

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 17, 2020

MEMBERS PRESENT: John Adams, Fred Kidder II, Tom Steketee

OTHERS PRESENT: Terry Straight

## Call Meeting to Order

The meeting was called to order at 5:30 pm at the Town Garage

## Discussion of Grader Cover Lean-to

- Minimum size: Width: 20 ft wide. So that grader moldboard fits with some clearance, Length: full length of existing building, 60 ft
- Roof: metal, shallow slope, attached to existing rafter tails
- Support posts: the used, on site telephone poles not functional.
- Use new 6" x 6" posts set in "ground" i.e. mostly sand, no concrete footings.
- No side or end walls
- No concrete floor

Fred to review revised design with current contractor.

## Discussion of addition to Office side of the building

- Minimum size: width of existing office (approximately 10 ft) extended to end of building (approximately 42 ft)
- Height: to existing rafters
- Exterior wall: about 4 ft frost wall to match current frost work height, remainder studs with 5/8" thick fire-retardant drywall covered on the inside with 3/4" plywood and fire-retardant paint.
- Floor: 4" concrete, sealed, not painted.
- Existing window on north wall of office removed (reused), concrete cut out and replaced with new exterior door to outside. Window in door.
- Existing window on west side removed (reused), concrete cut out and replaced with new interior door to new space.
- Existing "office" space to be used for heated/cooled break and locker room; access to outside, bathroom and shop.
- New space to be divided into 2 sections: office (12 ft) and storage (balance about 30 ft). Wall between them to be studs with 5/8" thick fire-retardant drywall covered on the inside with 3/4" plywood and retardant paint. Used window from existing office to be installed in exterior wall of new office space. 2<sup>nd</sup> used window from office to be installed in new exterior west wall of storage area.
- Existing north shop wall to be opened to storage space. Concrete cut and window removed.
- Opening to be same width as the current window in shop wall (about 36"). No door to be installed in opening.

- Electrical: Minimal lighting in storage area, appropriate lighting level in office and sufficient outlets

Terry to work with potential contractor for preliminary cost.

**Discussion of building expansion toward road** - No timetable established at this time.

### **Discussion of Electrical upgrades to existing building**

The list of upgrades resulted from insurance carrier walk around in fall of 2020.

The preliminary costs for the "recommended" list is above \$10,000 so the purchasing policy requires full bid process.

Terry to develop spec and work with Esther for immediate distribution. For the publication the Valley News will be used, also our list-serve and website. Known contractors will be offered an opportunity directly. It is expected that the bid opening could be July 6.

### **Discussion Heating Unit**

The current used oil heater has been unreliable. Fuel sourcing has been unreliable and of questionable quality.

A new propane powered reliable heater large enough for the space was recommended by Terry. He and Fred obtained 3 quotes the lowest of which is \$3,885.98 from Thomson fuels with trenching done by the road crew.

*Motion to made by Steketee, seconded by Kidder to purchase unit and installation from Thomson Fuels for above listed price. Vote: 3 in favor, 0 no. Terry authorized to proceed.*

### **Review of bid specs for the Highbridge road bridge**

Spec not developed yet. Tom, to work with Terry, to develop and obtain preliminary cost estimate.

*A motion was made by Kidder, seconded by Adams to enter into nonpublic session under RSA 91-A:3, II(a), personnel issue, at 7:15 pm. A roll call vote of member's present was taken with a decision in the affirmative*

*The Board resumed the regular meeting at 7:32 pm. A motion was made by Steketee, seconded by Kidder to seal the minutes of the nonpublic session. Motion Approved.*

### **Meeting recessed at 7:34 pm, Meeting reconvened at 7:50 pm at the Town Office**

Attendance: John Adams, Tom Steketee  
Reviewed Manifests, Payroll and Payable folders

### **Adjourn**

*Motion made by Adams, seconded by Steketee adjourn the meeting. Motion Passed.*

The meeting adjourned at 8:25 pm  
Respectfully submitted:

John Adams