

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

December 20, 2023

MEMBERS PRESENT: John Adams, Kevin Follensbee, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Erin Darrow & John Armstrong-Right Angle Engineering

Call Meeting to Order

The meeting was called to order at 9:00 am

Archertown Road Phase I – The Selectboard and the engineers discussed the completed project Darrow suggested adding riprap to the rest of the ditches along the hill. The Selectboard agreed this work can be completed by the Highway crew next year. The Board discussed the placement of the guardrail on Phase I and asked why it was installed so close to the edge of the road. The position of the guardrail is due to steep drop offs and ledge that prevented installing further away from the road edge, however, it's possible that some of the guardrail can be moved further away. To reposition the entire guardrail would cost approximately \$13,000 – if only sections were repositioned, it would be less. The main concern is for snow building up, making the road narrower. How do other Towns handle this situation? Armstrong said many Towns have similar issues, and plow as close to the guardrail as possible. The Board agreed to leave the guardrail as is for a few years to see how it holds up. If the Board still feels the need to reposition the guardrail, it will be considered a maintenance issue and will be part of the Highway operating budget.

Archertown Road Phase II – Darrow presented two options for the Board to consider.

- Option 1 consists of keeping the road in its existing alignment and improving drainage and rebuilding the road base, similar to Phase 1.
- Option 2 consists of moving the centerline of the road to the east, away from the steep slope and ledge, by approximately seven feet. This allows for a reduction in ledge removal for ditching, underdrains, and culvert replacements. Some considerations:
 - Option 2 will require relocation of utilities. This may incur a cost to the town, and for the purpose of this estimate a budget number of \$150,000 is being used for this purpose. Whether there is an expense to the town is a function whether there is an easement for the poles, and there does appear to be at least one easement.
 - Option 2 incurs wetland impacts and will require a dredge and fill permit with the NHDES. It is anticipated to qualify as a minimum impact expedited permit. The permit type will be a function of the total area of impact, along with the presence of any rare or endangered species in the site vicinity.
 - The relocation of the utilities and the wetlands permit will impact the project schedule.

Estimated costs for these options are \$563,780 and \$817,344 respectively. Adams asked what prompted Darrow providing a plan to move the road? Darrow said by moving the road it would allow for better ditches and would help with drainage. After further discussion, the Selectboard

all agreed this option was cost prohibitive and option I needs to be reduced as well. The max cost for Phase II should be \$400,000 or less. The primary work for Phase II should be along the thought of major maintenance – ditching, replacing some culverts and repositioning others, adding gravel to raise the road 8”, adding stabilization material to parts of the road, then paving. The cost of this project will also include the cost to top coat all of Phase I and Phase II. There may need to be some ledge removal in certain spots. If the Highway crew can help with any of this work, that will help lower to project costs.

There was some emergency repair work that was put on hold from this year and will become part of Phase II. The Selectboard asked Dobbins-Marsh to obtain information from Charlie Smith on the wicking fabric he has, and forward to Darrow for review – could this be used on this phase of the project?

Darrow asked if the entire project should be put out to bid, or have individual sections bid separately (paving, gravel and contractor work). Some of the issues with Phase I was coordinating between various vendors – having a general contractor would make the project go smoother. The Board agreed to bid the paving, site work and masonry head walls separately. Any site prep work needed can be done by the Highway crew (primarily grading). Darrow will prepare the RFP's and define the Scope of Work. Darrow will schedule a site visit on January 4, 2024 with contractors prior to them submitting a bid to review the Phase II area.

The Selectboard discussed the invoice received from R&D Paving to skim cost the section of Archertown Road from the Highbridge Road intersection to the Dublin Road extension. The bid received was for \$38,400, and the total invoice was for \$47,162. The original bid did not include costs for the shoulder gravel – the Selectboard ask Darrow if her bid specs included this when it was sent out. Darrow will contact R&D to see why their invoice was so much over their bid.

Mousley Brook Bridge – Darrow is estimating the total cost to remove the old culvert and install a wooden bridge would be just under \$400,000. She will put this project out to bid. Darrow discussed the possibility of making this a FEMA Hazard Mitigation project – if FEMA would accept this, the Town would only pay 25% of the project. Dobbins-Marsh will discuss with the Town's NH Rep to see if this is an option and will forward that information to Darrow.

Indian Pond Culvert project - Darrow is still waiting for the survey to be completed, then she can work up a cost analysis for this culvert project.

Upper Baker Pond area culvert project - Darrow is still waiting for the survey to be completed, then she can work up a cost analysis for this culvert project.

Darrow and Armstrong left the meeting

Archertown Road Phase I total cost analysis - The Selectboard reviewed the total cost for the Archertown Road Phase I project. The total costs came in at \$433,418.38 From this total, \$7,714.03 was allocated to the Highway culvert budget, leaving \$25,704.35 over the budget of \$400,000. Follensbee suggested expensing the additional overage to the Highway budget under Project Management Fees. The original plan was based on having Steve Williams act as the project manager, and the time he spent as project manager would be paid out as part of his salary. After his passing, Right Angle Engineering had to provide these services, which added to the project costs. The Selectboard agreed to expense \$25,704.35 as Project Management Fees under the Highway operating budget.

Warrant article Updates – Dobbins-Marsh will update the current list of Warrant Articles and provide to the Selectboard at their 12/27 regular meeting for review.

Non-Public Session

A motion was made by Follensbee, seconded by Adams to enter into non-public session under RSA 91-A:3, II(a) for personnel matters at 12:06 pm. A roll call vote of member's present was taken with a decision in the affirmative

The Board resumed the regular meeting at 12:32 pm. A motion was made by Adams, seconded by Kling to seal the minutes of the nonpublic session. Motion Approved 3/0

The Selectboard had a brief discussion on Town road conditions and the work the Highway crew is doing.

Manifests, Payroll and Accounts Payable folders

The manifest, payroll and accounts payable folders were reviewed and signed where necessary

Adjourn

Motion made by Kling, seconded by Adams to adjourn the meeting. Motion Passed 3/0

The meeting adjourned at 12:50 pm

Respectfully Submitted,

Esther Dobbins-Marsh