

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

August 28, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Chris Crowley, Ann Green

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 08/14/2024 (as amended) Motion Passed 3/0

Reports

- A. **Assessor** – Todd Haywood prepared the MS-1 and MS-1V for the Selectboard to review and approve. (see New Business)
- B. **Highway Department** – Road Agent Nutter provided his report on the Highway department work. The crew continues to work on culvert cleaning, ditching and grading – most of this work will be completed this week. The loader needs work as it has no power for pushing material (some type of fuel issue) Nutter has contacted John Deere to send a tech to check it out. The salt shed needs to be repaired – Herb Austic provided an estimate of \$4,500 to complete the project. Taylor and Follensbee would like to review the work needed before Austic begins. Taylor also wondered if this would be something the Road Crew could do.

Archertown Road Phase II is being prepped for paving, which should start next week. Nutter is looking for a contractor for sand sifting for the winter. Following the rain storm, repairs are needed at the Upper Baker Pond boat landing. Work will be needed at the Indian Pond boat landing as well. Excess rain caused sink holes around the culvert headers on East Cemetery road that the department will need to repair or replace. Nutter requested the Highway department employees be allowed to remain on the 4-10 hour day schedule thru the month of September. The board agreed the department needs to follow the handbook and revert to the 5 day per week schedule eff 9/1/24.

The sale of the 2013 International truck is complete. The Town received \$15,100 for the truck. There will be a Warrant Article in 2025 to move these funds back into the Highway Truck CRF. The Selectboard will hold a Public Hearing to accept the unanticipated funds as the amount received is over \$10,000. This meeting will be held on September 11th at 6:00 pm prior to the regular Selectboard meeting. Follensbee will work on obtaining photos of the 2019 F-550 for posting on Municibid.com – the board needs to decide on the minimum bid and other information to post on the site.

C. **Selectboard attended meeting recap**

- Parks & Playgrounds – Taylor attended their August meeting on the Community Field. There were ruts on the ballfield - JJ Hebb will schedule a meeting with Rivendell to address this. The dumpster on the parking lot at the Community Field parking lot will be removed – Rivendell will need to use its own dumpster. The committee also discussed better ways to maintain the boat landing at Upper Baker Pond.
- Conservation Commission – Follensbee attended their August meeting. There was a good turnout at their events. They discussed working on signage for Lower Baker Pond re: No Lifeguard on Duty – they will work with P&P on this.

Old Business

A. Bandstand Repair & Maintenance Donor Trust purpose

- The Selectboard reviewed the purpose of the “Orford Bandstand Charitable Trust Fund” as reviewed and amended by Town Council. A few minor changes were made by the Selectboard.

Motion made by Follensbee, seconded by Taylor to accept the Bandstand Donor Charitable Trust purpose. Motion Passed 3/0

- The Selectboard reviewed the document that donors will complete and return with their donation to the Orford Bandstand Donor Charitable Trust Fund which has been reviewed and amended by Town Council. Minor changes were made by the Board.

Motion made by Follensbee, seconded by Taylor to accept the “Bandstand Donor Trust Fund-Donor Agreement” document. Motion Passed 3/0

B. Bandstand Repair Bid information – Ann Green discussed the steps to advertise for contractors. The Selectboard said the Bandstand Committee should put together and provide to the Selectboard a scope of work for the project to use for the bid. The Selectboard will post the bid, and review bids as received.

C. Update of Outstanding Projects

- Historical Center exterior paint – no estimates received yet
- Archertown Road Phase II Project – discussed during the Highway Report
- Indian Pond Dual Culvert Project – no update received from Right Angle Engineering yet
- Archertown Bridge at Jacobs Brook Project – the traffic control and signage has been accepted. The project is scheduled to go out for construction bid in January 2025

D. Other – the Planning Board will be meeting on 9/5/24 to discuss the Mountain View Hideaway, LLC application to approve a street plat. As this will impact decision the Selectboard will need to make, Kling suggested all Selectboard members attend this meeting.

New Business

- #### **A. Set up for the Election on 9/10/24** – the Selectboard will meet at 5:30 on September 9th to set up for the 9/10 election in the Niles Room of the Town Offices

- B. Review and Approve the 2024 MS-434 Estimated Revenue report** – The MS-434 Estimated Revenue was reviewed. *Motion made by Follensbee, seconded by Taylor to accept the MS-434 Estimate Revenue report. Motion Passed 3/0* The report will be uploaded to the NH DRA portal for review and adjustments.
- C. Review and Approve the 2024 MS-1 and MS-1V for Property Valuations** – The MS-1 and V1 Property Valuations were reviewed and signed by the Selectboard. *Motion made by Follensbee, seconded by Taylor to accept the MS-1 and V1 Property Valuation reports. Motion Passed 3/0* The report will be uploaded to the NH DRA portal.
- D. Review of received “Notice of Intent to Cut Wood”** – None received
- E. Action Folder**
- HealthTrust appointment of the primary CEO – The Selectboard agreed to name Esther Dobbins-Marsh as the primary CEO – the person named must have an email address in order to receive various documents from HealthTrust
- F. Signature Folder**
- Friends of the Orford Libraries request to use the Transfer Station for their annual membership drive – the Selectboard approved this request
- G. Correspondence**
- Notice from the NH Department of Health regarding the increased risk for Eastern Equine Encephalitis (EEE) and other mosquito-Borne Diseases
 - Request for Qualification (RFQ) – Kling brought in a notice posted by the Town of Franconia as a reference for future use by the Selectboard to advertise for engineering services.
 - Eastern Analytical – The results of the e-Coli readings taken on 08/19/24 for Indian Pond, Upper Baker Pond and Lower Baker Pond are 4.1, 3.1 and 38.8 respectively
 - Orford Resilience Support – an email was received from UVLSRPC requesting contact information from Orford
 - King Forest – A letter of solicitation for supplying lumber/building needs
 - Right Angle Engineering – the weekly report for updates on the Archertown Road Phase II project
- H. Complaints**
- Ruth Hook filed a concern about where political campaigning can take place within the Town. Concern was expressed that Democrats were set up on the driveway entrance and exit at the Transfer Station, and it was her understanding from prior campaigns that this was not allowed. Follensbee will reach out to Hook to review where campaigning can take place on Town Property. He will also ask Chief Bachus to post the following regulation on ListServ.

Removing, defacing, or destroy political advertising without consent is a crime, and individuals also may be subject to a civil penalty of up to \$1,000. See RSA 664:17 and 664:21. You can also be charged with criminal mischief by damaging or destroying the property of another.

Political advertising may not be placed or affixed to public property but may be placed in a state right-of-way if the private property owner gives permission. Private property owners may remove signs on their property, even if they are in a state right-of-way. In addition to owners of the property, persons authorized by the owner of the property, or a law enforcement officer may remove advertising placed without permission. Political advertising on any public property may be removed by state, city, or town maintenance or law enforcement personnel. See RSA 664:17.

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 7:35 pm. A roll call vote of member's present was taken with a decision in the affirmative.

The Board resumed the regular meeting at 7:58 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 8:00 pm

Respectfully Submitted,

Esther Dobbins-Marsh