

**Orford Planning Board
October 17, 2016 Board Minutes – Approved 11/21/2016**

Present: Committee Members: P. Chase Kling, Jim McGoff, Andrew Schwaegler, David R. Smith; Alternates: Sam Hanford, Mark Burger

Absent: Committee Member: Paul Carreiro

Public: Kelley Monahan, Tom Steketee

1. The meeting was called to order at 7:09 pm, the alternate members were seated and the minutes from the prior meetings were distributed for review and approval. Chase Kling made a motion to accept the Minutes subject to some clerical corrections, Jim McGoff Second the motion and the September 19, 2016 Minutes were approved.
2. Chase Kling and David Smith informed the Board that the town has looked at the expenditures charged to the Planning Boards Budget and have adjusted the costs associated with the floodplain ordinance enforcement from the Planning Board Budget. Mark Burger will work with Sheri to reconcile the adjustment made to correspond to the invoices received. Andrew Schwaegler also indicated that he called the UVLSRPC regarding the September invoice and was told that some of the time billed should not have been billed. The invoice will be reviewed by the Planning Board to determine if the town is due a credit.
3. Andrew Schwaegler passed out the Select Board Budget sheet. The Board continued its discussion from last month to establish an approval process for future invoices. There was a discussion to be careful not to cut the budget too thin, should there be more request for development activities and other activities of the Planning Board. The Board also will be looking at what services the town receive as a member to the UVLSRPC and the Municipal Association to determine the most cost efficient way to meet the needs of the Planning Board and to determine if some of the services we are being charged for may be included in the Town's membership fee.

Andrew Schwaegler proposed the following budget:

Recording Feed	\$ 200.00
UVLSRPV – Planning Assistant	5,430.00
Secretarial	720.00
Legal / Professional Fees	400.00
Dues & Subscriptions	100.00
Advertising	200.00
Postage	<u>450.00</u>
Total Planning Board Budget	<u><u>\$7,500.00</u></u>

Chase Kling moved to approve the budget as presented and Jim McGoff second. The motion passed

4. There was continued discussion regarding the structure and required membership for the planning board; Andrew Schwaegler passed out a draft mailer that a mailing would be delivered to every mail box in town explaining the need for membership as well as the desire to have someone work with the board to take meeting minutes. There was also a discussion about how the new members will participate on the planning board and when they would be up for re-election. Tom Steketee and Kelley Monahan indicated that the member would be willing to fill the seat until the next town meeting and at which time the seat would be subject to an election. Chase Kling indicated that he asked the Town Clerk if she would attend the November meeting to help seat the new Planning Board members at the November meeting. There were comments made on the mailer and Andrew indicated that he will have the mailer delivered to all Orford's mail boxes.
5. Chase Kling discussed the concept of printing the grand list of property within the town. He believed that it has been since 1985, and that the information would be helpful to town members who are trying to understand the assessed values of the community. Chase believes that without the information provided by the Grand List, the citizens of Orford, are in the dark regarding the impact of increased operating budget and the ability to raise the money through taxes. In addition, the discussion included the need for the Select Board should keep the planning board informed and in front of any development discussions that will impact the town.
6. Sam Hanford brought up the need for the Town to update its Master Plan. Sam indicated that he has some working documents and that he is ready to assist with updating the plan. The Board will wait until the positions are filled before a discussion on the master plan will be addressed.

Kelley and Tom were thanked for attending, a motion was made and approved to adjourn at 8:23 pm.

Respectfully Submitted,

Mark J Burger, Alternate Member