

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

July 12, 2023

MEMBERS PRESENT: John Adams, Kevin Follensbee, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Terry Straight, Molly Bondurant, Lawrence Hibbard

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 06/22/2023
Motion Passed 3/0*
- *Motion made by Adams, seconded by Kling to accept the minutes of 06/26/2023
Motion Passed 3/0*
- *Motion made by Adams, seconded by Follensbee to accept the minutes of 06/27/2023
Motion Passed 3/0*
- *Motion made by Adams, seconded by Follensbee to accept the minutes of 06/28/2023
as amended. Motion Passed 3/0*

Reports

- A. **Fire Department** – Chief Straight presented the department report for June 2023. The department responded to a total of 14 call (98 YTD compared to 62 YTD in 2022) – the calls consisted of 6 medical calls, 1 fire call, 6 mutual aid calls and 1 wilderness rescue. The members inspected the boys camp at Camp Moosilauke, and the girls camp at Camp Merriwood. 2 members spent 7 hours doing hose & ladder testing. 5 members trained on the new reporting system (CSI) for the department, and 2 members met with the NH Deputy Fire Marshall to work on completing the fire department's incident filings. Straight reported that all incident reports have been filed thru June 2023, either thru the old system with the State, or using the new CSI system. The new procedure will be to enter the data into the CSI system as incidents occur, then upload at the start of the following month. Rob Farley, NH Fire Marshall will also submit a monthly summary report to the Selectboard for review. Bondurant outlined how the medical incidents are reported to the State as well. While the RSA states a report is required when a request for medical assistance is made and/or care is provided, the State only requires a report if a certified EMS has provided care. Also, only a certified EMS can complete the report to the State. There is a program that can be added to the CSI system (for \$1,000 per year), but because Orford has so few medical calls, at this time Bondurant feels is not necessary.
- Straight was asked if the tire ruts on the common have been filled in. Straight wants to review with JJ Hebb of Parks & Playgrounds before moving forward. Hibbard said when mowing it is very bumpy, and with all the mowing he does for the Town, he doesn't have

time to repair the ruts. The Fire Department will arrange to have the ruts repaired sometime before August 2023.

- B. **Highway Department** – Selectman Kling reported that the work done on the roads last year helped roads to hold up well following all the rain. There were a few culvert issues (Dublin Road, and Upper Stonehouse Mtn) that the road crew worked on. Piermont put in a turn around on the Bean Brook road, near the east Piermont-Orford town line. Barbara Fowler has offered to contribute to the purchase a granite marker to mark this town line. Indian Pond road, on the bank side towards the pond will need ditching, and several road signs need to be replaced. The beavers at the Indian Pond culvert have been trapped and seemed to be gone for now. Grading will need to start, as several gravel roads are developing pot holes.

Erin Darrow will meet with the Highway department and board members to review the Mousley Brook culvert, along with a rep from Hansen Bridges, to determine what type of bridge could be installed vs a larger culvert. Darrow will also look at the dual culverts on Indian Pond road to see what options are available for the Town (box culvert or bridge). The installation of the generator at the highway garage is on schedule. The department crew will need to dig out an area for the concrete pad that the generator will sit on.

C. **Selectboard attended meetings recap**

- **Road Committee** – Kling attended their meeting. The committee are planning on reviewing roads, as well as the High Bridge Road bridge.
- **Planning Board** – Adams attended their meeting – mostly discussed the subdivision rules & procedures. A public hearing will need to be held before the subdivision regulations are amended – possible in September 2023. There are several openings on the Planning Board. In addition, letters will be sent to inactive alternates requesting their resignations.

Old Business

- A. **Hazard Mitigation Plan update** – the Selectboard signed the Grant Agreement amendment which changes the project completion date to May 29, 2024. All invoices must be submitted by June 29, 2024 as well. The project for Orford is in review at the State level, and all invoices to date have been submitted and reimbursed to the Town. Follensbee also spoke with June Garneau from Mapping & Planning Solutions to update her records listing him as the Emergency Management Director.
- B. **Waste Water/Septic Issues-Piermont Heights Road and Prettyman Road (VI)** – Kling reached out to Sally Tomlinson on Piermont Heights Road – she was unavailable so left a message for her to return his call. Kling visited the property on the Class VI section of Prettyman Road to meet with Tiffany Vance regarding road work and grey/black water issues. He was immediately surrounded by many huskies (he will discuss with Chief Bachus and the Town Clerk re: registrations). Vance came out and said she can't afford to fix the entire road – Kling told her 2-3 loads of gravel would be a good start, as a culvert needs to be covered and the ruts graded. When he tried to discuss the grey/black water issue, Vance returned to her house and would not discuss. Kling said following this, Jim Hook approached him to see if he could be allowed to take his tractor and grade the ruts on the Class VI portion

of Prettyman Road, which Kling agreed to. Kling will try to have Vance come to a Selectboard meeting to discuss these issues.

