

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 28, 2023

MEMBERS PRESENT: John Adams, Kevin Follensbee, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, JJ Hebb, Robb Day, Shawn Garran

## Call Meeting to Order

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

## Approval of Minutes

*Motion made by Adams, seconded by Follensbee to accept the minutes of 06/14/2023 (as amended). Motion Passed 3/0*

*Motion made by Follensbee, seconded by Adams to accept the minutes of the 06/21/2023 Public Hearing (as amended). Motion Passed 3/0*

*Motion made by Adams, seconded by Follensbee to accept the minutes of the 06/21/2023 Work Session. Motion Passed 3/0*

## Reports

- A. **Assessor**-Todd Haywood's report provided an update on work being performed within the Town. He completed a Current Use change form and warrant for the Selectboard to review and sign. He updated the telecommunication property pursuant to RSA 72:8-c, and is still waiting to receive the PA-81 from Eversource. He expects to complete that update in July 2023.
- B. **Police Department** – Chief Bachus presented his statistics for May 2023. There was a total of 122 calls, with the NHSP handling 9. Calls included of 66 traffic stops with 11 summons issues, 3 animal complaints, 4 agency assists, a sex offense and a motor vehicle crash. Of the total calls, 8 occurred between midnight and 8 am, 108 between 8 am and 4 pm, and 15 between 4 pm and midnight. The closing of the Lyme-Thetford bridge has brought a definite increase of traffic enforcement on Route 10 and will continue into the future.

Complaints or concerns have taken Bachus out onto the Class VI portion of Prettyman Road, and he's concerned with the state of the road and accessibility. Should an emergency arise, fire and/or ambulance may not be able to respond.

The Prouty will be held July 14<sup>th</sup> - 15<sup>th</sup>. The organization has it well planned out, taking the Lyme-Thetford bridge closure into consideration.

From August 5<sup>th</sup> – 6<sup>th</sup> the Orford Volunteer Fire Department, Inc will hold its annual flea market. Bachus has not yet received the permit for the Special Detail as required. If the organization can find a police department to cover the event at no charge, Bachus will still need to have the permit completed with that information provided.

Finally, the Speed cart was damaged when placed on Route 25A when someone threw a rock into the display panel. Bachus has filed a police report and it's been submitted to

the Town's insurance company. He is waiting to hear form the company on the next step to have it repaired.

- C. **Highway Department** – Kling reported the gravel removed from the Upper Baker Pond project has been used on the Upper Baker Pond boat landing area. There are 2-3 railroad ties that are sticking up, creating a potential liability issue. Because the area is close to the pond (a wetland area), Paige Excavation will be contacted to review the area and determine if they can schedule time to add hardpak to make it a more solid area. The borings on Archertown Road hill have been completed, and wetland mats installed at the Mousley Brook culvert, with Engineer Darrow supervising. The beavers are creating issues at the Indian Pond dual culverts, requiring daily work to keep the culvert cleaned out. The department will contact someone to trap and remove them. The Ford Explorer has been repaired and is back at the highway garage. The new F-550 Cab & Chassis has been delivered and is being stored at the highway garage until the plow package is ready to install.
- D. **Parks & Playgrounds** – JJ Hebb discussed the bandstand condition. Several contractors have looked over the site and provided estimates to repair the structure. Most have said the structural integrity is ok, but repairs are definitely needed. Herb Austic suggested pulling up the structure or jacking it up; pouring a foundation slab, then lowering the structure back down. The main issues are that the structure is only 5 years old, and where will the funds come from to make the needed repairs. The Selectboard discussed the request to use the Common for a Dog Friendly event. Due to the current policy of No Dogs on Town Property, Cara Dyke requested a waiver to hold this event. Hebb said it would need to be held at the south end of the common, be fenced off, dogs be on a leash and be a one-time event. The Selectboard agreed to issue the waiver with these stipulations.
- Community Field – Frustration continues to be expressed around the lack of care for the field due to Rivendell sporting events. Specifically, trash was left on the baseball field, trash barrels not emptied, the storage shed was full of empty spray cans (used to line the field), etc. After much discussion, it was agreed that Lawrence Hibbard (who mows the field) will contact the Selectboard office with issues as they arise, and the admin asst. will reach out to the appropriate people to resolve the issue. She will track the complaints so the Selectboard will have an accurate recording of the issues. Parks & Playgrounds are working on a check list to use following a sporting season so everyone is aware of the field condition before other groups start using the field.

