

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 26, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Ted Nutter, Road Agent, Chris Crowley, Trustee of Trust Funds, Ann Green, Ruth Hook

Call Meeting to Order

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

Public Comments: None

Approval of Minutes

- *Motion made by Follensbee, seconded by Taylor to accept the minutes of 06/12/2024 (as amended) Motion Passed 2/1 (Kling-no)*
- *Motion made by Follensbee, seconded by Taylor to accept the minutes of 06/19/2024 (as amended) Motion Passed 3/0*

Reports

A. **Assessor** – Todd Haywood left his report for the Selectboard. He's updated the electric utility values and applied the most recent equalization ratio. He will be completing the telecom values in July and the MS1 for September 1st. The cyclical data verification will be started later this summer.

B. **Highway Department** – Road Agent Nutter reported the highway department has been cleaning up after the storm, and ditching roads using the grader. Currently ditching is ongoing on Strawberry Hill and Mud Turtle Pond roads. After both sides are ditched the road will be graded. Material pulled from the ditches are being taken to the town sand pit. Some residents have asked about taking this material, and Nutter said there's plenty to share. Do we have residents sign off on taking ditched material like Lyme does? Nutter said not at this time. Magnesium chloride is being added as needed to specific sections of roads. The new 6-wheeler Western Star truck will be picked up this week. Archertown Road Phase II – mobilization of the equipment will begin 06/27 and 06/28, with the work scheduled to start July 1st. The engineer will confirm all this at the meeting on Thursday 06/27. The temporary easement from David Roby has been received allowing the Town to use the log landing on his property, as well as material from the project to be placed on his property. The Gilbert and Schwendler driveway culverts will remain in place, in agreement with the property owners. Signs will be placed by the Road Agent for "No Thru Traffic" as well as ones for "Overhead Wires", and others as necessary.

Road Fabric – for over a year there has been ongoing discussions about the road fabric that Charlie Smith obtained for the Town. The Selectboard discussed the next step and it was agreed that Taylor should relay to the Road Committee that the Town won't be using the fabric this year, and if there's another Town that has a use for the fabric, Smith

should contact that Town. Orford doesn't have a project for it this year, nor does it have to budget to install it. While there is no cost to the Town for the fabric, there are factors for using the fabric that would impact the Town's expenses.

Temp Position – Nutter suggested waiting until mid-July to decide on hiring a temporary employee for the department. He may be able to use contracted help for some projects while Roger Hadlock is out on leave.

C. Trustee of Trust Funds – Chris Crowley discussed the steps to take to create a Donor Trust account that would handle donations and payments for the bandstand reconstruction project.

- a. The Orford Bandstand Inc. members will need to create a Donor Intent document that donors will complete, sign and return with their donation. Town Council will review and approve this document.
- b. The Selectboard will need to confirm with Town Council if the Selectboard can have the authority to spend funds from the proposed Donor Trust account.
- c. The Selectboard will create the language for the purpose of the Bandstand Repair and Maintenance Trust, then have Town Council review and approve.

Once all these steps are finalized, the Selectboard will post a legal notice to accept bids for the bandstand reconstruction. The Orford Bandstand Inc. will work with the Selectboard on the bid specs.

D. Selectboard attended meeting recap – none attend

Old Business

A. Indian Pond Culvert project update – Right Angle Engineering provided an update of this project. The preliminary design will be ready for the Selectboard to review the week of July 8th. In addition, the pre-application meeting for the NHDES Wetland and Shoreline permit is scheduled for some time during the week of July 8th. Once plan documents have been completed and submitted to the NHDES, the Town can consider advertising for contractors, with work on the project estimated to start late September/early October.

B. Update of Outstanding Projects

- a) Town Office Light replacements – an estimate was received from Gray's Electric – The Selectboard authorized Dobbins-Marsh to clarify the estimate and schedule the work.
- b) Heritage Center exterior painting – to date no contractors have expressed interest in the job. The Selectboard will continue to look for painting contractors.
- c) Archertown Road/Jacobs Brook bridge project – No changes at this time – Follensbee continues to have monthly phone calls with the engineer and the NHDOT rep on this project. The project is still on schedule for construction to start in 2025.
- d) Other

New Business

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

B. Complaint Folder – A complaint was received from Jo-Anne Fratus against Chase Kling for on going violation of the Code for Conduct policy, harassment and bullying. The Selectboard will review and address at a future meeting.

C. Signature Folder

- Forest Fire Report/Bill for the event on 06/19/2024 on Grimes Hill Road
- James & Sylvia Evans – the Selectboard signed the Permit for Construction on property abutting a Class VI road. This will be filed with the Grafton County Reg of Deeds

D. Correspondence

- Municibid – Follensbee discussed how Municibid works. The Town can set a minimum bid, (the Road Agent determine what this value). Once we place the items to sell on this site, the Town is not allowed to advertise on another site. The cost for Municibid for handling the sale is paid by the buyer, and the buyer sends their payment directly to the Town. The Town will use this site for selling the 2013 6-wheeler once the new truck is operational.
- Miller/Gould court case has been resolved. Miller will need to re-apply to the Planning Board for a street plat.
- Excavation of gravel – Steve Griffin of NHDRA provided an explanation to the Board that if the excavation is incidental to a construction project and that if less than 1000 # of cubic yards of material is being removed from that property, there is no intent to excavate required and no taxes are owed.
- Eastern Analytical – water testing results of the three beaches from 06/17 and 06/24 are with accepted ranges.
- Email received from Eversource regarding Mobile Substation maintenance in Whitefield
- Right to Know request was received from Jo-Anne Fratus requesting
 1. copies of correspondence from Right Angle Engineering as it pertains to Phase II, and a copy of their letter to the Selectboard dated 06/12/24
 2. A copy of the Oath of Office taken by Chase Kling
 3. A written copy of the Selectboard duties referenced by Chase Kling during the 4/10/24 Selectboard meeting
 4. A copy of the most recent Code of Conduct policy
 5. A copy of the contact between Right Angle Engineering and the Town of Orford pertaining to Phase II Archertown Road project and the final. written Scope of work for Phase IIDobbins-Marsh will work on these items and respond to the request
- Herb Austic provided written authority to extend a ditch from the lowest culvert on Blackberry Hill road. The ditch will extend from the culverts end through the woods to the creeks edge. A mini excavator will be used and caution will be followed to use a path as to not damage any trees.

- E. Contracts** – DuBois & King revised contract for PS&E Phase and Environmental Services amendment for the Archertown Road/Jacobs Brook bridge project. The Selectboard authorized Kling to sign the contract with a cost of \$10,500. Follensbee reminded the Board that the Town is only responsible for 20% of this amount, and 80% will be reimbursed by the State.

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 8:10 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:27 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 Taylor, seconded by Follensbee to adjourn the meeting. Motion Passed 3/0

The meeting adjourned at 8:30 pm

Respectfully Submitted,

Esther Dobbins-Marsh