

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

October 26, 2022

MEMBERS PRESENT: John Adams, Jen Carter Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Lawrence Hibbard, Tom Thomson

## Call Meeting to Order

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

## Approval of Minutes

*Motion made by Kling, seconded by Carter to accept the minutes of 10/12/2022 (as amended)*

*Motion Passed 3/0*

## Reports

- A. **Assessor**-Todd Haywood left his report for the board to review. Cyclical inspections have been completed for 2022. These site reviews only impact the taxable valuations when changes have been made to the property (adding/removing out buildings, additions to houses, etc.) Haywood is working on the annual DRA equalization ration study which is due December 15, 2022. After the December tax bills have been processed, Haywood will start the 2023 assessment tasks.
- B. **Police Department** – Chief Bachus presented his September 2022 report to the board. There was a total of 77 calls for service (NHSP handled 4) – calls for service included a theft, drug violation, disorderly conduct, two fraud cases and two traffic incidents. The 16 motor vehicle enforcements calls resulted in two summonses issued, one arrest, and the remainder issued warnings. The speed cart is providing a lot of data, and will be moved to Route 25A this weekend.  
  
The Piermont Police chief is on board with the mutual agreement between Piermont and Orford. This will allow the respective police departments to provide coverage during vacations or for extended time at trainings, at a rate significantly lower than the State Police. The new cruiser is still waiting for two parts of the cage to arrive. Bachus is still hopefully for a delivery before year end.
- C. **Committee Meeting Summaries**
  - Planning Board – Mark Miller is still working on obtaining an engineer report regarding the access road off Prettyman Road to his property. Once the Planning Board receives the report, the Planning Board will recommend action to be taken to the Selectboard, then Miller’s application can be reconsidered by the Selectboard.
  - Cemetery Commission – The commission discussed head stone cleaning with Claudia Titus whose business does gravestone cleaning and restoration. She received training from the NH Association of Old Gravestone Restorers. The head of the association will attend a cemetery commission meeting to discuss what can and can’t be done to headstones.
  - UV Ambulance – Adams reported the rate of \$51 per capita was set for 2023. A letter will be sent to the Town to confirm.

## Old Business

### A. Update of Outstanding Projects

- Mousley Brook FEMA Project – Adams suggested tabling the discussion on the DuBois & King contract to research temporary measures for the culvert/road restrictions
- Garage Storage Addition – footers were poured on Monday, October 24<sup>th</sup>. The next step will be to pour the walls, and floor. After that, contractors will be contacted for estimates.
- FEMA mapping changes – FEMA is working with new data to draw up new flood maps. The process will begin in December 2022, and the Town can comment on the possibly impact on property owners in Orford.
- Mud Turtle Pond road wetland violation – NH DES extended the filing deadline to November 8, 2022 to submit the report, plan and impacted property owner agreements. Adams and Kling will meet with the certified wetlands scientist before that filing deadline. The meeting will be posted as soon as a date is agreed to.
- Other

### B. Budget Discussions recap – as the meeting on November 2<sup>nd</sup> is for the Selectboard to decide on the budget to be presented to the Budget Advisory Committee, some areas need discussion:

- Fire Department – the salary line item increased due to a request to increase the hourly rate from \$16 to \$20, and to increase officer stipends. What qualifies an officer to receive their stipend?
- Highway Department – Many line items increased by substantial amounts – are there specific projects that are driving these cost increases?
- Salaries and Benefits – what changes does the Selectboard want to use so the entire budget can be viewed at the 11/2 meeting? For the preliminary discussion, the Selectboard will use the COLA increase of 8.7% for salary increases, and leave the employee benefit contribution as is for 2023.

### C. Prettyman Road residence – Kling reported the Class VI section of Prettyman Road needs work. Per the agreement with Tiffany Vance, she is responsible to maintain the road at the condition the road was at when she purchased her property. Also, what are her plans for winter maintenance? She is also constructing a small house, but the septic system hasn't been installed yet – and it needs to be installed before she can move into the house. The Selectboard will invite Vance to a board meeting to discuss these issues.

### D. Highway Department

- The highway crew is concerned about the trucks being reliable for winter plowing. The 2013 International was taken to Reed's for the second time to repair the same issue. The board expressed concern about this situation and Adams will contact Reed's to discuss further.
- The highway crew would like to research the possibility of voiding the purchase agreement with Reed's for the 10-Wheeler and sign an agreement with Freightliner. Freightliner has a truck that can be ready for delivery around July 2023, where currently Reed's doesn't have a delivery date for the International. Adams will discuss with the rep from Reed's. Dobbins-Marsh will contact the NH DRA to see what impact, if any, this will have on the approved Warrant Article.
- A similar concern was also addressed for the 6-Wheeler

- Kelley Monahan emailed a concern to the Selectboard regarding ditching on Grimes Hill road. She's concerned with the gravel in her culvert due to run-off. Adams sent an email to the highway department to ask about this.
- The Archertown Road over Jacobs Brook bridge was discussed and the possibility of leaving it open for the 2022 winter. The original plan was to close the bridge as the Town trucks would be too heavy and wide to plow over the bridge. However, the board discussed asking if there is a resident that might be able to use their pickup with a plow to maintain the bridge this winter. A request on Listserv will be posted to see if there is any interest.

