

Orford Planning Board

November 20, 2017

Board Minutes

Approved December 18, 2017

Present

- *Committee Members:* Jim McGoff (Chair), Kelley Monahan (Vice Chair), Dave Smith (Select Board ex officio), Paul Carreiro, Chase Kling, Deb McGoff, Tom Thomson, Mark Burger (alternate), Sam Hanford (alternate)
- *Committee Members not present:* John Adams (Select Board ex officio alternate)
- *Resilience Planning & Design LLC:* Steve Whitman
- *Public:* Sylvia Paxton, Bill Paxton, Richard Scalesse, Stacie Marshall (recording secretary)

7:00 PM: Jim called the meeting to order.

After a short discussion, **Paul moved to correct the meeting agenda to change item 2 from “PCC – Richard Schooley” to “Informal Preliminary Consultation – Richard Scalesse.” Tom seconded; the motion passed unanimously.**

1. [Review of October 16, 2017 Planning Board Meeting Minutes](#)

Chase moved to accept the October 16, 2017 minutes as submitted; Paul seconded. Jim opened the topic for discussion.

Kelley asked that a correction be made to Dave Collier’s affiliations. Paul asked that the reference in item 3 to the addition of a standing agenda item relating to the Academy building be clarified as a sub-item under Old Business. Paul also requested that his motion relating to the Board’s budget in item 4 be amended to include the total presented. Finally, Paul requested that paragraph 3 in item 5 reflect that the meeting about which he was not notified was related to the 10 Year Highway Plan.

After confirming no additional discussion, **Jim moved to approve the October 16, 2017 minutes as amended; Kelley seconded. The motion passed unanimously.**

2. [Informal Preliminary Consultation – Richard Scalesse](#)

Richard updated the Board about his property on Route 10. He explained that he originally owned a parcel of 92 acres, but did a lot line adjustment eight or ten years ago that resulted in an additional 38 acres being added to his parcel. He described how, evidently, the adjustment had been recorded incorrectly, because even though the county showed the parcel as one lot, he continued to receive two tax bills. The error was recently corrected. Richard is now interested in exploring a minor subdivision, with the intention of selling the 38 acre section to his son for the purpose of building. After conferring with Liz at Resilience Planning & Design, he sought the Board’s advice.

Tom confirmed that Richard will need to do a minor subdivision for the 38 acre parcel. The 2007 survey done on the 38 acres will not need to be re-done, but the map might need to be updated for use in the subdivision application. Richard will have to arrange for a perc test on the portion of the property where the septic for the new structure will be located, and will also need to contact the NH Department of Transportation if the current permitted driveway will not be used for the new lot.

The Board pointed Richard toward the minor subdivision checklist, and offered Sheri's help in finding the names of abutters. Steve also offered Resilience's assistance if Richard needed additional help working through the items on the checklist.

3. Voluntary Merger Application – Heide Miller

The Board reviewed application materials for a voluntary merger application from Heide Miller, noting that the properties in question were identified as tax map 1-91, lots 37 and 38. In their review, a discrepancy was detected, with the application and tax bill noting the size of lot 38 as .12 acres, but the map identifying the size of lot 38 as 5.12 acres. Steve volunteered to reach out to Heide.

Paul moved to consider the application as incomplete, and allow the planning assistant to follow up with the applicant to correct the application and resubmit. Kelley seconded. The motion passed unanimously.

4. Master Plan Survey

- [Contract](#)

Steve noted that the Planning Board should have received the contract in their meeting packet, and offered to answer any questions. Paul noted that the contract in question was for 2017 master plan assistance, and was separate from Resilience's 2018 planning assistance contract. The Board clarified a few line items on the contract, including items related to supplies for town meeting, and mailings. On the latter topic, Chase noted that the Board should solicit feedback as well from those who do not live in town, and surveys should therefore be mailed to tax bill addresses. Paul also specified that regardless of the totals on the contract, the Board would only be billed for actual use; Steve verified. The Board asked Steve to update the document to note that the contract was for 2017, and to correct references to box mailings, making it clear that surveys would be delivered out of town.

Paul moved to accept the contract submitted by Resilience for master plan assistance for 2017 as amended. Dave seconded; the motion passed unanimously.

Paul moved that the Planning Board ask the Select Board to encumber funds toward master planning assistance, with the understanding that the invoice will be for funds remaining as of Dec. 31, 2017, not to exceed \$1,325. Kelley seconded; the motion passed unanimously.

