

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

July 26, 2023

MEMBERS PRESENT: John Adams, Kevin Follensbee, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Mike Wright, Herb Austic, Charlie Smith, Shawn Garran, Ruth Hook

Call Meeting to Order

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

Approval of Minutes

- *Motion made by Adams, seconded by Kling to accept the minutes of 06/30/2023 (as amended) Motion Passed 3/0*
- *Motion made by Adams, seconded by Kling to accept the minutes of 07/11/2023 Motion Passed 3/0*
- *Motion made by Adams, seconded by Follensbee to accept the minutes of 07/12/2023 (as amended) Motion Passed 3/0*
- *Motion made by Adams, seconded by Follensbee to accept the minutes of 07/14/2023 Motion Passed 3/0*
- *Motion made by Follensbee, seconded by Kling to accept the minutes of 07/20/2023 (as amended) Motion Passed 3/0*

Reports

- Assessor**-Todd Haywood, Assessor provided the report for July. He completed a form A-5 and A-5W for the land use change tax for property on Prettyman Road. The Selectboard discussed, but Kling thought this may trigger NH DRA requirements. Dobbins-Marsh was asked to research and report back at the next board meeting. Haywood has updated the electric company's information, but is still waiting for information from Eversource. He expects to receive soon and will update during his August visit to Orford, then complete the MS-1
- Police Department** – Chief Bachus reported for the month of July there were 128 calls for service in Orford. The Orford PD handled 115 calls, and the NHSP handled 13. Orford PD calls included 53 traffic stops, (resulting in 6 summonses), 17 administrative calls, 13 public service calls, 9 traffic related/parking enforcements, 6 animal complaints, 2 thefts, a malicious mischief, family offence and a disorderly conduct call. The remainder were non-criminal incidents. 4 calls for service occurred between midnight and 8:00 am; 100 between 8:00 am and 4:00 pm; 24 between 4:00 pm and midnight. Other investigatory cases are winding down and as a result, court appearances are on the rise. In July there were two new investigatory cases that have increased his "seat time" involving typing reports and warrants. Kling asked about the "No Parking" signs on Baker Road parking area. Bachus will check on them, as the signs have been ordered. The repair shop is still waiting for parts to repair the speed cart. Bachus met with Larry

Taylor, President of the Orford Volunteer Firefighters, Inc. regarding police presence at the annual flea market. Unless it's a rainy day, Bachus will be on duty per his contract. The July 4th parade went well, with no adverse or reported concerns. Bachus was contracted to provide services during the Prouty for traffic control at the intersection of Route 10 and River Road. Later in the day he moved to the intersection of Bridge Street and Route 10, and will suggest to the Prouty organizers that next year this intersection should have a dedicated person for traffic control.

The State of NH Police Standards and Training announced on July 20th that the accreditation program is being rolled out and is accepting applications. The program is voluntary by police agencies; however, the program offers numerous benefits including greater accountability to the public, reduction in agency risk and exposure to lawsuits, and increased community advocacy. As time permits, Bachus plans to apply for accreditation in the coming months and get a better idea of what it will entail. Adams asked about the vehicles that continue to drive on the Common. Bachus feels it's best to document the various group using the Common and note any violations of driving on the Common. Possibly the Town will need some type of check list following events to make sure the event holder is responsible for repairing damage done to the Common.

C. **Road Committee** – Charlie Smith said he was asked a few questions following the Public Hearing on the Archertown Road project:

- How will the work impact the bus route once school starts?
 - The bus route on Archertown Road starts at the intersection of Norris Road and goes towards Indian Pond Road – buses shouldn't be driving near the project area.
- Culverts – Smith said it was stated at the Public Hearing the water flowing thru the culverts won't impact private property. Smith feels once the ditches are cleared and culverts are unclogged it will create more water run off onto private property. The Selectboard will address with the Engineer Erin Darrow.

Gravel Quality & amounts - The Road Committee addressed the use of ¾" crushed gravel vs 1-1/2" crushed stone when rebuilding roads. They feel using 1-1/2" crushed stone will allow the roads to last longer as crushed gravel seems to run off (fine sediment) easily into the ditches. Smith will obtain pricing for various products and vendors so the Road Committee can make a recommendation to the Selectboard of the best options. The committee also recommends renting a roller to use on the steeper sections of roads after putting down new material.

