

# TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

June 19, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Ted Nutter, Erin Darrow & Jon Armstrong of Right-Angle Engineering (called in)

## Call Meeting to Order

The meeting was called to order at 9:00 am

**Archertown Road Phase II** – The Selectboard, Darrow and Armstrong reviewed the Selectboard minutes of June 5<sup>th</sup> (from the walk thru by the Selectboard and Road Agent Nutter of the Phase II section of Archertown Road). For the final design, the group reviewed each line item listed on the minutes and discussed as follows:

- The cross-culvert by the Black berry Hill-Archertown Road intersection will be upsized to 24", but no additional culvert will be installed
- The driveway culvert shared by Laura McDaniel & the Schwendlers will remain as is
  - Instead of replacing this driveway culvert, a 24" x 40' cross-culvert will be added just below this driveway.
  - A discharge easement will be needed from David Roby – Darrow will forward a sample easement for Town council to review and amend as necessary.
- The Adams' driveway culvert will be replaced
- The Fratus' driveway culvert will be replaced
- The cross-culvert below Fratus' driveway will be upsized to 24"
- The culvert between Fratus' house and Gilbert's house properties will remain as is
- The Selectboard and Road agent felt the Gilbert's driveway culvert does not need to be replaced – with the increased height of the road, and ditching, this culvert will move the water to prevent it running over the road. Darrow felt a cross-culvert would be the better option. She said the cross-culvert will allow the driveway culvert to remain as is, but with no cross-culvert the driveway culvert should be lowered. Follensbee will meet with the Gilbert's to discuss the issue – once construction starts, adding a cross-culvert may become another change order.

Darrow said the project manager will be on site an average of 30 hours per week for the project. The Selectboard asked why this necessary. She received feedback from Wanner Earthmoving that it was helpful having Armstrong on site for Phase I as he could deal with issues as they arose. Darrow said Armstrong will be on-site and will work with Nutter. Armstrong said his time will be adjusted based on what's going on for work, and he's aware of the cost concerns by the Town. Taylor said this project is pretty straight-forward and Nutter should be able to handle most issues that come up. He feels 30 hours per week is too much time. Follensbee said the main concern is staying on budget, and \$400,000 is all the Town will be spending on this project. Darrow said part of the responsibilities of Armstrong is the documentation of the work being done, especially if changes are needed.

Taylor asked about the road width – the design calls for 2-10 ½ foot travel lanes, which makes the road 21' wide, but the road is currently 22' wide. It was agreed to use 21' for the road width. Kling asked Darrow if her concerns addressed in her letter to the Selectboard of 06/12/24 have been addressed. She felt they have been but did suggest having one person be the contact person for the project. It was agreed that Ted Nutter as the Road agent would be the contact. Nutter agreed if major changes are needed, the Selectboard will be part of the decision to change the plan.

Recap of the meeting:

- Right angle Engineering will provide to the Town the drainage easement for Town council to review, along with the plan to reflect the drainage location.
  - Once received and reviewed by Town Council it will be given to David Roby for review and signature
  - This easement will be filed with Grafton County Reg of Deeds
- Right Angle Engineering will provide the Construction Easement for David Roby to allow product to be placed on his abutting property and permission to use the log landing for equipment and vehicles.
  - The document will be given to David Roby for review and signature
  - This is a temporary easement
- Right Angle Engineering will provide a list of culverts for the Road Agent to purchase for the project
- Right Angle Engineering will ask Wanner Earthmoving for an updated estimate for the change order
- Right Angle Engineering will confirm the start date and time of Wanner Earthmoving (possibly June 27<sup>th</sup>) – Nutter will post on ListServ and place Road Closed signs and other signs as needed (i.e.: overhead wires) at least 72 hours prior to the start date.

Erin Darrow and Jon Armstrong left the meeting

The Selectboard discussed the Highway departments priorities for the summer season. Nutter said Tim Chase has been hired to pull the ditches with the grader, with the crew there to remove the material pulled. This will be the primary work for July. The department may need to hire a temporary employee while Roger Hadlock is out on medical leave.

The new 6-wheeler will be ready within the next few weeks, and the Ford F-550 should be ready within the next 3-4 weeks. Kling reminder Nutter to make sure to double check the 6-wheeler to make sure it includes everything the Town ordered via the spec sheet. The old 6-wheeler will be sold on Municibid – Dobbins-Marsh will print out how this works and what fees the Town will pay to use this service.

Signatures:

- Intent to Cut was received by property owners Lucille Andrews, Map & Lot #008-031-009 and 001, logger: David Rondeau – signed by the Selectboard
- Request to use the Baseball Field by Three Corners Babe Ruth – approved and signed

Other

- Archertown Road Jacobs Brook bridge – Follensbee will be meeting with the abutters to the project to discuss the Right of Way. The design is on schedule to be finalized in August 2024 – then the Selectboard review and approved, then the design is submitted

to the State. The project is scheduled to go out to bid in early 2025 with construction to be completed in the fall of 2025.

**Public Comments:** None

**Manifests, Payroll and Accounts Payable folders**

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

**Adjourn**

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

The meeting adjourned at 10:40 am

Respectfully Submitted,

Esther Dobbins-Marsh