

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

March 12, 2025

MEMBERS PRESENT: Kevin Follensbee, Charles Smith, Jr., Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Stephen Sanborn, Jason Bachus, Chris Crowley, Heidi Wilson

## Call Meeting to Order

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

**Elect the Selectboard Chair** *Motion made by Taylor, seconded by Smith to elect Kevin Follensbee as the Selectboard Chair. Motion Passed 3/0*

Follensbee thanked Chase Kling for his years of service as a Selectboard member, and welcomed Charlie Smith as the newest Selectboard member.

**Public Comments** - none

## Approval of Minutes

*Motion made by Taylor, seconded by Follensbee to accept the minutes of 02/26/2025 Motion Passed 2/0*

## Reports

- A. **Fire Department** – Chief Sanborn reported the department responded to 15 calls in February. The calls included 11 for medical, 1 for wires down, 1 wilderness rescue, 2 mutual aid calls. Sanborn was informed that West Newbury Fire Department is down to only a few members, and to remove them from Orford's run cards. Because West Newbury provides mutual aid to Bradford, there's a possibility that Orford may be called for mutual aid to Bradford more often.

Sanborn is applying for a grant to cover the expense for replacing the Jaws of Life – the department can't get parts for the current ones, and the cutters aren't strong enough to cope with the alloys used on today's vehicles. The total cost to replace the Jaws will be about \$45,000. As the grant requires the Town to commit funds towards the purchase, Sanborn asked if \$15,000 can be used from the Grafton County ARPA funds (leaving a balance of 4,046). The department has also received a pledge of \$5,000. Sanborn said of the grants (s) are not approved, they will have to discuss plan B. Smith asked what else the ARPA funds can be used for, and is there a possibility we will need these funds in the future? Per the award letter from Grafton County, the ARPA funds can be used for the project specified in the application and/or for any general governmental services.

*Motion made by Taylor, seconded by Smith to use \$15,000 of the Grafton County ARPA funds for the purchase of FD equipment. Motion Passed 3/0* Smith asked about the timing of the grant approval – Sanborn said it depends on how long it will take to write the grant, as when grants are open to submit applications. From prior grants submitted, it Usually takes 3-4 months to receive a reply.

- B. **Police Department** – Chief Bachus reported the department responded to 114 calls in February. State Police responded to 6 calls, and the department calls included 2 criminal investigations, 4 animal complaints, motor vehicle collision, 4 welfare checks, 3 medical calls and 14 summonses issued out of 64 motor vehicle stops. Bachus is reviewing the PD Policy manual (in excess of 400 pages) and updating as necessary. In February he also spent 12 hours for Piermont, and 9.5 hours on the Highway Safety Grant work. Smith asked if the state audits the hours charged against the Highway Safety grant – yes, they do (The State just completed the audit for 2024). The hours are also tracked by the Admin Asst and compared against the report sent to the State for reimbursement. This report is also presented quarterly to the Selectboard for review and signature. Orford PD participated in a National Incident Based Reporting System. The purpose is to confirm accuracy of statistics, ensure consistency in crime reporting, increase agency reporting integrity and provide feedback and identify local agency needs. Bachus also requested using the PD Major Equipment and Software CRF to replace the storage drawer system in his police vehicle. Chris Crowley, Trustee of the Trust funds had reviewed the request and agreed the expense qualified. The cost will be between \$1,500 - \$1,600. Smith asked if there are other expenses that may need to use this CRF – Bachus said the only other item would be the computer MDT which would cost approximately \$5,500 to replace. The Selectboard agreed to have Bachus purchase the storage drawer system.

#### **Old Business**

- A. **Cemetery Donor Trust Fund approval**- the document for establishing the Donor Trust Fund was reviewed by Town Council, however, the Trustees of the Trust Fund felt the RSA's referenced in the document should remain as they address Donor Trust Funds. The Selectboard agreed and signed the document to create the Cemetery Donor Trust Fund.
- B. **Indian Pond Culvert project** – the project is still at the Wetland Bureau for review and approval. The Board will verify again who is authorized to sign off on the project upon completion.
- C. **Paving Projects** – Both paving projects were voted down at the annual meeting, Smith suggested having the Road Agent work with the Road Committee regarding borings on the Archertown Road between Norris Road and the Newcomb Hollow bridge.

