

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

August 23, 2023

MEMBERS PRESENT: John Adams, Kevin Follensbee, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Todd Haywood (called in), Jason Bachus, Tiffany Vance, James Krise, Celia Ann Bartlett, Bob Palifka

Call Meeting to Order

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

Approval of Minutes

- *Motion made by Follensbee, seconded by Kling to accept the minutes of 08/09/2023 (as amended) Motion Passed 2/0*
- *Motion made by Follensbee, seconded by Kling to accept the minutes of 08/17/2023 (as amended) Motion Passed 2/0*

Reports

- A. **Assessor**-Todd Haywood called into the meeting to discuss work completed over the past month. Haywood prepared the MS-1 for the Selectboard to review and approve. The due date for submitting to the NH DRA is September 1, 2023, however, he can ask for an extension if the Board needs more time (they requested he request the extension). The net increase in valuation is just under \$400,000, but one thing to be mindful of is the telecom, current use land and utilities are all affected by the Town's equalization ratio, which impact some of the potential gains. Haywood said after the equalization ratio is completed for 2023, he will have a better idea if a re-assessment is needed for Orford.
- Haywood also prepared an abatement recommendation for Eversource. It appears there was a calculation error that occurred in 2022, resulting in them being over charged. *Motion made by Adams, seconded by Follensbee to approve the abatement. After further discussion, the board agreed to defer acting on the abatement to allow for additional time to review. Motion defeated 3/0*
- B. **Police Department** – Chief Bachus presented his data for July 2023. There was a total of 146 calls for service (the NHSP responded to 11). There was 63 traffic stops, with 19 summons issues. Additional calls included 26 administrative calls, 15 public service calls, 9 animal complaints and 2 disorderly conduct complaints. Calls occurred as follows: 4 between midnight and 8:00 am, 137 between 8:00 am and 4:00 pm, and 33 between 4:00 pm and midnight. At the end of the month, a new time intensive investigative case was reported to include animal cruelty/neglect investigation with the NH SPCA and the NH State Vet, along with a criminal investigation case. Both cases are ending and pending resolution.
- Bachus reported he's been confirmed by the NH Executive Council and appointed by Governor Sununu to serve on the advisory board on Private Investigative, Bail Recovery

and Security Services for the State of NH. He will attend 5-6 meeting annually. Bachus discussed the possibility of repairing the small garage on Route 25A. Currently the speed cart is stored there, and he'd like to be able to use the garage for storing large items of old equipment and found property. Windows would need to be replaced or blocked, and there is some structural damage – overall, the repair costs should be low. The Selectboard recommends repairing the garage to use for Police Department storage. Kling also suggested looking into a type of storage container that could be used for the same purpose. Bachus will look into both options. Regarding the speed cart, the repair shop is still waiting for a couple of processing chips needed to fix the display, and will have a final estimate once received.

C. **Selectboard attended meeting recap**

- Road Advisory Committee – Kling attended the August 10th meeting where the committee discussed gravel sources, quality and type of materials the Town should use. The committee feel a culvert replacement schedule should be implemented. They also reviewed a 5-year paving schedule that Kling provided.
- Cemetery Commission – Kling attended the August 12th meeting. There a few in attendance that wanted to discuss the ability to walk their dogs in the cemeteries. The Commission and Kling feel because cemetery plots are privately owned, dogs should not be allowed, but are not sure who makes this decision.
- Parks & Playgrounds – Follensbee attended the August 16th meeting. The committee is still waiting for recommendations from the contractor in regard to repairs needed for the bandstand. Currently the concert bands are playing beside the bandstand, not on it. The committee will also be looking to revise the “Request to Use Parks & Playgrounds” application to adopt a stricter requirement regarding restoring the condition of the parks following an event. The Selectboard may want to consider adding to the budget for annual maintenance of the Common and other Town owned locations.
- Planning Board – Adams attended the August 22nd meeting. The board approved 3 minor subdivisions with conditions. The surveyor will make changes to the design – once received by the board they will make a final decision at their 09/12/23 meeting.
- Right to Know Webinar – Adams attended this webinar. Changes are being made regarding sealed closed minutes – if the law passes, every 10-years Selectboard will be required to review sealed closed minutes to determine if they should remain sealed, or not. It was also highly recommended destroying records following the retention RSA guideline.

