

TOWN OF ORFORD

Board of Selectmen
Meeting Minutes
January 24, 2024

MEMBERS PRESENT: John Adams, Kevin Follensbee, Chase Kling

OTHERS PRESENT: Esther Dobbins-Marsh, Erin Darrow, Right Angle Engineering (Call-in)

Call Meeting to Order

The meeting was called to order at 5:30 p.m.

Review the Archertown Road Phase II project bids received – Erin Darrow called into the meeting to review the bids received for the Sitework, Paving and Gravel

- **Site Work** – bids were received from CW Demers for \$87,500, Wanner Earthmoving for \$74,150 and Paige Excavating for \$87,200. Darrow will review to make sure the contractor bids are based on the same bid spec.
- **Paving** – bids were submitted for four (4) options
 - Option 1=Topping of Phase I, fine grade, binder and topping of Phase II
 - Option 2=Phase II fine grade, binder & shoulder gravel
 - Option 3= Phase I Sweep/tack, overlay and shoulder gravel
 - Option 4=Phase I sweep/tack, overlay & shoulder gravel, Phase II Fine grade, binder & shoulder gravel

	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>	<u>Option 4</u>
Blaktop	\$157,144	\$73,918	\$36,537	\$110,454
R&D Paving	\$158,376	\$87,983	\$47,175	\$131,308

The Board asked why 4 options were requested – Darrow said it would help to know costs for various options in the event the budget needed to be reduced.

- **Gravel** – bids were received from Chief's, Twin State Gravel, Warren Gravel and Pike Industries and the cost per yard or ton include delivery costs.

	<u>1-1/2" crushed gravel (304.3)</u>	<u>Crushed Stone (304.4)</u>	<u>Rip Rap (583.10)</u>
Chief	\$23.48 per yd	\$23.48 per yd.	\$23.48 per yd
Twin State Gravel	\$25.32 per ton	\$25.32 per ton	\$23.87 per ton
Warren Sand/Stone	\$24.75 per yd	\$32.00 per yd	\$31.00 per yd
Pike Industries	\$23.75 per ton		\$26.00 per ton

Costs submitted were per ton and per yard. Darrow will create a document so the Board can compare “apples to apples” for these quotes.

What culverts does the plan include, or is this separate from the contractor RFQ? Darrow said the plan doesn't include replacing driveway culverts – the 3 culverts in the plan are underdrains. It's possible the contractor will need to reset some driveway culverts based on the change in road height. Asked why replacing driveway culverts was not included in the plan, Darrow said she was instructed not to include them. Adams pointed out the agreement we have with Jo-Anne Fratus to replace her culverts (2) in exchange for tree trimming work she did for the Town on Archertown Road. Darrow agreed this was the agreement made. Follensbee said if ledge is removed along the road, and ditching done and we don't reset driveway culverts, it will create a

dam effect, and possibly create future damage to the road. If the work being done by the Town is impacting the driveway culverts, the Town should make sure they are replaced and reset as part of the project. Possibly town inventory can be used for the driveway culvert replacements.

Site work and materials, using the lowest bid from the bids received totaled just under \$300,000 plus engineering and project management costs will bring the project to \$400,000.

Adams suggested obtaining a cost to paint a center line down Phase I of the Archertown Road. The highway crew will look into the cost.

Kling asked Darrow about the cost breakdown to replace the culverts on Indian Pond Road. He asked if the \$97,000 previously discussed included the cost for surveying, permits and engineering services. Darrow said to includes these expenses, the total project would be closer to \$125,000

Mousley Brook project – Darrow will have the plan design and estimated costs to Dobbins-Marsh by Thursday of this week, but the estimate of \$400,000 is still a good number to use for the Warrant Article.

Approval of Minutes

- *Motion made by Adams, seconded by Follensbee to accept the minutes of 01/10/2024 Motion Passed 3/0*
- *Motion made by Kling, seconded by Follensbee to accept the minutes of 01/12/2024 Motion Passed 2/0 (Adams was not at the meeting)*
- *Motion made by Adams, seconded by Kling to accept the minutes of 01/15/2024 (as amended) Motion Passed 3/0*
Motion made by Adams, seconded by Follensbee to accept the minutes of 01/16/2024 (as amended and subject to additional review) Motion Passed 3/0
 - The Selectboard discussed wanting to make sure the resignation letter was exactly what Terry Straight had written. The Selectboard agreed to approve these minutes, but before being released the Selectboard members would carefully compare the resignation letter to the typed minutes.

Reports

- A. **Fire Department** – Kevin Follensbee reported the department had a good turn out for calls. A few past members have returned to the department and he's heard from other Town departments that they're ready to help as needed. Currently the department has two licensed EMT's as members. The department held a brief meeting and all members are on the same page, and agreed to work together to move the department forward. Hanover dispatch has been notified as well as the Lyme and Wentworth fire departments. Follensbee asked Dobbins-Marsh to have the NH DOT codes deleted for members that resigned, and to set up new codes for himself and a few others. (This code allows the Town to purchase diesel from the State garage for the fire trucks).
- Regarding town owned equipment – Follensbee has contacted members that resigned to request they return any equipment such as radios and keys (if they haven't already). He is working on inventorying all the gear, radios, pagers and keys. There is a 2nd AED machine, actually owned by the Police Dept., that was carried by Terry Straight which will need to be returned.

