Bridge** – Adams said he had a list of questions that he will be sending to Bob Durfee, Engineer with DuBois & King. He asked the other board members to let him know of any questions they might have. Carter was given the design plan to review at the meeting. There was a brief discussion of dropping the speed limit by the bridge, concern with the intersection of the bridge and Dublin Road, steel girders/concrete deck vs all

concrete – what would maintenance look like for both options, as well as the life span.

The two abutters will be invited to attend the work session on March 30th, but it is a work session, so others can attend as well. After the project goes out to bid, there will be another meeting held to discuss construction and road access.

- Mousley Brook Culvert FEMA - Review RFQ's – none were received for this project, primarily due to work schedules. Durfee offered to meet with the Selectboard at the site to look over the project and possible offer suggestions. This site visit will occur prior to the 3/30/2022 work session mentioned above.

B. Mountain View Plan – DuBois & King submitted their proposal for engineering services to review materials provided by the UV Lake Sunapee Regional Planning Commission, review of the proposed plans to evaluate if the proposed private road is reasonable to provide access, review Street Plat for NH Revised Statutes and prepare a summary letter with comments. The cost for this proposal is \$3,000. The Selectboard need to determine who will pay for this fee – Selectboard, Planning Board or applicant? Carter will review the Planning Board minutes and the Planning Board applications to see if this fee is referenced.

C. Highway Garage Fuel Station Claim – After the diesel tank was removed from the catch basin, small pin holes were discovered on the bottom of the tank, which had allowed fuel to leak into the catch basin for some time. Because of the slow leak, the catch basin was saturated, and had allowed diesel to leak thru to the ground underneath. The State of NH does not consider this as a major spill, and the clean-up by Calkins Excavating is on-going. Orford has submitted paper work to the State to enroll in the State Mitigation Program, which will help offset the costs for the clean-up and other expenses associated with this claim. The tank for unleaded gasoline will be removed, as will the 2nd diesel tank. In addition, the clean-up company removed the old barrels of waste oil, as well as removing an old buried oil tank that still contained heating oil. Calkins gave a \$1200 credit for the heating oil. Work to be completed includes finishing the clean-up, remove and rebuild the concrete catch basin, remove and rebuild the fuel station cover, pour a pad at the transfer of fuel site. The Selectboard agreed to only have one (1) 500-gallon diesel tank on site, and purchase diesel at the State garage. Unleaded gasoline will also be purchased at State garages if convenient, otherwise will be purchased at local suppliers.

New Business

A. Review of received “Notice of Intent to Cut Wood” – None Received

B. Contracts – None Received

C. Correspondence

- Recall notice from Ford on the 2015 Police Interceptor – a copy was provided to Chief Bachus
- An email was received from John Miller of the Conservation Commission regarding the need to move forward with the Orfordville Road bog culvert replacement – Straight will put together the bid specs for contractors
- NH House sent notification of two bills under consideration that impact the Health Officer position

D. Other

- Drug Testing for Seasonal employees – Dobbins-Marsh will contact the Town attorney to determine the best course of action for drug testing seasonal

employees. She will also confirm with RSD (the drug testing company) the process they follow.

- Possible changes to the Police Vehicle/Major Equipment CRF accounts from Chris Crowley, Trustee of the Trust Funds – Dobbins-Marsh will send copies to the board members to review

Manifests, Payroll and Accounts Payable folders

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

Non-Public Session

A motion was made by Adams, seconded by Kling to enter into non-public session under RSA 91-A:3, II(c) for Matters that could adversely affect a person's reputation at 8:10 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:30. A motion was made by Adams, seconded by Kling to seal the minutes of the nonpublic session. Motion Approved.

Adjourn

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

The meeting adjourned at 8:35 pm

Respectfully Submitted,

Esther Dobbins-Marsh