

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

September 24, 2025

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

OTHERS PRESENT: Esther Dobbins-Marsh, Road Agent Nutter, Ann Green

## Call Meeting to Order

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

**Public Comments:** None Received

## Approval of Minutes

*Motion made by Follensbee, seconded by Smith to accept the minutes of 09/10/2025 (as amended) Motion Passed 3/0*

## Reports

- A. **Assessor** – Brendon McGahan submitted his report to the Selectboard. The MS-1 has been completed and filed with the NH DRA. He is working to complete the USPAP manual and will be submitted to the State by the middle of October. He completed 6 Land Use Change Tax applications for the Selectboard to review, sign then have the Town Clerk bill out to the property owners.
- B. **Highway Department** – Road Agent Nutter discussed work the Highway crew has been doing. The cages have been constructed and installed on the end of the 3 new culverts installed on Indian Pond Road. So far there are no signs of beaver activity there. The crew replaced 3 culverts (one on Indian Pond Road by the Nichols property, one on Town Road 85 and one on Highbridge road), and continue ditching and cleaning out culverts. The reclaiming of the section of Archertown Road and Townshed Road has been completed. The department added gravel and packed the areas with a roller. Nutter requested the Selectboard approve the removal of the 2 stop signs and replace with “yield to oncoming traffic” signs to help with traffic flow. One at the end of Archertown Hill facing the bridge, and one entering the bridge on the opposite side. The stop sign at the Dublin Road/Archertown Road intersection will remain. The sand pit gate is once again being locked due to the property being spun up. Nutter asked about removing an old dock at the Boat Launch – it’s been there for several years, and no one has claimed it as theirs. The Selectboard authorized Nutter to have it removed. Smith discussed his meeting with Mr. Groff regarding the berm and a few other issues on Mud Turtle Pond. Smith told Nutter that he is all set to push the berm over to allow ditching in that section of the road, look at possibly replacing the cross culvert in the same area, and removing the wooden boards possibly added by the electric company at some time in the past.

### C. Selectboard attended meeting recap

- Cemetery Commission-Smith attended their 9/13 meeting. Members discussed their 2026 budget, whether to contract mowing or look for an employee, and they will schedule a work session on 9/27 to work on their budget in more detail. Also, the Friends of the Cemeteries will have a work day at the West Cemetery.
- Parks & Playgrounds – Taylor attend their 9/17 work session at the Indian Pond beach to work on the fence repairs.
- Road Committee – Taylor attended their 9/18 meeting where the members discussed the Highway budget and possible warrant articles for 2026. One possible warrant article is to construct the grader cover.
- Conservation Commission – Follensbee attended their 9/18 meeting. Members discussed the hiking events from the summer, upcoming events, including work on the Heritage Trail. The High Bridge Road bridge options were discussed - if the Town chooses to make this a walking bridge, there may not be state funding available.

### Old Business

#### A. Update of Outstanding Projects

- a) Archertown Bridge at Jacobs Brook – Follensbee met with DuBois & King and 3 contractors to review the project prior to submitting bids. Julie Avenant, our NHDOT rep was also in attendance. Plans have been sent out to 7 contracting firms.
- b) Heritage Center repairs Smith discussed small repairs that are needed to the exterior of the building. The painter is willing to do the work, then prime and paint those areas for \$1,500  
*Motion made by Follensbee, seconded by Taylor to authorize the repairs to the Heritage Center building for \$1,500. Motion Passed 3/0*

### New Business

- A. **Removal of Small Garage** – Follensbee discussed the condition of the small garage beside the Heritage Center. The back wall is leaning out towards the brook, and the building is in bad shape. Currently the Police Department uses it to store the speed cart in the winter, and other small items. Chief Bachus would like to purchase a Conex box to store PD equipment and have it kept at the Town garage.  
*Motion made by Follensbee, seconded by Taylor to remove the small garage, and purchase the Conex box for \$2,500 to be located at the Town garage. The funds for the purchase will come out of the Contingency Fund account. Motion Passed 3/0*
- B. **Possible Combined Town Library location** – Ann Green addressed the 2020 Library Study that looked into consolidating the two libraries into one. She discussed the possibility of leasing the building at 633 Route 10 – the main level would lease for \$2,650 per month, and the lower level for \$2,333 per month. She thought a long-term lease would possibly allow for a lower monthly rent. After a brief discussion, the Selectboard suggested having the library Trustees contact the realtor to walk thru the space to get their opinions on the possibility of a lease. Dobbins-Marsh will email the information to the Trustees and will also invite them to attend the October 29<sup>th</sup> Selectboard budget work session to discuss further.

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

**D. Action Folder**

- Timber Tax Rating sheet completed for property at River Road, Lot 1
- Timber Tax Rating sheet completed for property at River Road, Lot 2
- Confidentially Agreement for Health Officers – as the Selectboard are acting in this role until they find someone to take over the position, they won’t complete this document at this time. Dobbins-Marsh will confirm if the Town can delay completing this document.

**E. Signature Folder**

- Land Use Change forms were signed for the following properties
  1. 1224 Route 25A
  2. 26 Old Grimes Hill Road
  3. 35 Strawberry Hill Road
  4. Stonehouse Summit Road
  5. 190 Dame Hill Road
  6. 26 Townshed Road

**F. Correspondence**

- NHDES Approval for operation of a septic system at Coyote Run
- NHDOT Bridge Inspection Report for the High Bridge Road over Archertown Brook

**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 7:30 pm

Respectfully Submitted,

Esther Dobbins-Marsh