

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 22, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Chris Crowley, Ted Nutter, Charlie Smith, Jo-Anne Fratus

## Call Meeting to Order

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

**Public Comments** – none accepted – considered part of the agenda

## Approval of Minutes

*Motion made by Follensbee, seconded by Taylor to accept the minutes of 05/08/2024 (as amended) Motion Passed 3/0*

## Reports

- A. **Trustees of the Trust Fund** – Chris Crowley, Trustee, addressed the challenges of creating a Donor Trust Fund for the Bandstand reconstruction project. The reason it's being requested is to allow the acceptance of donations (currently the Orford Community Bandstand, Inc. has not been approved as a 501-3(c)). Crowley said the Donor Trust will need a Plan Document from the Donor Side that lays out planned activity in detail and who is doing each activity. Crowley also asked who would be responsible to placing the project out to bid, or would this even be required? He created a list of questions that still need to be answered by the Selectboard and Bandstand, Inc. members. Crowley will continue to research how this donor trust will work, and report back to the Selectboard once additional information is received.
- B. **Assessor** – Todd Haywood submitted his report to the Selectboard. Abatements received have been processed. The pickups were completed with the resulting value change increasing the assessed value by \$4,641,000 rounded. Cyclical data verification will begin this summer.
- C. **Highway Department** – Road Agent Nutter reported that the recycling center exit gate was built and installed by the Highway Department. Reflectors were added to help identify the gates location. Floyd's Rubbish Removal will be responsible for locking the gate when no one is there. Nutter also noted the gate to the sand pit will be regularly locked as well. The runners on the Quinttown Road bridge need to be replaced. When the old ones are pulled up, the Highway Department will decide if the under decking needs replacing as well. If this is the case, the State would need to evaluate the structure before it is repaired.

Nutter is waiting for written estimates for the tree removal on the Archertown Road Phase II section from several contractors. He continues contacting other contractors to see about costs and availability for this part of the project. The towing hitch was installed on the Ford Explorer which will allow the Cemetery Commission to haul their mowers to various cemeteries.

D. **Road Committee** – Charlie Smith addressed concerns with the cost of Phase II. The Warrant Article was for a total of \$400,000, but the total for contractors and products are estimated at \$297,000 which leaves \$103,000 for engineering and design fees. Why are the engineering fees so high? This appears to be an uncomplicated project, so why is the project manager needed-he said the road design has been done for some time. This is a straight class V road, not much engineering should be needed, and he hopes the Selectboard look into these costs. Smith still believes the road will fail within 5-6 years and more focus should be placed on water mitigation, (removing anything above 12% fines), as this contributes to frost heaves, similar to what is happening on Phase I. Follensbee disagreed with this analysis, and there is documentation to support Follensbee's opinion. Taylor said he felt the Highway Department could manage this project and no engineering should be needed. The concern is the project will be over budget like Phase I was. As we have a road agent, there is no need for a project manager to be on site for 30 hours per week on average. Both Follensbee and Taylor said this project will be on budget.

E. **Selectboard attended meeting recap**

- **Road Committee Meeting** – Taylor attended the meeting on 05/09. The main topic was Archertown Road Phase II, and how the Town uses the NH Highway Block Grant. The grant is recognized as operating income, and is provided to Towns to help offset the expenses for Class IV and V road maintenance, road construction and re-construction. Smith felt these funds should be set aside for specific road projects and used as needed by the Road Agent. Area towns handle this grant in various ways, but the NH Municipality and the NH DRA have both confirmed the way that Orford applies the grant funds is acceptable.
- **Parks & Playgrounds** – Taylor attended their meeting on 05/15 – the committee put in the docks at Indian Pond. They discussed allowing tents for the Bandstand Concerts – all agreed the tents need to be taken down after each event.
- **Conservation Commission** – Follensbee could not attend the May meeting as it was rescheduled for 5/22 (same date as the Selectboard meeting).
- **Cemetery** – Kling attended their meeting on 05/11 – they are working on maintaining the cemeteries with Kurt Gendron out on medical leave (part time help has been hired to help with the Cemetery maintenance). They are scheduling Veterans' head stone clearing and working on an idea for a memorial for veterans at the West Cemetery.
- **Planning Board** – Kling attended their meeting on 05/14 – they now have a full board, and one alternate.

**Old Business**

**A. Update of Outstanding Projects**

- a) Indian Pond Emergency Repair – NH DES Report – Right Angle Engineering submitted a copy of the Indian Pond Emergency Repairs final report sent to the NH DES as required for the wetland permit. This emergency repair has been completed. Taylor restated that a wetland permit was not really necessary for this emergency repair.
- b) Heritage Center Painting bids – none received
- c) The Selectboard and Road Agent will meet on June 5<sup>th</sup> to review the culverts needed for Phase II of the Archertown Road project.

- B. Policies – Review or Adoption - “Town Officials Code of Conduct”** - Kling had a few changes to make to this policy approved on May 8<sup>th</sup>. The Selectboard agreed to the changes (removing reference to the Selectboard being professionals, and removing the section on Violations of the policy).

### **New Business**

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

Property Owner: George Tullar, Jr., Map & Lot #008-89-38, Logger: George Tullar, Jr.

**B. Signature Folder**

- Tax Collectors Warrant for the July 2024 taxes (tax bills will be due July 2, 2024) *Motion made by Taylor, seconded by Follensbee to approve the tax warrant for the July 2024 taxes. Motion Passed 3/0*
- Request to use the Softball Field – request approved pending receipt of a Certificate of Liability
- Letter to FEMA regarding a change to the Scope of Work for the Mousley Brook bridge – signed by Chairman Kling

**C. Contracts**

- McGoff Salvage – *Motion made by Kling, seconded by Follensbee to approve the junkyard renewal application for 2024. Motion Passed 3/0*
- UV Lake Sunapee Regional Planning Commission 2024 Rider for Planning Board assistant services– *Motion made by Kling, seconded by Follensbee to accept the 2024 Contract. Motion Passed 3/0*

**D. Correspondence**

- NH DES Approval for the construction of an individual Septic system at 11 Camp Road, Orford, NH
- Letter from the NH EPA’s office of wastewater management – this is informational only.

- E. Complaints** – Jo-Anne Fratus filed a complaint against P. Chase Kling for a violation of the Code of Conduct Policy for making negative, rude, false and disrespectful comments about her pertaining to her Right to Know request previously filed.

- F. Other** – the Highway Department had requested the Selectboard approve a credit card application for Tractor Supply. After a brief discussion it was agreed to add the Highway department to the Town credit card account and order a card for the Road Agent.

### **Manifests, Payroll and Accounts Payable folders**

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

### **Adjourn**

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

The meeting adjourned at 8:15 pm

Respectfully Submitted,

Esther Dobbins-Marsh