Salt Shed/Grader Cover – Austic presented a proposal for a salt shed that could be constructed within the gravel pit. This would be constructed using metal supports and a fabric cover (25-year warranty). The costs, depending on the size, would range from \$67,000 - \$90,000. The Selectboard will need to present a Warrant Article at the March 2024 annual meeting for this project. Austic presented option for converting the current salt shed to a grader cover (it would act as both until the larger salt shed could be constructed). The current salt shed needs repairs of approximately \$3,000, and to add onto this this building to house the grader could be completed for the \$14,000 approved

by the voters at prior annual meetings. The addition would consist of a 9' overhang on one end of the salt shed, and a 16' addition on the other end. Dobbins-Marsh will attempt to obtain estimates from local contractors for this project. *Motion made by Adams, seconded by Follensbee to approve salt shed repairs, up to \$5,000, and up to \$14,000 to convert the salt shed to a grader cover. Motion Passed 3/0*

D. Selectboard attended meeting recap – none attended

Old Business

A. Update of Outstanding Projects

- a) Town Office Roof – Estimates are still being requested to either paint the roof or to replace it. One estimate to paint was for \$32,000 (a detailed proposal will be requested), and to replace was for \$140,000. The Selectboard agreed to put the painting out to bid.
- b) Garage Generator – The Highway crew have prepared an area for the generator and where the propane tank will be placed – the generator is planned to be installed around the middle of August.
- c) Garage Well – Kling was in contact with Sargent's Well – the Town is on their schedule for this year to complete the work on the well, however, Sargent's feel this won't improve the quality of the water for drinking. The Town may need to install some type of treatment system.
- d) Diesel Tank Installation – The Highway crew placed the new tank in the fuel station, filled the boring holes where the leak occurred and worked with Beardsley to complete the plumbing. Gray's Electric will connect the electricity, then diesel can be ordered to use on a limited basis, as the NHDOT cost per gallon will be less than what the Town can contract for.
- e) Archertown Road Hill Project – the boring results were received by the engineer and she will be reviewing in detail. The RFP's for Contractors and Paving have been prepared by the Engineer as well.
- f) Mousley Brook Culvert project – The Town is waiting for an estimate from Hansen Bridges. Conversation have taken place with the abutters, Tom Thomson and Green Woodlands, which should help the project move forward in a positive way. Once a project cost is calculated by Engineer Darrow, this will be used to form a Warrant Article to vote on at the 2024 Annual Meeting.
- g) Archertown Bridge at Jacobs Brook-NH DOT Amended Project Agreement – *Motion made by Kling, seconded by Follensbee to sign the Amended Project Agreement between the Town of Orford and the NH DOT for the Archertown Road Jacobs Bridge project. Motion Passed 3/0*

B. Waste water/Septic issues-Prettyman Road & Piermont Heights Road – Kling reported on his conversation with Sally Tomlinson. Her tenants have installed an Incinolet toilet and are using a dry well system for gray water. He will follow up again in September. Kling attempted to meet with Tiffani Vance, but no resolution had been met yet. When he attempted to visit her residence, he was swarmed by her dogs. In addition, some were running in the road and on another resident's property. Kling suggested sending a certified letter to her and her mother (co-owner of the property) to require a meeting with the Selectboard. The letter should request dates and times that Vance can meet at her property with the Selectboard to review issues with gray water,

septic issues and the condition of the Class VI portion of Prettyman Road. Dobbins-Marsh will prepare the letter for signature.

C. Other

- Entry Level Highway crew job description – The Selectboard reviewed the job description and approved it. The Help Wanted ad will be posted.
- Sand Screening Estimate – An estimate will be obtained for sand screening. Roger Hadlock will determine the # of yards to be screened.

