

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

January 08, 2025

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Stephen Sanborn, Jason Bachus

## Call Meeting to Order

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

Kling wanted to take a moment to recognize the passing of Jim Fields, a long time Orford resident. He was the last Orford road agent to be elected to this position (not appointed by the Selectboard), and gave a lot of service to the town.

**Public Hearing** – the Public Hearing was called to order to review, discuss and accept the unanticipated revenue from the sale of the 2019 Ford F-550 truck, in the amount of \$35,100. This Public Hearing is held in accordance with NH RSA 31:95-b. There were no comments from the public. *Motion made by Follensbee, seconded by Taylor to accept \$35,100 from the sale of the 2019 F-550 truck. Motion Passed 3/0.* The Public Hearing closed.

**Public Comments:** None

## Approval of Minutes

*Motion made by Follensbee, seconded by Taylor to accept the minutes of 12/11/2024 (as amended) Motion Passed 3/0*

*Motion made by Follensbee, seconded by Taylor to accept the minutes of 12/18/2024 (as amended) Motion Passed 3/0*

## Reports

- A. **Fire Department** – Chief Sanborn presented the December stats for the department. They responded to 10 calls (6 medical, 2 motor vehicle accidents, 1 alarm and 1 mutual aid) – the total for 2024 was 188 calls for service. Sanborn addressed the issue from last month's meeting where reported data from the department was not being transmitted to the State due to a software issue with the reporting vender. All towns using this vender were in the same situation, not just Orford. The vender has fixed their issue, and the data is now at the state level. Sanborn noted that it's important to have this data at the state level as it allows the department to apply for federal grants. All the trucks have had their annual maintenance completed. The mechanic who did the maintenance suggested running the trucks a little more as it keeps the trucks lubricated which helps prevent maintenance issues.  
The Selectboard reviewed the warrant article with Sanborn, who suggested adding a little more to the truck description – he will email the language to use to the office. Also, the 1991 forestry truck will not be part of the trade for the truck purchase (it will be traded when the trailer is purchased), so that reference will be removed from the article as well.

- B. **Police Department** – Chief Bachus presented his December stats for his department. There were 102 calls for service (NHSP responded to 8). The 94 calls responded to by the Orford PD included 2 arrests, 2 animal complaints, 3 alarms, 1 mental health issue and other various non-criminal activities. Of the 67-traffic enforcement stops, 3 traffic summonses were issued. In 2024, there were 1138 calls for service vs 1129 in 2023.
- C. **Selectboard attended meeting recap** – none were attended since the last Selectboard meeting. Future meetings include the Road Committee 1/9/25; Cemetery Commission on 1/11/25 – they will be finalizing their warrant article to establish a Cemetery Maintenance ETF; Planning Board on 1/14/25; Parks & Playgrounds on 1/15/25 and Conservation Commission on 1/16/25

## **Old Business**

### **A. Update of Outstanding Projects**

- a) Indian Pond Dual Culvert project – because the plan now calls for 5' culverts, the road bed will need to be raised and additional gravel will be needed, and the project costs will increase. The Selectboard agreed to put the construction phase out to bid to help with the total cost analysis – Dobbins-Marsh will contact the engineer to start the bid posting. On January 21<sup>st</sup>, contractors will be able to be on site to review the project area, with bids to be submitted by January 27<sup>th</sup>. A Warrant Article will be generated asking for additional funds. Following the Budget Public Hearing (1/28/25) the amount may need to be adjusted, based on information received.  
The Town received \$19,046 of ARPA funds from Grafton County that may be used to install guardrails once the project is completed.
- b) Mousley Brook Culvert FEMA Project – After submitting the letter to NH HSEM and FEMA requesting the project be deemed an Improved Project with a completed value of \$522,173, concern was expressed by FEMA that if the project exceeds this amount, the Town will be responsible for the additional cost. After a brief discussion, the Selectboard requested Dobbins-Marsh obtain a detailed explanation, in writing, from FEMA to help them determine the next step.

### **B. Final Review of the 2025 Proposed Budget and Warrant Articles**

- 2025 Operating Budget – no changes were made to the budget. It was noted, for various reasons, the 2024 budget was under spent by \$114,000, which will be added to the unassigned fund balance in 2025.
- Warrant Articles – Kling asked if the revaluation will include time for the assessors to attend various meetings if residents seek abatements. Dobbins-Marsh will follow up with Granite Hill Municipal Services. The Cemetery Commission are working on non-monetary warrant articles pertaining to creating an Expendable Trust Fund and a Donor Trust fund.

## **New Business**

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

Property Owner: Cole Farm Properties, LLC, Map & Lot #008-027-15A and 16,  
Forester: Tom Hahn

### **B. Review of Budget vs Actual Review** – no questions at this time

**C. Action Folder**

- The attorney for Mountainview Hideaway, LLC is requesting the “Construction Permit for Property not fronting a Class VI road” document to include the language from the Planning Board’s final decision, and language from the settlement agreement between Gregory Gould and Mountainview Hideaway LLC. The majority of the Selectboard agreed to have Town Council review all documents before the Selectboard accept the request for changes.

**D. Signature Folder**

- Veterans Tax Credit – the Selectboard reviewed and approved the application for the Veterans Tax Credit for Patrick Turevon.
- The Selectboard signed the Audit Representation letter to finalize the 2023 audit

**E. Correspondence**

- NH DRA sent their review of the 2023 Cyclical Monitoring under RSA 21-J:11
- Drummond Woodson, Town Council, sent the new hourly rates for General Municipal Shareholder Attorney and Associate Attorney rates for 2025 – the new rates are \$255 and \$245 respectively. Individual Attorney rates were also listed.
- Grafton County Commissioners have awarded ARPA funds in the amount of \$19,046 to the Town of Orford to use for road projects or general governmental services. A Public Hearing will be held in February to accept these unanticipated funds.

**F. Contracts**

- The Selectboard Chair signed the contract with Stonecipher as the contractor to complete the Groundwater Permitting report for 2025.
- The Selectboard Chair signed the contract with UV Humane Society for 2025
- The Selectboard Chair signed the Eversource Pole License for two poles on Dame Hill Road.
- Vermont Generator Services submitted their 2025 contract for service for the Town Office and Highway Garage generators.

**G. Complaints - none**

**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 7:45 pm

Respectfully Submitted,

Esther Dobbins-Marsh