

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

March 25, 2026

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

OTHERS PRESENT: Esther Dobbins-Marsh, Road Agent Nutter

Call Meeting to Order

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

Public Comments: None

Approval of Minutes

Motion made by Taylor, seconded by Smith to accept the minutes of 03/11/2026

Motion Passed 3/0

Reports

- A. **Assessor Report** – The Assessor reported receiving a total of 5 abatement applications. He has sent letters to each applicant asking the property owners to contact the Town to set a date to meet with him. After the Inventory forms are entered into the assessing system, he will visit properties with changes, then update his records as needed. The State is still working to finalize the ratio study statistics for last year – he's hoping they will be finalized in April.
- B. **Highway Department** – Road Agent Nutter reported the department has been plowing and sanding, and has started cleaning out culverts and ditching. Blaktop reviewed the crack in the paving for Phase II of the Archertown Road prior to repairing it. Estimates are being requested for reclaiming and paving projects and for the guardrail replacement (per Warrant Articles). The 10-wheeler had repairs to the hydraulic system completed.
- C. **Selectboard attended meeting recap**
 - Cemetery Commission – no members attended this meeting
 - Planning Board – Smith attended the meeting – Paul Goundrey was elected chair, and Ruth Hook the vice-chair, Heidi Wilson was appointed to the Board to complete the term of Mark Adamczyk. They are working on creating a subcommittee to review and possibly update the Wireless Ordinance. The Planning Board (PB) asked who the members of the Zoning Board of Adjustment for the Flood Plain are (currently we have 1 member), and are requesting an updated Property Map to keep for the PB to use. (The maps will be taken up to Littleton, NH to be updated shortly).
 - Road Committee – there was no meeting – Taylor will speak with the two remaining members to see if they still want to continue serving on the committee
 - Parks & Playgrounds – Taylor attended their meeting – several requests to use Town Properties were approved, and discussed having staggered terms for the 3-members and repairing ruts by the gazebo

Old Business

A. Update of Outstanding Projects

- Archertown Road over Jacobs Brook project – the contractor will remove some trees near the project this weekend, and construction is planned to begin on April 20th

New Business

- A. Brownfield Cleanup** – Keri Bassingthwaite discussed the process with the Selectboard. She would like the Town to sponsor the clean-up process of her property on Route 25A. She will hire contractors to complete the work at no cost to the Town. The Selectboard asked for more information on the process and what the responsibility of the Town is to be the sponsor.
- B. Review of received “Notice of Intent to Cut Wood”** – none received
- C. Budget vs Actual Review** – the Selectboard reviewed the report with limited discussion
- D. Action Folder** – the Selectboard reviewed the revised Moving Contracts for the 2026 – 2028 seasons, and signed each one.
- E. Signature Folder** – the Selectboard signed the documents to submit to NH Health & Human Services to request appointment of Joanna Bligh as Orford’s Health Officer. *Motion made by Follensbee, seconded by Smith to request NH HHS to appoint Joanne Bligh as the Town’s Health Officer. Motion passed 3/0*
- F. Correspondence**
- Notice received from NHDOT regarding paving out east scheduled for this summer
 - Information received on protecting the beavers by using “flow devices” vs lethal methods to remove them
- G. Other**
- Approved Tom Toner to start work on removing the small garage on Route 25A
 - The Elderly Tax Credit application will be posted on ListServ, with a submission date of 04/15/2026
 - The job description for the Administrative Assistant will be sent out on ListServ and published in the Journal Opinion and Valley News, as well as on our Webpage.

Non-Public Session

A motion was made by Follensbee, seconded by Smith to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 7:20 pm. A roll call vote of member’s present was taken with a decision in the affirmative. Matters discussed:

The Supervisors of the Checklist discussed their list of names to possibly appoint as the moderator. The Selectboard had a few comments based on committees some already serve on and asked if that might be a conflict. The Supervisors will also ask who fills in for the moderator if one isn’t appointed before the next election.

*Motion made by Follensbee, seconded by Smith to re-enter the public meeting at 7:39 pm
Motion passed 3/0*

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 7:40 pm

Respectfully Submitted,

Esther Dobbins-Marsh