

# Orford Planning Board

May 15, 2017

Board Minutes

Approved June 19, 2017

## Present

- *Committee Members present for site visit and regular meeting:* Jim McGoff (Chair), Kelley Monahan (Vice Chair), Paul Carreiro, P. Chase Kling, Deb McGoff, Dave Smith (Select Board representative)
- *Committee Members present for regular meeting:* Tom Thomson, Mark Burger (alternate), Sam Hanford (alternate)
- *Public:* Stacey Thomson (present only for site visit), Stacie Marshall (recording secretary)
- *Not present:* John Adams (alternate)

## **6:02 PM: Jim called the meeting to order at Stacey Thomson's gravel pit**

### 1. Meeting at Stacey Thomson's gravel pit for annual site review

Discussion with Stacey confirmed that the pit has been less active over the past year (though the Board had not yet received the 2016 Report of Excavation). When asked about the future of the site, Stacey indicated possible plans to add another lift to the cut or to mine some of the larger rocks on the site. He specified that he would not blast, but would likely use an excavator hammer. Chase reminded Stacey of the need to file an updated Intent to Excavate before pulling additional material from the site, since the current Intent expired on April 1. He also reminded the group about the trigger mechanism inherent in permitted gravel pits – a period of inactivity will prompt the site owner to begin the reclamation process.

**6:42 PM: Jim moved to adjourn the site visit portion of the meeting, reconvening at 7:00 PM at the Town Offices. Kelley seconded; the motion passed unanimously.**

**7:00 PM: Jim reconvened the meeting at the Town Offices.**

**Paul moved to change the agenda to add discussing the site visit as the next item; Jim seconded. Motion passed unanimously.**

### 2. Continuation of discussion of site visit to Stacey Thomson's gravel pit

**Tom recused himself; the group invited alternates to join the discussion, but did not fill Tom's seat.**

The group recapped their observations from the site visit, highlighting potential areas of concern: site boundary markers that were not easily visible, piles of asphalt and concrete block not originating at the site, stumps and brush being used as fill, and activity encroaching on or extending beyond the permitted site boundaries. The group agreed to review the town's excavation regulations prior to the June meeting, and to be prepared to discuss whether its observations are, in fact, violations. To aid this discussion, the group will plan to review the Planning Board's and Select Board's files on the site, past reports from the NH Department of Revenue, photos taken of the site in the past and during today's visit, and the site plat. The Board acknowledged the need to take the time necessary to familiarize itself with regulations and the particulars of Stacey's site, but also to move as quickly as possible, aiming to

have the written report prepared by the Board's July meeting. The group also avowed its commitment to work with Stacey to remediate and solve violations, rather than penalize.

**Tom was reseated.**

### 3. Review and approve draft minutes from April 17, 2017

**Chase moved and Paul seconded that the minutes of the April 17, 2017 meeting be approved.**

Dave informed the group that he had misspoken at the last meeting, and that John Adams had been appointed as alternate Select Board representative, rather than Paul Goundrey.

Several changes to the draft minutes were requested:

- In the paragraph immediately following the meeting being called to order, Paul requested that initials be used to differentiate between references to him and Paul Goundrey.
- In the next paragraph, Paul asked that the word "run" be changed to "conduct."
- In item 2, paragraph 3, Tom asked that the minutes reflect the fact that had he known about the cost related to producing a copy of Orford's Long-Range Community Facilities Plan, he would not have made the request.

**The motion to approve the minutes as amended passed unanimously.**

### 4. Mail, invoices and budget status

The Board considered two outstanding invoices from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) for services rendered in March and April. The group noted that the invoices both seemed high, and that UVLSRPC was billing more for support and administrative services than for professional services. They also noted some potential duplication of line items between the invoices. The Board discussed some recent changes in assignments, (for example, Stacie distributing meeting minutes, and Paul and Jim compiling the agenda), as well as the upcoming expiration of the current UVLSRPC contract.

**Paul moved that the Planning Board approve invoice #6 dated 3/31/2017 for \$359.50, and submit to the Select Board to be paid. Jim seconded. The motion passed with Jim opposed, and all others in favor.**

**Paul moved that the Planning Board approve invoice #7 dated 4/30/2017 for \$240.00, and submit to the Select Board to be paid. Jim seconded. The motion passed with Kelley, Jim and Paul opposed, and Chase, Dave, Tom and Deb in favor.**

### 5. Updates from Board members on various issues pursued since last meeting

Kelley notified the Board that she had attended last Wednesday's Select Board meeting at which the topic of the former Academy building was discussed. Kelley took the opportunity to remind the Select Board that according to the Master Plan, the Planning Board has responsibility for monitoring the mix and balance of housing within the town. Chase stated that the Master Plan is not binding, and that the Plan is now more than 15 years old.

Paul attended the meeting for the UVLSRPC Transportation Advisory Committee. He updated the group about the meeting, imparting that a draft plan was approved to send to the DOT for review and inclusion in a 10-year plan that will be presented to counsel and the Governor. The only mention of Orford in the meeting was in reference to the need for construction of a bridge over Brackett Brook on

Route 25A. Paul confirmed that the bridge was unfunded, but was included as the second item on a list of “additional needs” within the plan.

Mark mentioned that the Select Board supported additional involvement in UVLSRPC, and Kelley suggested that someone on the Planning Board commit to attending quarterly meetings. Mark volunteered to attend.

**Paul moved that the Planning Board suggest to the Select Board that Mark represent Orford with UVLSRPC. Kelley seconded. The vote passed unanimously.**

## 6. Discuss planning assistance contract

The group discussed the 2018 circuit rider planner service agreement distributed by Amber at the end of last week. Chase and Paul had not yet received copies of the contract in the mail. The group noted the increased hourly rate from \$48 to \$60 per hour, and the minimum monthly retainer charge of \$360. The Board considered looking at alternative service providers, while acknowledging that professional support is important when development is underway. Tom suggested that the Board invite the new executive director of UVLSRPC to the next meeting to 1. meet him and familiarize him with the board, and 2. discuss in person the concept of the contract and the Board’s required scope of service. Jim agreed to reach out to UVLSRPC with an invitation, and Mark agreed to contact the NH Municipal Association to ask about private contractors or independent providers of planning support.

## 7. Other business

Chase reminded the group about the conditional approval given in the December 19, 2016 meeting to Gerald D. and Jeannine A. Groff for their property located at 135 Mud Turtle Pond Road (tax map lot 8-0089-044). The approval was granted conditional on a curb cut permit, country lane covenant and construction, and presentation of the perimeter survey. Chase stated that there doesn’t seem to be evidence of construction of the country lane. The group decided to use meeting minutes to track conditional approvals so it can follow up as appropriate with petitioners.

## 8. June agenda and action items

Members of the Board will familiarize themselves with the town’s excavation regulations and come prepared to discuss Stacey Thomson’s gravel pit. Jim will invite the new executive director of UVLSRPC to discuss the 2018 contract. The Board may also have a lot line adjustment application to consider.

**Jim moved to adjourn, and Kelley seconded. Motion passed at 8:48 PM.**

### Action Pending

Date of decision	Property	Details
12/19/2016	Gerald D. and Jeannine A. Groff 135 Mud Turtle Pond Road (Tax map lot 8-0089-044)	Subdivision approved conditional on: <ul style="list-style-type: none"><li>• Curb cut permit</li><li>• Country lane covenant and construction</li><li>• Presentation of perimeter survey</li></ul>

### Business Concluded

Date	Action
5/15/2017	Annual site visit to Stacey Thomson’s gravel pit