Old Business

- A. Gray Water/Septic Issues – Tiffani Vance** attended the Selectboard meeting to discuss progress being made at her property on the Class VI section of Prettyman Road.
- Gray water – Vance said she has no running water so this isn't an issue

- Black Water – Vance will be installing an Incinolet toilet over the next few weeks and will let the Selectboard know when it's completed. Her brother said they will try to get a composting toilet in the meantime.
- Dogs – a fence has been installed to help manage the dogs. They have been inspected by the NH State vet and it was determined the dogs are in good condition.
- Road Condition – Vance presented a letter from Tim Chase stating he's started working on the road – adding gravel and grading.
- Change of Current Use tax invoice – concern was addressed as to the valuation used to calculate the change use tax. Dobbins-Marsh will provide the assessors contact information to Vance and/or her brother, so they can discuss with him.

B. Update of Outstanding Projects

- Highway Garage Generator – the generator has been installed and started up. The propane tank has been installed – just need to order propane to fill the tank.
- Grader Cover – Len Gray reviewed the project and is working on an estimate. When the project starts it may be possible to move the salt to Rob O'Donnell's property for short term storage.
- Diesel Tank Installation – the diesel tank has been set, venting added, electricity connected, and fuel added.
- Roadside Mowing – mowing was delayed, so the start date has changed to the week of 08/28/2023
- Highway Department work– Orfordville road and Tillotson Falls road have been graded, with Stonehouse Mtn road and Mud Turtle Pond road have been spot graded. Grimes Hill and Boynton Road are on the schedule for next week. Ditching along High Bridge road has started – once completed, the road will be graded to the P&V campground. Work on the Archertown Road hill project will begin the week of Labor Day.

- C. Funding for new Highway Trucks** – as the new highway trucks are arriving sooner than anticipated, Bob Palifka revised the worksheet for funding used from the Highway Trucks Capital Reserve account. The Selectboard agreed the old trucks will be traded in (or sold) which will help maintain a positive balance in the CRF account. Currently there are funds to cover the 10-wheeler and the F-550 (the 6-wheeler is expected to arrive in 2024).

New Business

- A. Schedule Historical Barn reviews** – The Selectboard agreed to send letters requesting updated photos and a report on improvements completed since last year.
- B. Review of received “Notice of Intent to Cut Wood”**
Property Owner: Tim Olsen, Map & Lot #008-093-027, Logger: Louis Cadwell
- C. Complaints** – the complaint received involves personnel, and will be reviewed in a closed session.
- D. Contracts** – The Application for the renewal of the Groundwater management permit was reviewed and signed. This permit is renewed every 5-years.
- E. Correspondence**
- Federal Emergency Management Agency sent the final flood zone determination for Grafton County, NH.

- An email was received from K&R Portable Toilets regarding damage to the portable toilet at the playground over the weekend. A large rock was placed in the tank, along with the cover to the hand sanitizer. They will take to the shop to clean and repair, but if the vandalism continues, they will remove the portable permanently from this location.
- Email received from Jo-Anne Fratus regarding dogs on Town property. Following Parks & Playgrounds and the Cemetery Commission providing their thoughts on this issue to the Selectboard, a group on concerned citizens would like to be able to speak on the issue at a regular board meeting.

F. Other

- The Selectboard were given the Personal Wireless Service Facilities Ordinance to review. They will discuss during a meeting in October.
- The Selectboard was given a draft of a Citizen Complaints/Investigation Policy. They will discuss during a meeting in October

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 7:48 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:24 pm. A motion was made by Adams, seconded by Follensbee to seal the minutes of the nonpublic session. Motion Approved 3/0

Adjourn

Motion made by Adams, seconded by Kling adjourn the meeting. Motion Passed.

The meeting adjourned at 8:25 pm

Respectfully Submitted,

Esther Dobbins-Marsh