

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 10, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Chief Sanborn, Eva Daniels, Jenny Littlewood, Shawn Washburn, Sylvia Paxton, Jaclyn Mackey

## Call Meeting to Order

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

**Public Comments** – none

## Approval of Minutes

*Motion made by Kling, seconded by Follensbee to accept the minutes of 3/27/2024. Motion Passed 3/0*

*Motion made by Follensbee, seconded by Taylor to accept the minutes of 04/02/2024 (as amended). Motion Passed 3/0*

## Reports

- A. **Fire Department** – Chief Sanborn reported the department responded to 14 calls, 8 of them medical. Members also completed 2 occupancy permits. Sanborn is working to develop policies for the department, using boiler plate policies for some. One priority policy will be to address qualifications to drive fire vehicles, and the use of personal vehicles to respond to calls. Another policy would be to address driver's license checks to make sure all members hold valid licenses, as well as a policy for background checks for new members. The Chief will start recruiting in 2024 as well. The department is also looking into grants to help cover the cost of new equipment.

The Orford Volunteer Fire Department, Inc. purchased a TV and mounting equipment for the department and will use this for training purposes. The OFD wished to express their thanks for this donation.

The last item discussed with the Selectboard was to address concerns with Orford Firefighters license plate frames being displayed on personal vehicles by members of the OFD that resigned at the end of 2023. Sanborn feels they should be removed. The Town will research its options.

- B. **Church Committee** – Eva Daniels asked the Selectboard what the next step is regarding the Town purchasing the Congregational Church? The Board and Committee members discussed the results at the annual meeting – to keep studying uses for the Church, but that no funding was allocated to do this. Littlewood asked if the Board could purchase the Church if they had a purchase price? Could a special meeting be called for voters to vote on the purchase? Generally, a special meeting is due to a clerical error in putting together the information at the regular annual meeting, or for an emergency situation. This would not meet those criteria.

The Church Committee said their bylaws state they must give the right of first refusal to the Town, which is why they started this process last year. After further discussion, it was agreed to have the Church Committee look into other potential buyers of the

property, and once they have other offers, to present to the Selectboard. Should the Board want to match an offer, it would be part of a Warrant article for voters to decide on in 2025.

- C. **Police Department** – Chief Bachus was at his training, but left his report for the Selectboard to review. In March there were a total of 93 calls for service (NHSP responded to 3). The 90 calls for service responded to by the OPD included 5 fraud cases, 3 suspicious activities, an unknown shots fired report, and a motor vehicle collision. Out of the 40-motor vehicle stops, 3 summonses were issued. Another DCYF case was initiated, as were two involving APS. Ear the end of the month, there was a motor vehicle pursuit on Route 10 that resulted in the arrest f a Vt. resident.

On April 15<sup>th</sup>, the State of Vt DOT will be shutting down I-91 southbound between Bradford and Fairlee, and having rolling roadblocks on the northbound side - the project is slated to last 13-15 weeks. Plans include adding a temporary traffic control light at Route 5 and Bridge Street intersection due to expected increase in traffic. NH DOT has been contacted to determine if a traffic control light will also be needed at the intersection of Bridge Street and Route 10. The morning of April 10<sup>th</sup>, the Fairlee Town Administrator provided notice that the State of VT will not be approving the July 4<sup>th</sup> parade permit due to the I-91 project. Due to this situation and ongoing bridge project in Lyme-Thetford, Bachus feels the parade in Orford should also be cancelled. The Selectboard will invite Bachus and the parade committee to the 4/24 Board meeting to discuss further.

Bachus also requested the Selectboard signature/approval on the provided NH Highway Safety Grant amendment which will increase extra speed enforcement dollars to the Town's grant by \$1,000. He also attached the 3<sup>rd</sup> quarter summary report for the Board's review and signature on the "U Drive, U Test, U Pay" campaign.

*Motion made by Kling seconded by Follensbee to approve the Grant Agreement Amendment Notice for additional project and funds awarded for additional speed enforcement patrols, in the amount of \$1,000. Motion Passed 3/0*

D. **Selectboard attended meeting recap**

- Planning Board meeting was attended by Kling. The Planning Board will be working on updating the Telecommunication Ordinance and the Master Plan in 2024. Briefly discussed were brownfields in Orford – one area is the old Academy building as it may contain asbestos
- Road Committee Work Session was attended by Taylor. The committee, Road Agent and highway department employees met with the engineer to learn about the installation of the road fabric. Taylor said this fabric is very expensive, and would be costly to use on an entire road. Currently there are 2-300' rolls of fabric that are available to use, but the Road Agent will need to determine the total cost to install, as it will come out of his operating budget. A special warrant article to request funds may be needed next year.