#### **New Business**

- A. **Appointments by Selectboard** (one-year terms unless otherwise noted)
- **Auditor** – *Motion made by Follensbee, seconded by Taylor to appoint Tim Greene, of Roberts & Greene as the Auditor for the Town. Motion Passed 3/0*
  - **Fire Chief** – *Motion made by Follensbee, seconded by Taylor to appoint Stephen Sanborn as the Fire Chief. Motion Passed 3/0*
  - **Police Chief** – *Motion made by Taylor, seconded by Smith to appoint Jason Bachus as the Police Chief. Motion Passed 3/0*
  - **Road Agent** – *Motion made by Taylor, seconded by Follensbee to appoint Ted Nutter as the Road Agent. Smith said concerns have been expressed to him*

regarding the Road Agent not having training to operate the grader, which is costing the Town a lot of money to contract out the work. Follensbee said the plan is to start training this year. *Motion Passed 3/0*

- **Emergency Management Director** – *Motion made by Taylor, seconded by Smith to appoint Kevin Follensbee as the Emergency Management Director. Motion Passed 3/0*
- **Health Officer** – currently the Town does not have a Health Officer, so it defaults to the Selectboard members. Smith will research the requirements to be the Health Officer.
- **Niles Fund Committee members** – *Motion made by Follensbee, seconded by Taylor to appoint David Coker, Jennifer Tilden, Melinda Ricker, Ann Green and Ruth Hook as members to the Niles Fund Committee. Motion Passed 3/0*
- **Tree Warden** – *Motion made by Taylor, seconded by Smith to appoint William Wilson as the Tree Warden. Motion Passed 3/0*
- **Conservation Commission** – *Motion made by Follensbee, seconded by Taylor to appoint Ted Cooley for a three-year term to the Conservation Commission. Motion Passed 3/0*
- **Road Commission** – *Motion made by Follensbee, seconded by Taylor to appoint Mike Wright and David Smith to the Road Committee. Motion Passed 3/0*  
Smith requested the Selectboard also appoint Shawn Garran and Herb Austic as Road Committee members, as both have expressed an interest in serving on this committee. *Motion made by Smith, seconded by Taylor to appoint Shawn Garran and Herb Austic to the Road Committee. Motion Passed 3/0*
- **Alternate Trustee of the Trust Funds** – *Motion made by Follensbee, seconded by Taylor to appoint Bartlett Harwood as an alternate to the Trustees of the Trust Fund. Motion Passed 3/0*

**B. Selectboard Liaisons to Committees, Commissions and Boards** – the

Selectboard agreed to assign members as liaisons to the following groups:

- Larry Taylor assigned to Parks & Playgrounds and the Road Committee
- Kevin Follensbee assigned to Conservation Commission, Budget Advisory Committee, UV Ambulance and the Archertown Road over Jacobs Brook bridge project, alternate to the Planning Board
- Charlie Smith assigned to the Planning Board (ex-officio) and the Cemetery Commission

**C. Selectboard Liaisons to Town Departments (if needed)** – the Selectboard agreed not to assign any members to Town Departments

**D. Review of Town Meeting results – any action to take** – addressed under Old Business

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

**F. Action Folder** – Appointment of Susan Kling as a Supervisor of the Checklist – *Motion made by Taylor, seconded by Follensbee to appoint Susan Kling as a Supervisor of the Checklist. Motion Passed 3/0*

**G. Signature Folder**

- **Revaluation Contract** – the NHDRA reviewed and suggested a few small changes to the Revaluation Contract for 2025. The Selectboard signed the revised copy.
  - **PA-28 form** – David Cole applied for a 100% Disability Veterans credit of \$4,000. *Motion to approve the Tax Credit for 100% Disability Tax Credit application from David Cole. Motion Passed 3/0*
- H. Correspondence** – the NH Municipality holds training for new Board & Committee members. Smith will review the course outline and date and attend virtually if his schedule allows.
- I. Complaints** – none received
- J. Other** – A Selectboard member will need to attend the BTLA hearing in Concord on April 10<sup>th</sup>. Because this would not involve Smith, Taylor and Follensbee will need to decide who will attend the meeting. Smith requested the ability to review the documents being addressed.

### **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 7:25 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:38 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 Smith to adjourn the meeting. Motion Passed 3/0*

The meeting adjourned at 7:40 pm

Respectfully Submitted,

Esther Dobbins-Marsh