

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

April 2, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Erin Darrow - Engineer, Ted Nutter – Road Agent, Roger Hadlock – Highway Crewman

Call Meeting to Order

The meeting was called to order at 9:30 am

Indian Pond Culverts Emergency Repair – The Selectboard discussed the emergency repairs that are needed for the road over the dual culverts on the Indian Pond Road. Due to the deteriorating condition of the culverts, the suggestion is to lay wetland mats over the road bed. Darrow submitted an emergency wetland application to the NH DES and it was approved. The mats will be purchased by the Town and when no longer needed may be sold or used by the Town for future needs. The highway crew will work on the road before and after the mats are placed – possibly they may need to use contracted services for excavating and delivering of the mats. After additional discussion it was agreed to use 4-4' x 20' mats and make that section of the road a one lane road, with postings to notify oncoming traffic. *Motion made by Kling, seconded by Follensbee to authorize Ted Nutter to purchase 4-4'x20' wetland mats to be installed on the Indian Pond Road over the dual culverts. Motion Passed 3/0.* The cost for this emergency repairs is estimated to be between \$6,000 - \$8,000 and will be included within the Warrant Article approved to replace the culverts.

Indian Pond Culverts Replacement project – Darrow is working on the wetland permit for this project – waiting for the final survey of the area. The Selectboard discussed the possible need for easements as the culvert size will increase in dimension, and length. Town Council will be used to generate the easements if needed. With the dimension of the culverts being larger, the road bed will need to be raised. Darrow said this change will still keep the project cost within the \$130,000 approved with the warrant article. Once the final design is completed it will be submitted to the Town Clerk, Selectboard, Planning Board and Conservation Commission, as legally required, for their review and possible comments on the project to the NH DES. Darrow suggested meeting with the abutters to review the project and discuss the easements as well. The Selectboard discussed putting the engineering fees out to bid. Because Right Angle has already started the pre-project work, to hire another engineer at this time will add to the project total costs and completion time line. The Board discussed the process used to obtain estimates for projects needs to change. The Board should put forth a warrant article for pre-planning engineering fees to obtain the estimate for the total project. Then the following year put forth the warrant article for the total project, and if approved, bidding out for the project engineering services.

Timeline for the project: predesign completed by early May, NH DES Wetland Application submission by June 1st at the latest (DES approval could take up to 60 days), adjust the design per DES suggestions, and put out to bid around August 1st, select contractor by mid-August. The project will take approximately 4-6 weeks, with the road being closed for 2-3 weeks during the middle of the project.

Archertown Road Phase I punch list – Darrow reviewed the punch list for Phase I of the project. The majority of the work will be completed by the Highway Department.

- Revisit the guardrail location and consider a guardrail around the hole below M. Boudreau's driveway
- Consider widening the road a bit on the inside of the sharp curve
- Possibly adding a center line stripe
- Ditch erosion stone, add some where the ditch is deep, and remove some stone where the ditch is to shallow
- Trim geogrid where it's protruding into the ditches
- Add 4-5 delineators to shoulder where vehicles are cutting the sharp corner
- Add delineators to culvert ends
- Add signage for the sharp corner
- Reseed any areas where vegetation didn't get established
- Raise mailboxes at the entrance to High Bridge Road

Paving Repairs:

- Remedy Longitudinal pavement cracking near shoulder
- Address pavement raveling spots in base course
- Pave surface/wearing course

Once all these issues are addressed, Right Angle Engineering will provide an as-built plan to the Town.

The Selectboard discussed these items, with the primary focus on the guardrail situation. Why were the guardrails installed so close to the road, when their original location was further out? Per Darrow, the guardrails were installed per the plan and the current DOT requirements. Follensbee said funding by the Town to fix this issue will be challenging as the operating budget didn't include funds for these types of repairs. Darrow will work on an estimate for the Selectboard to review. The other concern addressed is the narrowing of the road at certain sections. All agreed the paving repairs will be the last items to be repaired. Darrow suggested revisiting the site in early May to reassess her list of suggestions.

Archertown Road Phase II project – the Selectboard discussed the warrant article requirements, as approved at the annual meeting. The paving will include the base and top coats for Phase II only. Per the cost analysis that Darrow previously provided, it only included the base coat for Phase II, therefore, the paving specs will need to be re-bid, which the Selectboard authorized. The question was asked about bidding the engineering services. Darrow indicated the contract the Selectboard signed in 2023 was for both phases of the Archertown Road project, therefore, the Town will honor that contract. The Board discussed if there is a need to have an onsite engineer or project manager (as included in Darrow's cost analysis). If we're hiring professional contractors and the Road Agent will be on site occasionally, the estimated cost of \$65,000 seemed excessive. Darrow said she'd like to hold a weekly meeting with the Road Agent, Selectboard members and the contractor on the project at that time to review the project and go over any issues they are encountering. This will reduce the engineering/PM costs from her estimate.

The driveway culverts were also discussed, as they were not included in the original bid spec the contractors based their estimates on. Darrow suggested creating a change order vs re-bidding, as that will save time and money for the project.

Other – the Selectboard reviewed the 2024 MS-232 and signed. This document reflects the total budget for 2024 as approved by the voters at the 2024 Annual Meeting.

Adjourn

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

The meeting adjourned at 12:12 pm

Respectfully Submitted,

Esther Dobbins-Marsh