**Old Business**

**A. Update of Outstanding Projects**

- Heritage Center building painting bid specs – Follensbee will look over the building and put together the painting bid specs. He was waiting for a break in the weather.

- Indian Pond culvert emergency repairs will begin April 17<sup>th</sup>, and the area of the project will be closed to traffic. Conn Valley Trucking will deliver the mats and install them, then the highway dept. will cover. One Lane Bridge signs will be installed, along with reflectors.
  - Archertown Road (Phase II) – Engineer Darrow reworked the paving bid specs for base and top coat paving of Phase II only, and posted. Bids are due within the next few weeks. When the walk thru was done, it was agreed additional tree work will be needed (one abutter doesn't want trees on her property removed). Final component is to decide where to purchase the gravel to be used on this project. Several gravel bids have been received for a variety of product, including the delivery fee. When the Board is ready to award the bids, the type of stone/gravel will need to be discussed further.
  - Archertown Road Phase I punch list – Taylor questioned the plan design and if the road was built to that spec. The road should be 20'-22' wide, but in sections it's only 19'. Kling said there was considerations of staying within the foot print due to a potential suit by an abutter if a change would result in excess water flowing onto their property. Can the guardrail be moved on one side and extend the other side by a foot? Kling suggested walking the road to see for himself the issues the road presents. It was agreed that the majority of the punch list can be completed by the highway department, and the engineer will not be involved in this work, other than obtaining estimates to possibly relocate the guardrail.
- B. Policies – 2<sup>nd</sup> reading of “Town Officials Code of Conduct” policy** – the Board discussed briefly and agreed to review individually over the next few weeks and address concerns, changes, etc. at the 04/24 meeting.
- C. Other**
- **Gould Case** – the judge ruled in favor of Gould in the Gould vs the Town of Orford & Mountain View Hideaway, LLC, which reversed both the Planning Board and the Selectboard decisions. The Court found the Planning Board did not properly evaluate the waiver requests from the street standards and didn't include enough information in the minutes to support the decisions they made. Because this decision has been reversed, it automatically reverses the Selectboard decision to grant the construction permit.
  - **Adding hitch to the Ford Explorer** – the Selectboard agreed to have the hitch added to the old police cruiser as the Cemetery Commission will use this vehicle to transport the mower from cemetery to cemetery. The estimated cost to install will be less than \$600.

## **New Business**

### **A. Review of received “Notice of Intent to Cut Wood”**

- Property Owner: Green Woodlands, Map & Lot #001-093-001, 002, 003, 005,  
Forester: John Fogarty

### **B. Signature Folder**

- Appointment of Steve Sanborn as a Deputy Fire Warden – *Motion made by Kling, seconded by Taylor to nominate Stephen Sanborn as a deputy fire warden, Motion Passed 3/0*
- Orford Community Bandstand Raffle request – *Motion made by Kling, seconded by Follensbee to approve the request by the Bandstand Committee to hold raffles during the summer concerts. Motion Passed 3/0*

### **C. Correspondence**

- Email from Carol Paxton asking on the status of the Code of Conduct Policy (addressed earlier in the agenda)
- State Driveway Permit approval for Lindsey Evans was received
- Notice from NH DHHS Health Advisory regarding Highly Pathogenic Avian Influenza
- Email from Jennifer Stonecipher regarding the subsurface exploration around the concrete vault at the Highway Garage on April 25<sup>th</sup> – this is ongoing work due to the diesel spill from February 2022
- A copy of the Notice of Final Tax Date form from the Tax Collector was shared with the Board
- The Memorandum of Understanding for Broadband services was signed by the NH Broadband, LLC and returned to the Town

### **D. Other**

- An email from Terry Martin was received requesting Kling to contact him regarding the Old Academy Building. Due to the neglect of maintenance of the building, the Town has no interest in the building at this time. Kling prepared a letter to request the Rivendell School Board put in writing any requests regarding the old Academy Building and submit to the Orford Selectboard.

### **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 8:22 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 8:32 pm. A motion was made by Follensbee, seconded by Taylor to seal the minutes of the nonpublic session. Motion Approved 3/0*

Upcoming meetings – Road Committee 04/11, Parks & Playgrounds 4/17, Conservation Commission 4/18 and Selectboard meeting 04/24

### **Adjourn**

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

The meeting adjourned at 8:40 pm

Respectfully Submitted,

Esther Dobbins-Marsh