B. Selectboard attended meeting recap

Presidential Primary Election - The Selectboard discussed the election that was held on January 23rd. All agreed it was a relatively smooth process. The only issue was when the State Inspector stated that 2 Selectboard members are supposed to be present during the election. The Board asked Dobbins-Marsh to pull the RSA that addressed this issue and the role of the Selectboard at elections.

Conservation Commission – Follensbee attended their meeting on the 18th of January. The commission discussed maintenance of the Indian Pond Heritage trail, the upcoming Moonlight Snow Shoeing event scheduled for Feb 2024 (still working on the best location to hold this), and hiking events at various location in Orford.

Upper Valley Ambulance (UVA)- Adams attended the recent board meeting. Alan Beebe will be retiring as of February 23rd, and the UVA board is looking for his replacement.

Planning Board – Adams has reached out to Town Council to see if the Town should withdraw the application to have 3 new residents appointed as Planning Board members. As the date for the hearing is early February 2024, by the time the court makes its decision, it will be close for the annual elections. He’s waiting for Town Council to reply to his question. Kling mentioned a Curb Cut he received to review. This is needed as the property was purchased after a subdivision was approved by the Planning Board, and the new owners need access to the property. He suggested having the Planning Board add the Curb Cut approval to their check list as part of the subdivision process, as this should be done prior to the subdivision being approved.

C. Other

- Dobbins-Marsh reached out to the Chris Crowley, Trustee of the Trust Funds, to ask for clarification of what the “Wildfire Suppression CRF” can be used for. The 2004 Warrant Article 9 states “to defray the costs exceeding normal budget levels in the event of forest wildfires”. Crowley feels this is another CRF that is subject to interpretation. Reading this article as is, Crowley’s personal opinion is the CRF could be used to offset some expenses that occurred as a result of a wildfire.
- Election Workers hourly rate of pay – the Selectboard addresses the hourly rate election workers are paid. Currently the rate is \$8.50 per hour for the Supervisors of the Check list and Inspectors of Elections (ballot clerks), \$10 per hour for the Deputy Moderator, and \$12 per hour for the Moderator. The Selectboard agreed to increase each hourly rate by \$2.00 *Motion made by Adams, seconded by Kling to increase the rate of pay by \$2.00 per hour for each election category. Motion Passed 3/0*

Old Business

A. Update of Outstanding Projects

- Archertown Road Hill Phase II – discussed with Darrow at the start of the meeting
- Mousley Brook FEMA Project – discussed with Darrow at the start of the meeting

New Business

- ### A. Action Items Folder
- Curb Cut Application – *Motion made by Adams, seconded by Kling to approve the Curb Cut filed by Hunter Nutter & Addie Lyndes. Motion Passed 3/0*

B. Complaints

- **J Fratus** submitted a complaint regarding lack of follow thru by the Selectboard concerning her culverts that will be impacted by the Archertown Road Phase II project; ongoing attacks on Fire Chief Straight; the Selectboard not following their own policies. Adams will contact Fratus to inform her the complaint is being investigated and provide an estimated disposition date as circumstances permit.
- **J Carter** submitted a complaint against the Selectboard regarding being named in a letter sent to Emily Moore. She feels this is harmful to her professionally and individually, and wants the letter retracted. Adams will contact Carter to inform her the complaint is being investigated and provide an estimated disposition date as circumstances permit.

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

D. Correspondence

- Request from Terry Straight to purchase the Town-owned radio installed in his personal vehicle – Straight checked with Ossipee Mountain electronics and they said the system is worth between \$800 - \$1,000. Straight offered \$900 for the ten-year old radio, which includes a repeater system. Kling said he took exception to the language used when Straight typed “If you choose to sell the ratio to me I have included a check for \$900 which I feel is a *fear* offer for a ten-year old radio”. Kling said “fear” is a threatening word - if he really means “fear”, given the animosity between Straight and the Selectboard, using the word “fear” has no business in Town business. He feels the letter should be sent to the Town Attorney to see if action is needed. Follensbee said the Town should not pay to have the radio removed. A deadline should be set to have the radio removed and returned to the Town. Adams said he’d had a verbal conversation with Straight and Straight had said he felt the offer was fair, and he believes that was Straight’s intent. However, if the Selectboard do not accept his offer to purchase the radio, his use of “fear” is irrelevant. The Selectboard had Dobbins-Marsh type a letter denying Straight’s request to purchase the radio, and instead for Straight to have the radio removed and returned to the Selectboard office by February 1, 2024, in good working order, at no cost to the Town. The Selectboard signed the letter and it will be delivered to Straight Thursday, January 25, 2024.
- Peggy Villar sent an email requesting the Selectboard find a better way of using the phone system during meetings, as it’s often hard to understand what is being said depending on the location of the speaker in the Selectboard office.

Manifests, Payroll and Accounts Payable folders

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

Non-Public Session

A motion was made by Adams, seconded by Follensbee to enter into non-public session under RSA 91-A:3(g) Consideration of security-related issues at 8:15 pm. A roll call vote of member’s present was taken with a decision in the affirmative

The Board resumed the regular meeting at 8:28 pm. A motion was made by Adams, seconded by Follensbee to seal the minutes of the nonpublic session. Motion Approved 3/0

Adjourn

Motion made by Adams, seconded by Follensbee to adjourn the meeting. Motion Passed.

The meeting adjourned at 8:30 pm

Respectfully Submitted,

Esther Dobbins-Marsh