C. Update of Outstanding Projects

- a) **Streetlight Project** – Affinity LED Lighting was concerned about the time available to complete the installation of lights after the Public Hearing that's scheduled for 9/6. The Selectboard wanted the hearing to be held after residents are back in town following summer vacations, so agreed to keep the date of 9/6 for the Public Hearing. If need be, possibly the contact can be extended.
- b) **Highway Garage Well** – Dobbins-Marsh will continue to leave messages for Sargent's Wells for a date to complete the work on the highway garage well.
- c) **Grader Cover** – Herb Austic has a plan for this project, and the Selectboard will invite him to attend their 07/26/2023 regular meeting
- d) **Diesel Tank Installation** – The Town has been given the ok to place the tank and have it connected. There are several holes in the concrete pad that will need to be filled, then photos taken as proof the work has been done. The highway crew can place the tank on the right side of the fuel station, then an electrician contacted to connect. Following this, Jennifer Stonecipher will review and make note of the completed installation for her report to the State.
- e) **Mousley Brook Culvert (FEMA)** – a revised letter requesting an extension to complete the project was signed by the Selectboard chair. This will be submitted to Stephen Lang, our HSEM rep, who will enter into the FEMA portal.

D. Other

- Grafton County ARPA funds of \$40,000 – Dobbins-Marsh verified that these funds can be used for any road project.
- Follensbee reported he's contacted NH Fish & Game regarding the possible installation of a fire hydrant at the boat landing off Route 10. He's waiting to hear back from them.

New Business

- A. **Review of Actual vs Budgeted Expenses** – Legal expenses are up, but those can't be controlled as they are based on current events that need legal assistance.
- B. **Complaints** – a complaint against Terry Straight, Fire Chief, was received from Emily Moore. Adams asked if Follensbee was aware of the complaint – he said Kling had shared with him. Adams reminded both parties to be careful as these types of meeting can be considered an illegal meeting between board members. Kling met with Moore to review her complaint, and Adams will review the complaint with Chief Straight. The Selectboard will address in a future non-public meeting.
- C. **Review of received "Notice of Intent to Cut Wood"**
Property Owner: Lucille Andrews, Map & Lot #008-031-009 and 010, Logger: David Rondeau
- D. **Contracts-UVLSRPC Circuit Rider** – Adams signed the circuit rider for the July 1, 2023 to June 30, 2024 term
- E. **Correspondence**
 - Letter received from Susan Hild's attorney signing off on the work done on the Upper Baker Pond road near her residence
 - JJ Hebb, Parks & Playgrounds, sent an email to the Board regarding the trash barrels on the Community Field. 4 of the 5 barrels have been removed, with

the 5th barrel left for the soccer teams to use and empty when full. She will be in contact with Rivendell regarding cleaning out the storage shed.

- E-Coli reading from 07/03 are within the safe limits; the readings from 07/10 will require a posting of high e-coli at the Lower Baker Pond, with the e-coli reading at 2419.6
- The Conservation Commission removed Japanese knotweed and last year would take to the sand pit. Because the pit is closed during the day, they stored the knotweed on a plastic tarp at the far end of the sand pit adjacent to the Town Garage. The highway crew will need to open the gate so the knotweed can be stored in its usual place.
- The quarterly Hazard Mitigation Report was filed by June Garneau
- Upper Stonehouse Mtn Road clogged culvert – an email was received expressing concern about this issue. The highway department will be notified to work on this issue.
- Letter received from Shawn Garran – this will be sent to Legal Counsel to review and advise on action, if any, to be taken.

F. Other

- “No Dogs Allowed” signs on the Common – Adams said these signs are at the Community Field, and should be added to the Common as many residents and non-residents are not aware of the No Dogs on Town Property policy. The Selectboard will work with Parks & Playgrounds to install the signs.
- Mall Walk spray timing vs Flea Market – Dobbins-Marsh will contact Bio Spray to determine if the spraying of the mall walk will impact visitors and vendors at the annual flea market to be held the following weekend.
- Roadside Mowing – Dobbins-Marsh will follow up with Roger Hadlock regarding is all roads need to be mowed, and what vender the Town should use to mow this year. A mailer will also be sent out to residents with the date the mowing will be scheduled for.

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 Follensbee, seconded by Adams to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:42 pm. A roll call vote of member’s present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:10 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.

The meeting adjourned at 9:11 pm

Respectfully Submitted,

Esther Dobbins-Marsh