

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

March 13, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh,

Call Meeting to Order

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

Elect Selectboard Chair – *Motion made by Taylor, seconded by Follensbee to appoint P. Chase Kling as the Selectboard Chair. Motion Passed 3/0*

Kling asked the Selectboard members if the appointments could be moved up on the agenda – they all agreed.

Appointments

- Auditor – *Motion made by Kling, seconded by Follensbee to appoint Tim Greene of Roberts & Greene as the auditor. Motion Passed 3/0*
- Fire Chief – *Motion made by Kling, seconded by Taylor to appoint Stephen Sanborn as the Fire Chief. Motion Passed 3/0*
- Police Chief – *Motion made by Kling, seconded by Taylor to appoint Jason Bachus as the Police Chief. Motion Passed 3/0*
- Road Agent – *Motion made by Kling, seconded by Follensbee to appoint Theodore Nutter as Road agent. Motion passed 3/0*
- Emergency Management Director – *Motion made by Kling, seconded by Taylor to appoint Kevin Follensbee as the Emergency Management Director. Motion Passed 2/0 (Follensbee abstained)*
- Health Officer – This position will remain open until the Selectboard can find someone willing to take on the appointment.
- Niles Fund Committee – *Motion made by Kling, seconded by Follensbee to appoint Melinda Ricker, Ann Green, Ruth Hook, Jennifer Tilden, and David Coker as members of the Niles Committee. Motion Passed 3/0*
- Tree Warden – *Motion made by Kling, seconded by Taylor to appoint Bill Wilson as the Tree Warden. Motion Passed 3/0*
- Inspectors of Election – *Motion made by Kling, seconded by Taylor to appoint Eva Daniels, Susan Hinchliffe, Linda Pease, and Susan Kling as Inspectors of the Elections for a 2-year term. Motion Passed 3/0*
- Conservation Commissioner – *Motion made Kling, seconded by Taylor to appoint Harrison Pease as a Conservation Commissioner for a 3-year term. Motion Passed 3/0*
- Conservation Commission Alternates – *Motion made by Kling, seconded by Follensbee to appoint Fran Plaisted and Emily Bryant as Conservation Commission Alternates for a 3-year term. Motion Passed 3/0*

- Road Committee – *Motion made by Follensbee, seconded by Taylor to appoint Charles Smith, Mike Wright, and Herbert Austic to the Road Committee. Motion Passed 2/0 (Kling was a no vote)*

Committee Resignation – *Motion made by Kling, seconded by Follensbee to accept the resignation of Paul Griffin as a Planning Board alternate, effective immediately. Motion Passed 3/0*

Selectboard Liaisons to Boards, and reps to commissions and committees

- Planning Board Liaison – *Motion made by Follensbee, seconded by Taylor to nominate Kling as the liaison to the Planning Board. Motion passed 3/0*
- Planning Board Alternate – *Motion made by Kling, seconded by Taylor to nominate Follensbee as the alternate to the Planning Board. Motion Passed 3/0*
- Conservation Commission – Kevin Follensbee
- Cemetery Commission – Chase Kling
- Road Committee – Larry Taylor
- Budget Advisory Committee – Kevin Follensbee
- Parks & Playgrounds Committee – Larry Taylor

Other

- Kevin Follensbee will be the Selectboard rep to the UV Ambulance
- Kevin Follensbee will work on the Archertown Road Jacobs Brook bridge project, and take the certification course.
- The Broadband memorandum of agreement has been submitted to NH Broadband for review and approval.

Review Town Meeting results

- Operating Budget – the article passed – Dobbins-Marsh will print out budget vs actual reports for the various town departments.
- Funding Capital Reserve Accounts (CRF) – funds will be paid to the various CRF accounts over the calendar year 2024, with the first payment going to the Highway Truck CRF. The Road Agent will contact Viking-Cives to add the 6-wheeler and the F-550 to the schedule to add the upfitting package.
- Archertown Road Phase II and the Indian Pond Culvert project were approved. Meeting will be scheduled to plan for the upcoming work. Regarding the culverts on Indian Pond, the Road Agent will contact NH DES to see if their replacement qualifies as emergency DES work based on the condition of the culverts.
- Mousley Brook – this FEMA project was approved. Dobbins-Marsh will contact the rep at the NH HSEM to review the next steps.
- The article to purchase the radios for the Highway Department was approved. Road Agent Nutter will work with Follensbee to purchase.
- Elderly Tax Credit – Dobbins-Marsh will update the income limits on the application.
- Road Committee By-laws – Dobbins-Marsh will update the Road Committee Webpage to reflect the changes
- Adding a Public Comments section to the Selectboard Agenda – Follensbee will work on documenting the rules for this addition to the Selectboard agenda.

Review 2024 Hazard Mitigation Plan for approval - The 2024 Hazard Mitigation updated plan was approved by FEMA and requires the Selectboard, EMD and Fire Chief to sign the Certificate of Adoption and the Resolution Approving the Hazard Mitigation Plan Update 2024 as a Community Wildfire Protection Plan. Both documents were signed.

Action Folder

- Intent to Excavation application – as this excavating is for personal use, no application is needed. The property owner will be notified.
- Request to use the Common by the Bandstand Committee for the summer concerts – the Selectboard approved the request.
- Forest Fire Warden and Deputy Fire Warden Appointments – The Selectboard signed the Reappointments of James Hook as the Fire Warden and James Carter, Arthur Dennis, and Jonathan Dunham as Deputy Fire Wardens.

Correspondence

- UVLSRPC Notice of Household Hazardous dates – these are posted on the Town's webpage on the Services Tab
- Right to Know workshop will be held on April 17th in person or virtual
- Email from Mary Hooley regarding possible paving of Dublin Road – Dobbins-Marsh will email her the process to submit a warrant article for the 2025 annual meeting.
- UVLSRPC Request for a Letter of Intent to support the 10-year plan to develop and implement a plan to allow NH to fully participate in federally supported transportation improvement. Kling will work with Dobbins-Marsh to prepare the letter.

Approval of Minutes

- *Motion made by Follensbee, seconded by Kling to accept the minutes of 02/28/2024 (as amended) Motion Passed 2/0*
- *Motion made by Kling, seconded by Follensbee to accept the minutes of 03/07/2024 (as amended) Motion Passed 2/0*

Other – Dobbins-Marsh thanked John Adams for the time he served the Town as a Selectboard Member. He was the chair when she was hired, and was very helpful in her early days as Administrative Assistant.

Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary

Adjourn

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

The meeting adjourned at 7:15 pm

Respectfully Submitted,

Esther Dobbins-Marsh