

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 9, 2025

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

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

## Call Meeting to Order

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

**Public Comments** - none

## Approval of Minutes

*Motion made by Smith, seconded by Taylor to accept the minutes of 03/26/2025 (as amended)*

*Motion Passed 3/0*

## Reports

- A. **Fire Department** – Chief Sanborn reported his department's activity for March 2025. There was a total of 6 calls – 4 medical, 1 motor vehicle crash and 1 mutual aid. Chief Sanborn has received 3 estimates for the new rescue truck. Due to the Town's purchasing policy, a request for bids will also be advertised. Sanborn is still working on the grant for the Jaws of Life – once the date is available to accept applications, Sanborn will start the process.
- B. **Police Department** – Chief Bachus reported his department's activity for March 2025. There was a total of 83 calls, with NHSP responding to 3. Orford PD calls consisted of a theft, malicious mischief, a runaway, MV crash and misc. other criminal and non-criminal activities. A total of 4 summonses were issued out of 45 motor vehicle stops. Bachus attended a 40-hour Police Prosecutor training at the Police Academy. The training provided the fundamentals and process of criminal cases in District Court. It gives Bachus a better understanding of what's needed for criminal trials and plea agreements. Bachus continues to review the new police policies and procedures and updates his documents as needed. Bachus is also in the process of creating an Animal Control Officer on-call position to integrate into the PD. The position will be responsible for all initial/immediate calls for service involving lost, found or concerns involving domestic pets. Bachus also installed the new "decked" drawer in the police vehicle.
- C. **Selectboard attended meetings recap**
  - Smith attended the Planning Board meeting on 04/08 – the Board discussed a minor subdivision to create a non-building lot on property near Bridge Street. The Board continues to work on revising application fees, and the 5G Cell Tower ordinance.
  - Follensbee attended the Conservation Commission meeting on 03/31. The Commission discussed installing a kiosk at Lower Baker Pond beach, increasing its' social media presence and the High Bridge road Bridge project.

## Old Business

- A. Heritage Building painting estimate** – an estimate was received from Tom Toner for lead removal, scraping and painting the Heritage Center building. The estimate was for \$29,500 The Selectboard agreed a certificate of liability insurance and certification for lead paint removal must be received prior to the work starting. *Motion made by Smith, seconded by Taylor to accept the estimate of \$29,500 to remove lead paint, and paint the Heritage Center building, contingent upon receipt of a of Certificate of Liability insurance and Certification of Lead Paint removal. Motion Passed 3/0*  
Funding will come from the Town Hall Heritage Center ETF.
- B. RSA for Unregistered Vehicles** – Smith provided information regarding Unregistered Vehicles in Residential Areas, and maintenance of exterior property areas. If the Town wants to adopt an ordinance pertaining to these two items, a Public Hearing would need to be held, plus a Warrant Article presented at the next annual meeting. This topic will be tabled for a future Selectboard meeting.
- C. Health Officer Job Description** – Smith presented a flyer from the NH Department of Health & Human Services (DHHS) outlining the role of a health officer. Follensbee presented a draft of a job description. Both documents will be posted on Listserv and the Town's webpage

## New Business

- A. Work on Old Grimes Hill Road** – the new owners of property abutting this Class VI road started work on the Old Grimes Hill road to satisfy the Driveway Permit issued from the State of NH DOT. They didn't understand a permit was first required to complete this work. Follensbee met with the contractor and abutters and had the work stop until a meeting could be held between all parties. The NH DOT told Follensbee because this is an existing road abutting Route 25A they can't deny a driveway permit. The Selectboard will hold a work session on April 14, 2025 at 3:30 with the contractor and abutters to review what can and can't be done to the road. Taylor's understanding is abutters can improve the road with an approved permit from the Selectboard.
- B. Review of received "Notice of Intent to Cut Wood"** – none received
- C. Budget vs Actual Review** – The report will be emailed to the Selectboard for review
- D. Action Folder**
- Report of Wood Cut was received from Cole Farm Properties and Daniel Cobb. The Selectboard completed the rating worksheet for both cuts. The timber tax paperwork will be generated for the Tax Collector to invoice.
  - Current Use Application was approved for Sally Tomlinson, and signed by the Selectboard.
- E. Signature Folder**
- Requests to use the Community Field were approved for Rivendell Rec Little League T-ball practices, and for Rivers Edge Soccer for soccer practices and games.

- Requests to use the Common were approved for Open Air Market for the 2<sup>nd</sup> and last Saturdays of the month, Orford Community Bandstand for summer concerts, and Orford-Fairlee Lions Club for food sales during some of the concerts.

**F. Contracts** – The contract from Right Angle Engineering was received and reviewed to complete the Wetland Permit Application. Several changes were made by the Selectboard. The marked-up copy with these changes will be sent back to Right Angle to incorporate into the contract.

**G. Correspondence**

- Email received from Advocacy & Outreach for fair school funding
- Right to Know request was received from Jo Anne Fratus requesting copies of call logs from 1990 – present, grant letters/applications, complete written responses received by donors regarding any and all grant fund requests, and emails from January 1, 2024 – present that were received and sent from [firechief@orfordnh.us](mailto:firechief@orfordnh.us). Some data may be difficult to obtain as reporting requirements were different from 1990 to 2014. Chief Sanborn will need to contact the NH Fire Marshal to obtain the data (or login information) from 1990 – 2022.
- Leah Savage from NH DOT sent the list of red listed bridges in Orford – currently they are Archertown Road Jacobs Brook bridge, and Highbridge road bridge
- Copy of the Notice of Final Tax Date form was received from the Tax Collector. The original is sent to the NH BTLA
- Notice of approval for construction of an individual septic system at 863 Route 10

**H. Other**

- Smith discussed the 2018 Master Plan that addresses Town and School taxes and the need to control spending to help keep taxes as low as possible. He would like to task the budget advisory committee with better notification for budget meetings, and public hearings. The Town needs to work to obtain grants and other ways to save money for the Town.

**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 Smith to adjourn the meeting. Motion Passed 3/0*

The meeting adjourned at 8:18 PM

Respectfully Submitted,

Esther Dobbins-Marsh