

Orford Planning Board

July 6, 2017

Board Minutes

Approved July 17, 2017

Present

- *Committee Members:* Jim McGoff (Chair), Kelley Monahan (Vice Chair), Dave Smith (Select Board representative), Paul Carreiro, P. Chase Kling, Deb McGoff, Tom Thomson, Mark Burger (alternate)
- *Resilience Planning & Design LLC:* Steve Whitman, Liz Kelly
- *Committee Members not present:* Sam Hanford (alternate), John Adams (alternate)
- *Public:* Stacie Marshall (recording secretary)

6:00 PM: Jim called the meeting to order.

While waiting for Steve and Liz (whose arrival was delayed by road closures) the Board discussed the purpose of the meeting, and that Jim, as Chair, will need to field calls from the public until a contract with a planning assistant is signed. Kelley indicated the need to update the website as well. The group agreed on the importance of voting to approve a planning assistant contract in its July 17 meeting to help ensure that the proper procedures are followed consistently and according to law in all Board business.

1. [Interview with Steve Whitman and Elizabeth Kelly of Resilience Planning & Design LLC, 23 Parker Street, Plymouth, NH 03264](#)

Steve began by referencing his initial communication with Paul approximately a year ago. At that time, his business was smaller and he didn't have the bandwidth to take on a relationship with Orford's Planning Board, though he suggested some alternatives. A year later, however, Resilience Planning & Design has grown, and Steve felt that Liz, with as-needed assistance from Steve, could provide a depth of assistance, including Board education, revision of regulations, and master planning assistance. Steve didn't feel that a monthly retainer would be necessary unless the Board chose to designate a regular role for Liz.

The Board shared its thoughts about the types of services needed. Chase emphasized Orford's relatively simple subdivision regulations due to its lack of zoning, and the fact that the town is not currently experiencing a great deal of expansion. He outlined the high level of Planning Board turnover in the past year and a half, highlighting the need for reliable and consistent planning assistance. Paul shared his thoughts about the need to tidy up the Board's processes and regulations to both conform to RSAs and to present information more consistently and clearly to the public. He also explained the need for clear roles and responsibilities within the Board and for the planning assistant, particularly related to the processing of applications from the public. Kelley indicated that the planning assistant should be the first point of contact for members of the public wishing to submit applications to the Board. She shared that this can be challenging in a town with varying internet access when the main tool for disseminating the Board's procedures is the town website. Dave and Jim indicated the need to have access to a resource by phone on an as-needed basis for quick questions. Mark agreed, but expanded to say that a high number of calls could indicate either

a need for additional Board training or the need to invoice for the service. Steve agreed, proposing that the parties re-evaluate the agreement in December (Paul reminded the group that since the town's budget season kicks off in October, an earlier evaluation would likely be necessary).

Chase briefly shared the schedule of everything the Board has done; including subdivision and gravel pit regulations (2014), the master plan (2001) and the capital improvements plan (1988). He indicated that a lot of legwork has been done toward updating the master plan and capital improvements plan; the Board just needs help moving forward.

Mark asked Steve about the possibility of charging a fixed price for each application type. He posited that such an agreement would protect both parties from engagement creep, and would promote efficiency. Steve was willing to consider the proposal, stating that periodic review of fees was customary, and that as they get to know the town, Liz will be able to provide feedback and suggest ways to improve applications. The group shared its openness to receiving such feedback, noting that Steve and Liz see best practices, while the Board only sees its current practice.

After reviewing the proposed pricing (\$45/hour for Liz's time plus mileage for meetings attended; \$115 for Steve's time), the Board promised to have a final decision made by the end of its meeting on the 17th. The decision must then go to the Select Board for final approval. If applications from the public are submitted to the Board in the meantime, Jim will tell applicants that the Board is temporarily without a planning assistant, and will encourage them to attend the next meeting on an informal basis. Steve promised to submit an engagement letter and service contract by Monday, July 10. This timing will allow the Select Board to review contracts from both Resilience and Upper Valley Lake Sunapee Regional Planning Commission; Dave will notify them of the Planning Board's intent to vote on a decision.

2. Other business

Chase reminded the group that a set of keys to the Town Offices and the Planning Board's closet were missing. Two sets of keys had been held by the prior Chair and Vice Chair, but only Andy Schwaegler's set had been returned. Kelley confirmed that Ann Green claimed to no longer be in possession of her set, but Ann had not shared what had been done with them. Sheri confirmed with Kelley that they had not been turned in. Kelley will follow up again with Ann. The group endorsed the idea of changing the lock on the door to the closet housing the Board's documents. Dave will follow up with the Select Board.

When discussing the contents of the Planning Board's closet, Chase recommended inviting Bill McKee, Orford's tax mapper, to a future meeting to familiarize the group (and the planning assistant) with the contents and organization of the closet. While access to the closet should be restricted to the Chair and Vice Chair, the Board should be familiar with the documents contained therein. Paul suggested scheduling a separate working meeting for this purpose.

Kelley updated the group about a mistake that could mean a two-week delay in filing applications approved in the Board's June meeting. One check was cut by the town, though Kelley's request specified that separate checks were required to split the recording fee from the LCHIP surcharge fee.

The group discussed agenda items for the July 17 meeting; Mark will type up the agenda and distribute to the Board, Sheri, and post in the Post Office.

Dave moved to adjourn, and Tom seconded. Motion passed with Paul opposed (7:31 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">• Curb cut permit• Country lane covenant and construction• Presentation of perimeter survey |

Business Concluded

| Date | Action |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 5/15/2017 | Annual site visit to Stacey Thomson's gravel pit |
| 6/19/2017 | Lot Line Adjustment Application approved (Linda Paradee, Map 8-93, Lot 64 and Map 8-93, Lot 66, Rt. 10) |
| 6/19/2017 | Lot Line Adjustment Application approved (David and Kara Perry, Map 8-108, Lot 16 and Map 8-108, Lot 16T, Sawyer Brook Rd.) |
| 6/19/2017 | Voluntary Merger of Lots approved (Bradley and Elizabeth McCormack, Map 8-31 Lot 4B and Map 8-29, Lot 4E, Gov. Meldrim Thomson Scenic Highway) |
| 6/19/2017 | Boundary Line Agreement Application approved (Mathew and Nicole Gray, Map 8, Lot 91-30A, Rt. 25A and Map 8, Lot 91-32, Creamery Rd.) |