

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

March 27, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Jason Bachus, Ted Nutter

Call Meeting to Order

The meeting was called to order at 6:00 p.m.

Approval of Minutes

Motion made by Follensbee, seconded by Taylor to accept the minutes of (as amended) Motion Passed 3/0

Reports

- A. **Police Department** – Chief Bachus presented his February report to the Selectboard. In February, there were 90 calls for service (NHPD responded to 9). The 81 calls responded to by the OPD included 3 motor vehicle crashes, 3 animal complaints, 2 agency assists, 2 arrests and 45 motor vehicle enforcement actions, with 6 summonses issued. The arrests included an aggregated DUI and another criminal complaint. Bachus' EMT training begins 03/27 and goes thru the 1st Saturday of May. Bachus continues to work on finishing up various investigations and referring to prosecution for additional review for opinions on probable cause, or not, for arrest warrants. The insurance deductible of \$1,000 was reimbursed to the Town for the damage done to the speed cart last year as part of the guilty plea agreement by the responsible party.
- B. **Highway Department** – Road Agent Nutter addressed the issue with Indian Pond dual culverts. Due to the condition of the culverts, constant repairs are being made to maintain the road by filling in holes that develop on a regular basis. The Selectboard discussed using wetland mats to create a temporary bridge over the culverts (the cost will be part of the approved Warrant Article to replace these culverts). Nutter will obtain a price for the mats, and an estimate will be requested from Right Angle Engineering to obtain permits.
Nutter addressed the need for a bond to allow Trumbull-Nelson to bring a crane over the paved section of Upper Baker Pond Road. The Board discussed if the crane is moved in the morning, no bond will be necessary.
Archertown Road Phase I – R&D paving met with Nutter to review the issues of the paving and agreed to repair the “unraveling” on several sections of the road. If these areas get worse, R&D will saw cut the sections and repave at their expense.
Archertown Road Phase II – Reviewing the budget summary from Right Angle Engineering, the Board discussed some changes that will need to be made to the specs based on the outcome of the Annual Meeting. The specs need to include driveway culverts that are impacted by the project, and Phase II base & top coats of paving is required (not just the base). Taylor said, after looking over the engineering costs, the

Board needs to put the engineering fees out to bid, and for paving the base & top coats for Phase II. Dobbins-Marsh will work on the RFP for the engineering fees.

Engineer Darrow requested a meeting with the Selectboard to review the Archertown Road Phase I punch list, and the emergency repair for the Indian Pond culverts. The Board will also discuss the outline of projected costs for the Archertown Road Phase II and Indian Pond Culvert projects.

C. **Selectboard attended meeting recap**

- Conservation Committee – Follensbee attended the meeting on 03/21. They discussed working on the Heritage Trail, the snowshoe event (which was well attended) and other upcoming events throughout 2024.
- Planning Board – Kling attended the meeting on 03/26 – they reorganized and voted to appoint Mark Adamczyk as the Chair, Paul Goundrey as Vice Chair and Martha Rose as Secretary. The Planning Board still has a vacancy for a 3-year position, and 3 alternates. They asked about the laptop (waiting to have IT add Microsoft Windows) and getting emails for the members (Dobbins-Marsh will work with IT on this). Projects for 2024 is to start reviewing the Master Plan and the Cell Towner Ordinance.
- Road Committee – Taylor attended the meeting on 03/14. The committee discussed putting down the road fabric on a section of road that is consistently damp. The committee agreed to set a date to have an engineer demonstrate how the fabric is installed and discuss the cost to do so.
- Parks & Playgrounds – Taylor attended the meeting on 03/20. The committee discussed the bandstand repairs – still waiting for estimates from contractors, but believe the repairs costs to be between \$40,000 - \$45,000. Plans for maintenance of the Community Field are on hold until the School annual meeting. If RISD decides not to lease the fields, then the maintenance plans will change.

Old Business

A. Update of Outstanding Projects

- a) Heritage Center Painting – Kling asked if the building was painted or stained – Dobbins-Marsh will contact John Matyka (previous owner) to see what was used previously. Follensbee will use that information to put together a bid spec.

New Business

A. Class VI Road Maintenance – The Selectboard discussed and approved the “Permit for Road Improvements on a Class VI Highway by private individuals” for Sylvia and James Evans. They need to make repairs to the Old Grimes Hill road in order for NH Electric Coop to install power lines to their property that abuts this road. *Motion made by Kling, seconded by Follensbee to approve the permit to do road maintenance to Old Grimes Hill road to allow for power lines installation. Motion Passed 3/0*

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

C. Action Items

- Mt Cube Masonic Assoc Raffle request – approved by the board
- Yield Tax on Timber Cut for Douglas DePorter– approved and signed by the Board

- Elderly Tax Credit and Veterans' Tax Credit Application – *Motion made by Follensbee, seconded by Taylor to approve the application from Alton Deblois. Motion passed 3/9*
- Disabled Veterans' Tax Credit Application -*Motion made by Kling, seconded by Follensbee to approve the application from Charles Smith, Jr. Motion Passed 3/0*
- Disabled Veterans' Tax Credit Application -*Motion made by Follensbee, seconded by Taylor to approve the application from Christopher Rodgers. Motion Passed 3/0*
- Appointments:
 1. *Motion made by Kling, seconded by Taylor to appoint Bartlett Harwood as an alternate Trustee of the Trust Funds. Motion Passed 3/0*
 2. *Motion made by Kling, seconded by Taylor to appoint David Smith as a Road Committee member. Motion Passed 3/0*
- A mailer will be sent regarding Green Up Day and the Household Hazardous Waste location and dates.
- Abatement – *Motion made by Kling, Seconded by Follensbee to approve the 2023 Abatement for Gaetan & Kristina Desimone. Motion Passed 3/0*
- Public Comment Section of the Selectboard agenda – Follensbee reviewed the rules for the Public Comment section that will be added to future Selectboard meeting agendas. Follensbee will update based on Board discussion and the document will be posted on the Selectboard Webpage and posted with future agendas.

D. Correspondence

- A request was made by Sean Garran to open the Fire Department meetings up to the public and require their minutes be available to the public. A similar request was made several years ago, and the Board reviewed the request with Town Council. Council stated that departmental meetings are not considered a “public body” and do not fall under the Right to Know law, therefore minutes are not required for these meetings. This language was adopted by the Selectboard in April 2023 and included in the “Meeting Notices, Agenda, Minutes and Other Required Posting” policy.

- E. Other** – Meeting with Right Angle engineer Darrow – Dobbins-Marsh will reach out for dates that she can meet in Orford.

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 Taylor to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 8:07. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:23 pm. A motion was made by Follensbee, seconded by Taylor to seal the minutes of the nonpublic session. Motion Approved 3/0

Adjourn

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

The meeting adjourned at 8:25 pm

Respectfully Submitted,

Esther Dobbins-Marsh