

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 24, 2023

MEMBERS PRESENT: John Adams, Chase Kling, Kevin Follensbee (following appointment)

OTHERS PRESENT: Esther Dobbins-Marsh, Larry Taylor, Mark Miller, Janice Follensbee, Tom Thomson, Charlie Smith, Shawn Garran, Charlotte Furstenberg

## Call Meeting to Order

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

Adams started the meeting with the sad announcement of the untimely death this week of Steve Williams, our Road Foreman. Our condolences go out to his family and friends. He had been an asset in pulling the highway department together. He had a high expectation for himself and the crew, and accomplished a lot for the Town in the months he was here.

## Approval of Minutes

- *Motion made by Kling, seconded by Adams to accept the minutes of 05/10/2023 (as amended) Motion Passed 2/0*
- *Motion made by Adams, seconded by Kling to accept the minutes of 05/17/2023 (as amended) Motion Passed 2/0*

## Action Items

- A. Mountain View Hideaway LLC Application Decision** – Adams said this application has been discussed over the past several years, with extensive reviews completed by the Planning Board and the Selectboard. Therefore, *Motion was made by Adams, seconded by Kling to approve application to build on Tax Map 1 Lot 091-049, finding that the street giving access to this lot complies with the requirements of RSA 674:41, I(b)(3) because it corresponds in its location and lines with a street on a street plat approved by the Planning Board on May 11, 2023, and further that the applicant has signed the required acknowledgement of limitation of the Town's liability and responsibility for maintaining this private access road as well as the Class VI portion of Prettyman Road which provides access to the private access road.*

Discussion: Kling felt due process has been followed, with many questions asked and answered. The engineer, attorneys for the Town, abutters and the property owner have reviewed the plans and provided their opinions. With no further discussion on this motion, the *Motion was Approved 2/0*

Dobbins-Marsh will file the Building Permit for constructing a building on property not fronting a Class V or Class VI road with the Grafton County Reg of Deeds.

- B. Appointment of new Selectboard member** – *Motion made by Adams, seconded by Kling to appoint Kevin Follensbee to fill the open Selectboard position until the next Annual Meeting election. Motion Passed 2/0*

Follensbee was sworn in by Debbie Hadlock, Town Clerk. Adams thanked Larry Taylor and Peter Dooley for their letters of interest for the position.

## Reports

- A. **Assessor** – no report was provided. Currently the assessor is updating Avitar with data previously collected.
- B. **Police Department** – Chief Bachus was not in attendance, but left his report for April 2023. Due to a medical procedure, Chief Bachus was limited to desk duty, but Chief Alling, Piermont Police Chief, provided 25 hours of coverage during tat time for traffic enforcement. In April the department responded to 81 calls for service. (Orford PD had 65, Piermont PD had 11 and the NHSP had 5). Orford PD responded to 40 motor vehicle calls, 8 assist to citizens, 5 follow-up and various other calls. 6 calls for service occurred between midnight and 8:00 am, 61 between 8:00 am – 4:00 pm, and 14 between 4:00 pm and midnight. Some older investigations are winding down, but new cases include a juvenile victim case and juvenile offender case.

The Lyme-Thetford bridge closure has brought a significant increase in traffic to Bridge Street and Route 10 during the morning and afternoon commutes. Bachus has increased his patrol time, varying days and times. The speed cart is working and currently on Archertown Road, with anticipation to it being rotated to Indian Pond road and Dame ill road in the coming months.

The 4<sup>th</sup> of July parade permit has been received from the State. Adams indicated that Bachus is concerned with the additional traffic coming into Orford with the Lyme-Thetford bridge closed during the parade time. He is having on-going conversations with the State.

The Orford PD has been invited to participate in the NH Office of Highway Safety Traffic Enforcement Patrols grant program. This program will pay overtime for enhanced patrol during the National campaign programs. Programs include the National “Click it or Ticket”, “Drive Sober or get Pulled Over”, “Distracted Driving”, and several others. The total amount of the grant for salary is \$5,000 and for use of the patrol vehicle \$1,250. The net cost to the Town for the extra hours of patrolling will be zero. The main focus will be the Route 10 corridor, as well as Route 25A. The Grant is for the 2024 fiscal year, which runs from October 2023 – September 2024.

- C. **Highway Department** – Selectboard as acting Road Agents reported the work on Upper Baker Pond road has been completed, and its reported that Susan Hild is okay with the work. The material removed from this project was left by the East Cemetery parking lot which will need to be removed prior to a planned burial service in July. The Mud Turtle Pond DES restoration work is scheduled to start on Friday, May 26<sup>th</sup>.