- [Discuss sample surveys and formulate questions](#)

The Board discussed the sample surveys from other towns provided by Resilience. The group was unanimous in its desire to keep the survey short, targeting a length of 8 to 12 questions. Chase also noted his strong desire to avoid "leading" questions. Steve also urged the group to be mindful of the desired outcome – in his experience, towns who haven't been happy with the usability of survey results find they either haven't asked the right questions, or have made the survey so long that response rates were low. Through the discussion, the Board identified several areas it would like to explore:

- What should the town's biggest priority be over the next 10 years? What is missing? (Kelley)
- Why do you live in Orford? How do you think the town will change? (Chase)
- A question soliciting feedback on more modern issues like internet access, off-grid living, tiny houses, energy-efficient ways of living (Kelley)
- Would you like to see more businesses move into the town? What types of businesses? (Tom)

- What kind of town government services are you expecting and willing to support? (Chase)
- An open-ended question asking respondents to comment on any other thoughts the survey might not have addressed (Sam)

The Board discussed timing for the survey, with Paul indicating a desire to have started tabulating responses before town meeting. The group agreed to set aside an hour in the December meeting to develop survey questions.

5. Approve Oct.-Nov. Planning Assistant Invoice

Chase reviewed the statement of accounts from Sheri, noting that the Board is still on track.

The group reviewed the recording secretary's invoice for 2016 meetings. **Kelley moved to approve the invoice; Tom seconded. The motion passed unanimously.**

After reviewing the Resilience invoice from Oct./Nov., **Kelley moved to approved the \$202.50 invoice; Paul seconded. The motion passed unanimously.**

Both invoices will be submitted to the Select Board with completed payment forms.

6. 2018 Planning Assistant Contract

After ensuring Board members had reviewed it, **Paul moved to approve the planning assistant contract for 2018 presented by Resilience; Kelley seconded.** After a few clarifying questions, **the Board voted unanimously in favor of approving the contract.**

Steve took the opportunity to indicate Resilience's pleasure working with the Planning Board over the past few months, and highlighted their commitment to capacity building as the relationship continues. By documenting processes as Liz comes up to speed, transitioning to a new planning assistant in the future will be more efficient.

7. 2017 Annual Report

The group discussed the report, due on Feb. 2, which will be included in the town report. Chase indicated that the Chair typically writes the report, which is then amended and approved by the Board in their January meeting. He suggested that this year's report include concluded actions, highlight the change in planning assistance, and outline the change in membership, with three new members. He also suggested that the annual report highlight the Board's larger project – updating the master plan. He suggested that the report look ahead to 2018, noting the Board's hope to finalize the master plan, which would conclude updates of most of the town's major documents (leaving only the capital improvements program, a difficult document to keep updated given natural disasters).

Chase agreed to work with Jim on a draft report.

8. New Business and Public Comments

Chase raised the issue of driveway permits, noting that while the Planning Board is responsible for issuing permits for subdivided land, the Select Board issues temporary permits for purposes of logging. Chase noted that applicants who get a temporary permit often fail to realize that it isn't permanent. He stated that these temporary permits need to be watched, but that it would require the Select Board and the Road Agent to let the Planning Board know when temporary permits are issued. Jim responded that these driveways are still intended to be temporary, and that Roger does monitor them. Chase gave some history on how the town has handled these permits, stating that all

driveway permits had been under the jurisdiction of the Select Board and the Road Agent. However, permanent driveway permitting was delegated to the Planning Board.

Paul made a motion that the Select Board retain the driveway permitting process for the town of Orford, and that the Planning Board no longer have this responsibility delegated to it. Tom seconded.

Tom explained that for those practicing sustainable forestry, and therefore needing access to the property every 10-15 years, removing the driveway doesn't make sense. Towns and municipalities should allow this, but the Select Board should bear the responsibility of vetting, approving and enforcing these applications.

After determining that the group needed no further discussion, Jim called the vote. The motion passed unanimously.

Paul raised a question to Steve, noting that in the past few years, the Planning Board had not been kept in the loop about regional issues that would fall under the Planning Board, like public hearings about bridges, etc. He wondered if there was anything Resilience could do, and if they could let the Planning Board know if they see these notices. Steve agreed to do so.

9. Discuss December Agenda

The group discussed the December agenda, agreeing to set aside substantial time to discuss Master Plan survey questions. The agenda will also include the regular standard items.

Paul noted that Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) and the Transportation Advisory Committee had still not returned his calls requesting that they provide agendas and updates on regional meetings and public hearings.

Kelley noted quickly that UVLSRPC had agreed to the lower amount suggested for their last invoice, and that it had been paid.

Jim moved to adjourn, and Dave seconded. Motion passed unanimously (9:03 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	Boundary Line Agreement Application approved (Mathew and Nicole Gray, Map 8, Lot 91-30A, Rt. 25A and Map 8, Lot 91-32, Creamery Rd.)
10/16/2017	Voluntary merger of lots approved with the corrective plan that remedies the scrivener error on the original Schwarz subdivision; application originally approved on 6/19/2017 prior to the discovery that maps submitted as part of the application were misidentified (Bradley and Elizabeth McCormack, Tax Map 8-30 Lot 4B and Map 8-29, Lot 4E)