## **Old Business**

### **A. Update of Outstanding Projects**

- a) Streetlight Project – the Selectboard agreed to schedule a public hearing for September 6, 2023. Dobbins-Marsh will notify Affinity LED Light, LLC.
- b) Town Office Roof - Dobbins-Marsh has reached out to several contractors – most no longer paint metal roofs, and to date no estimates have been received to replace the roof. She asked if anyone knew of contractors she could contact. Kling recommended Jancewicz & Sons out of Bellows Falls, Vt.
- c) Highway Garage Well – Kling will try to meet with Chaz Sargent or his partner Andy Benware to get an approximate time to rise the well head at the Town garage.

- d) Grader Cover – during a Road Committee meeting, Kling said Herb Austic is working on a plan to shift the salt shed to a grader cover, and construct a new area to store the salt.
  - e) Diesel Tank Installation – Our consultant Jennifer Stonecipher forwarded our information to Mark Antonia, and he reached out to Adams indicating the fuel tank can be reinstalled with no State supervision. Adams has asked Stonecipher to confirm this with the State. The Board could ask the highway department to set the tank on the right side of the fuel station, and have the plumbing and electrical systems connected. If an inspection would be necessary, the tank is above ground, so that shouldn't be an issue. Adams will reach out to Chief Straight to see if an inspection is needed under NFP 30 & 30W
  - f) Archertown Road Hill Project – The Selectboard requested a timeframe for the reclaiming of the Archertown Road hill – Engineer Darrow said it's scheduled for sometime in September, as the paving should occur soon after the road is reclaimed.
- B. Other** – Dobbins-Marsh asked the board to authorize her signing the fuel contracts for the 2023-2024 term because once the rate is agreed on, the contracts need to be signed and returned to the vender in a short time frame. *Motion made by Adams, seconded by Kling to authorize Dobbins-Marsh signing the fuel contracts. Motion passed 3/0*

## **New Business**

### **A. Action Items**

- Request for a waiver to hold a one-time Dog Training event on the Common. *Motion made by Adams, seconded by Kling to grant a one-time waiver to the "No Dog on Town Property" policy, to allow a Dog Training event on the common, subject to limitations/restrictions set by Parks & Playgrounds. This **does not** include approval for a Dog Waste Station. Motion Passed 3/0*
- *Motion made by Adams, seconded by Kling to accept the resignation from Craig Pelletier as a Parks & Playground member. Motion Passed 3/0*
- The Church Study Committee requested using town funds to pay for an information mailer to be sent to all residents prior to them sending out a survey. The Selectboard agreed to cover the cost of the postage and paper.
- Fairlee Town Water fee – The fee is for water used by the Orford Fire Department for non-mutual aid calls. There are times when Orford will fill up using hydrants in Fairlee, and this is when Fairlee will charge the Town. Adams will discuss with Chief Straight and discourage the department from incurring this fee. Follensbee will discuss with Fish & Game the cost to install a hydrant at the boat landing.

### **B. Complaints** – none received

### **C. Review of received "Notice of Intent to Cut Wood"** – none received

### **D. Correspondence**

- ARPA Funds – the Town received \$40,000 from Grafton County's ARPA funds to use for road projects. Dobbins-Marsh will verify if the funds can be used for any road project, or only the Clough Brook project that was used when the application was submitted.

- Letter received from HEB Engineering offering services for road and bridge projects
- Eastern Analytical submitted the test results from 06/21/2023 for the 3 ponds – all are within acceptable e-coli range
- Prouty Bike Ride – information received including a map of the bike routes
- Lebanon Landfill - Information was received on upcoming changes to fees and permits. When final information is received, it will be added to the Town's webpage
- Draft of Agreement between the Orford Volunteer Fire Department, Inc (OVFD, Inc.) and the Town of Orford to use the baseball field behind the Fire Station. The Selectboard agreed to submit to the OVFD, Inc. for review and comments.

**E. Other**

- Letter addressed to NH Homeland Security requesting an extension of time to complete the FEMA Project of the Mousley Brook culvert was approved and signed by John Adams, Selectboard Chair.
- Letter addressed to Simon Thomson denying his request for a Timber Tax appeal was approved and signed by John Adams, Selectboard Chair.

**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 a Public assistance request at 8:15 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 8:25 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 Follensbee adjourn the meeting. Motion Passed 3/0*

The meeting adjourned at 8:27 pm

Respectfully Submitted,

Esther Dobbins-Marsh