Jim Kennedy, the wetland scientist in charge of the restoration project is requesting Warner Earthmoving be contracted for the project work. The highway department will truck material from the site. *Motion made by Adams, seconded by Kling to accept the request to use Warner Earthmoving for the restoration project at a cost between \$2,000-\$3,000. Motion Passed 2/0*

A resident is requesting a driveway permit onto Strawberry Hill – Kling will work with Roger Hadlock to complete the curb cut application. The Selectboard authorized Kling to approve curb cut applications until a Road Agent is hired.

The concrete blocks have been moved to the High Bridge Road bridge to block access to the bridge. “End of Road Maintenance” signs have been installed at the end of several

roads where the Class VI section begins. The sign placed on Prettyman Road is in the wrong spot and the highway crew will relocate it to the correct location.

Kling reported on a concern about tarps and plastic left on the intersection of Tillotson and High Bridge roads. Adams said this was put down by the Conservation Commission to combat knotweed. Adams will contact the commission to suggest placing signage to identify the reason for the tarps.

Tree removal on the Archertown Road (as part of the Archertown Road Hill project) will begin on Tuesday, May 30<sup>th</sup>. The road will be closed from High Bridge road to Blackberry Hill road from 7:00 am – 5:00 pm for several days. Emergency vehicles needing to respond to emergency calls will have access during this time, as well as residents needing to leave to respond to emergency calls. This information will be posted on ListServ, and the Town Webpage.

The cab/chassis for the new F-550 has arrived at Claremont Ford. The retired police cruiser now being used by the highway department needs repairs. Orford Service Center will submit a written estimate for the projected \$4,000 of repairs.

**D. Recap of Selectboard Attended Meetings** – none attended last week

**Old Business**

**A. Archertown Road/Jacobs Brook Bridge**

The design for the bridge has been submitted to the NH DOT for review and approval. Megan Ooms, engineer at DuBois & King is working thru questions and additional information the State needs. Adams has met with the two abutters to the project, the Dooley's and the Paxton's, to discuss and review easements that will be needed for the project. Adams will submit a write up of the requested restrictions to Megan Ooms to review.

**New Business**

**A. Highway Department Vacancy** – the Selectboard discussed promoting Roger Hadlock the interim Road Foreman until a Road Agent can be hired. If Hadlock accepts, there will be a pay increase to reflect the additional work he will take on. A help wanted ad will be place for the Road Agent position.

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

**C. Contract – Twin Bridges** – the contract for IT/Computer Services was received for 2023 – it agrees with the estimate received for budget purposes. *Motion made by Adams, seconded by Follensbee to accept the 2023 IT contract. Motion Passed 3/0*

**D. Correspondence**

- Carl Johnson submitted his letter of resignation as the Emergency Management Director (EMD), as it currently requires more time than he can take from his family and other commitments. *Motion made by Adams, seconded by Follensbee to accept Johnson's resignation and the EMD. Motion Passed 2/0*
- Dina Cutting, on behalf of the Lyme Selectboard and staff expressed their condolences to the Selectboard, Highway Crew and Town employees on the loss of Steve Williams
- JP Pest submitted their semi-annual report on work done at the Town Office building

- Approval for construction of a sewage disposal system was received from the NH DES for property on Archertown Road.
- Community Action Report was received from the NH DRA regarding the cyclical monitoring of properties completed in 2022. Due to the low level of assessment (64.6%) DRA recommends the assessor be vigilant of local market forces and consider the possibility of performing a revaluation sooner than 2025.

#### **E. Action Items**

- Current Use Application – the Selectboard reviewed and signed the Current Use application submitted by Jo-Anne Fratus.
- The Selectboard reviewed and signed the Tax Collectors' Tax Warrant
- The Selectboard reviewed and signed the Raffle Request submitted by the Friends of the Orford Libraries

#### **F. Other**

- Ted Cooley agreed to attend the training to inspect closed landfills at the New London landfill on July 18<sup>th</sup>. NH DES will start to enforce the requirement of an annual inspection and completion of the annual report. Having a volunteer for these inspections will save the Town money, as otherwise the Town would be required to hire an engineering firm to complete the inspection. This inspection does not replace the bi-annual ground water testing that is currently performed by DuBois & King.
- Kling mentioned the Selectboard needs to appoint a liaison to the Planning Board. Adams is the current back-up to the liaison and would like to wait until the June 24<sup>th</sup> meeting to make this decision.
- Highway Garage Diesel tanks – Adams said he's been corresponding with Jen Stonecipher regarding having the State of NH signing off on the work completed, which would allow the Town to reinstall the diesel tanks in the same location. She is hoping to receive feedback from the State by month end.
- Highway Generator – Matt Faus has scheduled the installation for July 2023. Per email he agreed to the cost of \$11,739. *Motion made by Adams, seconded by Kling to accept the revised estimate received via email. Motion Passed 3/0*

#### **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(a) for personnel matters at 7:10 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:25 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 adjourn the meeting. Motion Passed. 3/0*

The meeting adjourned at 7:28 pm

Respectfully Submitted,

Esther Dobbins-Marsh