New Business

A. Complaints

- Shawn Garran had submitted a letter requesting feedback from the Selectboard regarding a conversation he had with Chase Kling. The Selectboard told Garran, on advice from Council, this was a conversation between two individuals, and not a Selectboard matter.
- Ruth Hook filed a complaint against John Adams and the Selectboard for an untimely response to her complaint filed on June 13, 2023 (attached). Kling agreed that a response had taken way too long. Adams said they were investigating the complaint and having discussions with Chief Straight, the NH Fire Ranger and Orford Fire Warden Jim Hook. In addition, the request for copies of the incident reports from the brush fires referenced in her 06/13 complaint had not officially been filed until recently. Hook said she felt copies of the original incidents could have been given to her as they should be maintained at the Fire Station. Adams said he's working on a response to her complaint and should have to her soon.
- Emily Moore filed an addendum to her complaint against Chief Straight filed on 07/07/2023. Additional information pertains to lack of notification for trainings and meetings, and not receiving driver training even though fire fighters brought onto the department after her have. In addition, she filed an additional complaint about an incident that occurred on 07/22/23 at the scene of a medical call. Adams will address the addendum and additional complaint with Chief Straight and report back to the other Selectboard members.

B. Review of received "Notice of Intent to Cut Wood" – none received

C. Correspondence

- Eastern Analytical – results from the e-coli testing on 07/24/2023 – all three ponds tested under the rating of 88.
- Town of Wentworth Planning Board sent an abutter notice to the Town of Orford for a minor subdivision of property submitted by Fred Brownson.

D. Other

- Social Media Policy Introduction – Adams provided two draft version for the social media policy – one allowing full interaction and one with restricted interaction.

- Complaint Procedure – Adams will work on a draft for a procedure on processing complaints

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 Follensbee to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 8:23 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 9:05 pm. A motion was made by Follensbee, seconded by Adams to seal the minutes of the nonpublic session. Motion Approved 3/0

Adjourn

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

The meeting adjourned at 9:08 pm

Respectfully Submitted,

Esther Dobbins-Marsh

07/24/2023 - Ruth Hook vs. Selectboard Chairman John Adams (To be read into the minutes)

When and where did the action/activity leading to this complaint/comment/suggestion take place?

June 14, 2023, Selectboard Meeting at the Town Office, listed on Selectboard Agenda — Complaint — Ruth Hook: I read my complaint into the minutes — Retaliation, Fire Chief Terry Straight, concerning an accidental fire started by setting off a bottle rocket on May 10, 2023 at my residence, 17 Hammond Lane.

Describe your complaint/comment/suggestion. Include all observations that you made.

After reading my complaint into the June 14, 2023 Selectboard Minutes in reference to the May 10, 2023 accidental fire that I had caused, I asked the following questions:

- Why did Fire Chief Terry Straight call the State's Forest Ranger on me when I caused an unintentional fire vs. Fire Chief Straight not calling the State's Forest Ranger when Jean-Pierre Daigneault who had intentionally set a bush pile on fire a couple of weeks earlier without a burn permit that got out of control.
 - a. I emailed Esther on June 19th as I had not received a response and she said she would remind John Adams.
 - b. Per the June 14, 2023 Selectboard Draft Minutes The Selectboard will respond to Hook with a written update to her complaint.
 - 1. As of July 25, 2023, I have not received any written update.
- I asked for copies of both Fire Incident Reports, the one for Jean-Pierre Daigneault's Fire Report and my Fire Report.
 - a. Per John Adams, Chairman, he said he will be requesting these from Chief Straight as well.
 - b. It's been 6 weeks and I still have not seen the reports or an update from the Selectboard.
 - c. Please explain why it is taking so long to get both the answer and reports.
- The reason cannot be confidential as when Fire Chief Dennis had responded to the Selectboard at their June 27, 2012 meeting that incident reports were confidential, John Adams reported at their July 11, 2012 meeting that he had spoken to the Fire Marshal's office that other than medical calls, incident reports are considered public information.
 - a. So again, why have the Fire Incident Report not been provided to me?

Attach any pictures or other documentation that supports your complaint/comment/suggestion.

Original complaint was read to the June 14, 2023 Selectboard Minutes.

Signature: _____

Ruth Hook *7/25/2023*