**E. Other**

- Election Coverage – the board members will rotate attendance at the Election on 11/8/22, as was done at previous elections this year.

**New Business**

**A. Mowing Bids** – only one bid was received for the mowing of Town Properties and the Community Field. The bid from Lawrence Hibbard was submitted for 2023, 2024 and 2025 as follows:

Town Properties:

|                             |             |             |             |
|-----------------------------|-------------|-------------|-------------|
| • Spring Clean-up           | \$ 2,517.00 | \$ 2,642.00 | \$ 2,769.00 |
| • Mowing & Trimming weekly  | \$14,375.00 | \$14,525.00 | \$14,675.00 |
| • Fall Clean-up             | \$ 2,517.00 | \$ 2,642.00 | \$ 2,769.00 |
| • Town Office Brush Hogging | \$ 300.00   | \$ 350.00   | \$ 400.00   |
| • Total                     | \$19,709.00 | \$20,159.00 | \$20,613.00 |
| Community Field Mowing      | \$14,080.00 | \$14,502.80 | \$14,924.80 |

*Motion made by Kling, seconded by Carter to accept the mowing bids from Lawrence Hibbard for the 2023 – 2025 years. Motion Passed 3/0*

With the mowing bids accepted, the lease with Rivendell will need to be amended to incorporate the higher costs for maintenance. Coordinating times between practice and mowing schedules should be addressed with the new lease as well.

Hibbard expressed his concern with the condition of the playing fields. Often there is litter left after games, and baseballs left in the outfields, that he has to stop to pick up when mowing. In addition, the base paths are not maintained properly following games, which adds to the cost of maintenance from outside vendors.

Hibbard also mentioned damage done to the Common during the “Touch-a-Truck” event held on October 15<sup>th</sup>. This was part of the end of the Open-Air Market celebration. Unfortunately, because of recent rain storms, the Common was soft and when the fire trucks drove onto the Common, deep ruts were left. The Selectboard asked Dobbins-Marsh to reach out to Chief Straight to have the department repair the damage.

**B. Review of received “Notice of Intent to Cut Wood”** – none received

**C. Complaints/Concerns** – Susan Miller Hild wrote to the Selectboard in hopes of resolving an issue she feels was created by the recent grading on Upper Baker Pond road, specifically the result of the apparent change in the height of the road and the impact is it having on her home. She feels this change is allowing water to drain into the lower level of her house when it rains, resulting in wet carpets and floors. She has to use industrial fans to dry out the area trying to prevent mold and mildew. Hild is

asking the road foremen come to her house to review the situation and the possibility of removing road material to lower the road to its original height. Kling previously met with Hild and presented his written report to the Selectboard. Kling feels Hild should try to identify where and how the water is getting into her lower level as her house is very close to the road. The crown on the road was already tempered somewhat, but a crown is needed. The board agreed that Adams will review the site with the road foreman Steve Williams.

#### **D. Correspondence**

- Road Foreman sent an email stating the F550 will need cover \$6,000 of work – luckily about 50% will be covered by warranty
- UV Lake Sunapee Regional Planning Commission sent notification of an increase for dues – they will increase to \$1,900.03
- Kling presented the Washburn historical barn review documentation
- The NH DRA submitted the final documentation of the 2020 Assessment Review. Much of the information had previously been reviewed by the NHDRA reps with the Admin Asst specifically regarding documents needed to be added to files or removed. The next scheduled review of our files will be in 2025
- RSD Leasing notified the Town of Orford it will no longer offer Consortium Random & Pre-employment drug collection services as of December 30, 2022. They provided options of other companies that provide these services

- E. Other** – Patterson’s Store sign – the new owners of Patterson’s want to change the sign, and the sign company needs in writing from the Town to do so. The Selectboard said this would be a State issue, and the sign impacts state roads, not town roads. Dobbins-Marsh will contact the owners and relay this information to them.

#### **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(d) for Consideration of the acquisition, sale or lease of real or personal property at 7:25 pm. A roll call vote of member’s present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:43 pm. A motion was made by Adams, seconded by Kling to seal the minutes of the nonpublic session. Motion Approved.*

#### **Adjourn**

*Motion made by Adams, seconded by Kling to adjourn the meeting. Motion Passed 3/0*

The meeting adjourned at 7:45 pm

Respectfully Submitted,

Esther Dobbins-Marsh