

TOWN OF ORFORD

Board of Selectmen

Meeting Minutes

July 24, 2024

MEMBERS PRESENT: Kevin Follensbee, Chase Kling, Larry Taylor

OTHERS PRESENT: Esther Dobbins-Marsh, Ted Nutter, Chris Crowley

Call Meeting to Order

The meeting was called to order at 6:00 p.m.

Public Comments - none

Approval of Minutes

Motion made by Taylor, seconded by Follensbee to accept the minutes of 07/10/2024 (as amended) Motion Passed 3/0

Reports

- A. **Assessor** – work completed in July – The telephone company values have been updated in accordance of RSA 72:9-c. The law was changed and a recent court order decision agrees that for this assessment the equalized value is not used. Cyclical data is being verified and will continue throughout the summer into early fall.
- B. **Highway Department** – Road Agent Nutter provided updates on the following:
 - Archertown Road Phase II – Nutter met with the abutters to the project to discuss driveway culverts and other work on the road. Cross culverts have been installed, and a driveway culvert is being replaced tomorrow (7/25), and next week the underdrain by Blackberry Hill road will be installed. Nutter asked if there is a need to have the project manager Jon Armstrong on site every day. For the week of 07/08, when ledge was being hammered out, Armstrong was there every day and Nutter didn't feel it was necessary. Who gets to decide when Armstrong is needed at the project site? Nutter will contact Erin Darrow, engineer to discuss his concerns. Also, it was agreed that Nutter was the contact point in Orford, but recently there was a meeting in Orford with the contractors, engineers and Kling that Nutter had no prior knowledge of. Nutter will remind Darrow to reach out to him in the future.
 - Road Side Mowing – the mower is currently being repaired – the contractor is hoping to be in Orford within the next two weeks
 - Mud Turtle Pond Road Wetland repair – Nutter has spoken with Tom Thomson and was provided a map of the wetland area. Neither the backhoe or grader should be used to clean out the site. Jim Kennedy, the wetland scientist, needs to be contacted to work up a repair plan of the area.
 - Trees hanging over Mud Turtle Pond road – Nutter contacted the electrical company and they came out and removed the tree tops. The highway crew then cut down the trees and Rodney Taylor removed the trees from the site.

- Vehicles – the loader needs a lot of work, but is still usable. There is a leak with the fueling system, but parts are on order. There is an issue with the backhoe air conditioner, which will be repaired, and the radio was installed in the new 6-wheeler.
- Road side ditching – The department is still on Quinttown Road near Flat Rock. Once finished there the crew will spot check other roads to determine areas that need ditching. Kling asked if ditching was done from the 4-corners to Dixon’s camp. Nutter said he’d spoke with Tom Thomson and it was agreed they only needed to clean out the culvert in the area.
- Winter Sand – Nutter has scheduled the sand sifting for September. Will this be the last year to get sand from the pit? The department will need to look for other sources if it is.
- Archertown Road Phase I punch list – Kling reminded Nutter there are still several items on the punch list that need to be completed, including repairs to the paving.
- Highway employees – what is the plan when Nutter is on vacation and another crew member is on medical leave? Nutter said the week he’s on vacation he’s asked Tim Chase to work a 40-hour week, weather permitting, and work on grading roads with Zack Shell hauling gravel to those roads. Nutter will also have a list of work that Shell can work on if Tim Chase can’t be on site.

C. Selectboard attended meeting recap

- Road Committee meeting – Taylor attended the meeting on 7/11 and reported the group discussed the fabric and possibly requesting the Selectboard put together a warrant article to cover the costs to install it. Concerns about the Archertown Road Phase II were also addressed, specifically concerns about the lack of water mitigation. The Phase II plan calls for several cross culverts and underdrains along this section of the road to handle water flow, but the committee felt specific stone should have been added to the road bed first.

Old Business

- A. Municibid Posting** – the Selectboard reviewed the description of the 2013 International and made a few changes. The truck description will be listed on Municibid.com, along with the photos.
- B. Roby Drainage Easement** – The Selectboard agreed the drainage easement needs to be notarized and filed with the Grafton County Reg of Deeds. Kling will take the document to Roby for signature and to have notarized.
- C. Indian Pond culvert project update** – nothing yet from Right Angle Engineering
- D. Bandstand Repair & Maintenance Trust state of purpose** – the draft “Donor Payment” document was sent to Town Council for review. She requested a copy of the Donor Trust fund purpose, which is what the Selectboard is reviewing. The Selectboard and Crowley (Trustee of the Trust Funds) agreed with the draft language and it will be sent to Town Council to incorporate into the Donor Payment document.
- E. Update of Outstanding Projects**
 - Paint bids for the Heritage Center Building – Olsen Roofing will be preparing an estimate for the painting

- Archertown Road/Jacobs Brook Bridge – Follensbee attended the monthly call regarding the project status. He will be working with the abutters to obtain easements. There will be a phone meeting on 7/25 with a State Rep that specializes in Right of Way easements.

New Business

- A. Historical Barn Reviews** – There are 4 historical barns that the Selectboard review each year. The Selectboard will address the dates for review in September.
- B. Review of received “Notice of Intent to Cut Wood”**
Property Owner: Willow & Michael Murphy, Map & Lot #8-93-24F & 24G, Logger: John Ruggles
- C. Dead River Fuel pricing contracts** – the Selectboard authorized Dobbins-Marsh to sign the Dead River fuel contracts once a rate is accepted for propane, diesel and fuel oil.
- D. Action Folder**
Chris Crowley requested he be able to use Tim Greene, Town auditor, for some work regarding the Perpetual Care Trust Fund. The Selectboard approved his request.
- E. Complaint Folder** – none received
- F. Signature Folder**
K Knapp’s Diesel Repair LLC application for a Public Inspection License application was signed and will be sent to the NH DMV Bureau of Registrations.
- G. Correspondence**
E-coli test results from 07/15/24: Indian Pond 4.1, Upper Baker Pond 517.2 and Lower Baker Pond 83.3 – the Conservation Commission posted signs at Upper Baker Pond.
- H. Other**
Parks & Playgrounds decided to add a portable toilet at Lower Baker Pond for the month of August.

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 8:00 pm

Respectfully Submitted,

Esther Dobbins-Marsh