

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

May 3, 2023

MEMBERS PRESENT: John Adams, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Erin Darrow, Steve Williams, Jo-Anne Fratus, Charlie Smith

Call Meeting to Order

The meeting was called to order at 5:30 pm

Letter of Resignation

The Selectboard received a letter of resignation from Jennifer Carter, Selectboard member.

“I am writing to inform you that I am resigning my position as a member of the Selectboard effective May 3, 2023. I am resigning my position because of a work promotion that will not allow me to have the flexibility to commit to the Town as I have in the past. Thank you for the opportunity to work with the Town of Orford as it was quite a learning experience.”

Motion made by Kling, seconded by Adams to accept Jennifer Carter’s resignation as a Selectboard member for the Town of Orford, effective immediately. Motion passed 2/0

Archertown Road Hill Project – Erin Darrow Engineer

Darrow wanted to provide an update on the project, discuss the tree removal concerns and discuss project management. Darrow did receive the boring information from John Adams via DuBois & King but hadn’t had time to analyze the findings. She said it would be helpful to have contact information for the company that did the borings back in 2019 – she’d like to clarify the reports with them. Adams will provide the information to her. There are 7 boring and Darrow wasn’t sure if this would be enough – this is one question she’d like to discuss with the geo tech engineer at the boring company. She also suggested reviewing the boring information with SW Cole (another company that she deals with on a regular basis), but that would add a cost to the project. It’s also possible additional boring may be needed.

Motion made by Adams, seconded by Kling to allow Darrow, at her discretion, to order additional borings to meet the project requirements. Motion Passed 2/0

Darrow reported her surveyor had determined the Right of Way on the hill of Archertown Road using information filed at the Grafton County Reg. of Deeds. The road is a 3-rod road (49.50’ wide). While not 100% accurate, Darrow feels confident it’s very close. Using this information, it was determined the surveyor was within the ROW when surveying near Fratus’ property.

Darrow discussed project management, which for her means taking responsibility for the project. She is conscience of the project costs and knows to keep the Selectboard informed of the project status. Currently she feels it’s not been cohesive process. She would like to coordinate with the Road Foreman. Adams said the Selectboard will need to designate this responsibility to the Road Foreman, as he’s not the Road Agent. Currently the Selectboard make decisions that bind the town to projects and expenditures. Williams said he’s willing to be designated the contact person for the project, which Darrow said is the most effective way to

move forward in a cost effective and timely manner. Darrow has the breakdown of costs for the project, and will request bids based on various sections of the project. She manages the RFP's, requesting bids and hired sub-contractors. If the Town has a list of preferred contractors she can contact them to request to bid.

Darrow asked about the Temporary Easements – Dobbins-Marsh will email those received to Darrow. Darrow and Williams met to discuss Fratus' concerns before the Selectboard meeting. They measured the ROW where some saplings and branches were cut, (most likely looking for the boundary pins) and the surveyor was in the ROW. Darrow & Williams reviewed the trees – there are some trees that will not be taken down as identified by Fratus. Fratus will hire a tree service to do limbing up to 14' along her property line, which will help trucks have enough height to work in that area. In exchange, the Town will replace two driveway culverts that will impact the project. But after the replaced culverts, the homeowner will be responsible to maintain their culverts.

What are the next steps? Email SW Cole to have a Geo Tech review the boring plans; schedule the Public Hearing possible by mid-June to present the plan, the finalize the plan.

Correspondence

- Terry Straight asked for copies of complaints filed against him as Fire Chief by Janice Follensbee and Ruth Hook. The Selectboard agreed to provide copies to him, but will check with the Town attorney regarding complaints that were addressed in a non-public session
- NH DRA sent the official notification for the 2022 Total Equalized Valuations
- Vt Generator send the preventative Maintenance Report for the generator at the Town Office – everything checked out okay
- The Selectboard received a photo of Peter Thomson, long term moderator for the Town of Orford, from the siblings of Peter. *Motion made by Kling, seconded by Adams to accept the family's choice for the photo of Peter Thomson. Motion Passed 2/0*

Other

- Selectboard Vacancy -Adams will post on Listserv Jennifer Carter's resignation as a Selectboard member, along with the process for interested parties to submit their letter of interest to fill the remaining term. Dobbins-Marsh will place on the Orford Webpage, the Office door and at the Post Office. The Selectboard will review the received letters of interest at a Selectboard work session on May 17, 2023
- Planning Board ex-officio – Adams is currently the back-up ex-officio to the Planning Board, and will remain so until the 3rd Selectboard member is appointed. At that time, the three Selectboard members will decide who to appoint as the primary ex-officio to the Planning Board.

Adjourn

Motion made by Kling, seconded by Adams adjourn the meeting. Motion Passed.

The meeting adjourned at 7:20 pm

Respectfully Submitted,

Esther Dobbins-Marsh