

Orford Planning Board

February 20, 2017

Board Minutes

Approved March 20, 2017

Present

- *Committee Members:* Andy Schwaegler (chair), Paul Carreiro, Dave Smith (Select Board representative), Tom Stekete, Jim McGoff, P. Chase Kling, Sam Hanford (alternate)
- *Public:* Deb McGoff, Stacie Marshall (recording secretary)

7:08 PM: Meeting called to order.

1. Review minutes from special meeting on January 3, 2017

Tom moved and Dave seconded that the minutes of the January 3, 2017 meeting be approved. There was no discussion, and **the motion passed unanimously.**

2. Review minutes from January 16, 2017

Tom moved and Jim seconded that the minutes of the January 16, 2017 meeting be approved.

In section 5.c., Paul asked that the following statement be inserted after the second sentence: "Paul stated that this was not what the Orford Planning Board had voted (agreed) to do, and that the Orford Select Board was out of its scope of responsibilities in making a decision for the warrant without first consulting the Planning Board with a suggested change."

The motion to approve the minutes as amended passed unanimously.

3. Other Business

3.a. Planning Board table at Town Meeting

The Board discussed a proposal from Kelley Monahan (who was unable to attend the meeting due to business travel) regarding a Planning Board informational table at Town Meeting to help educate town members as to the purpose and processes of the Board. Kelley reached out to the Board prior to the meeting, proposing to organize set-up and staffing of the table. In discussing the issue, the Board was generally favorable, but expressed the following concerns:

- Paul indicated that anyone staffing the table should be clear about a personal opinion versus the Board's position as defined via vote. Care should be used to prevent individual opinions coming across as the stance of the Planning Board as an entity.
- Chase reminded the Board about the tight timing for new members to be sworn in prior to the March meeting.
- Sam suggested some ideas for poster boards on the table, including using the heading, "What is the Planning Board?" Andy reminded the group that the Board used to have a brochure which could be reprinted for the table.

- While members of the Board generally supported the idea, several indicated an unwillingness or inability due to prior commitments to staff the table.
- Tom expressed worry that younger people aren't getting involved, not only in the Planning Board, but in the town in general.

Tom moved and Paul seconded that the Planning Board have a table at Town Meeting to let people know what the Planning Board does, making available a book of the Board's operating procedures; the table will be staffed as best possible. Chase voted against; all others voted in favor. The motion passed.

3.b. Subdivision post-approval processes

With regard to the conditional approval of the Schwarz subdivision in the Jan. 16 meeting, Andy updated the group about the post-approval process followed in the past. Conditional approvals have typically not been routed back to the Board. Instead, confirmation that conditions have been met and conferral of final approval has been left to the discretion of the Chair.

After the group expressed concern about Stacy Thomson's presence prior to the start of the meeting, Andy indicated that Board business was not being discussed; it was simply a convenient time to meet. Paul updated the Board about his interaction with Stacy with regard to the subdivision request. Stacy contacted Paul to confirm that conditions for the approval had been met. Paul happened to be in the area, stopped by to collect the Mylar map from Stacy, and brought it to Town Hall. Paul was uncomfortable signing the map without speaking with Andy, but the two were unable to connect prior to tonight's meeting.

Chase questioned that Stacy was acting on behalf of George Schwarz, since nowhere in the application materials had he been authorized to do so. Tom agreed, and the group decided to use more care in the future identifying the roles of the individuals presenting applications.

Tom departed; Sam was seated in his place.

Andy returned to the issue of post-approval processes, indicating that now that Paul had signed the map, it needs to be recorded. He listed options for submitting the map:

- The Chair can drive the map to the Registry of Deeds and pay the \$25 recording fee out of pocket, to be reimbursed by the town. He indicated that the Register can charge the town directly for the remaining costs, but \$25 is required at the time of filing.
- The Chair can submit a request to get a \$25 check from the town, and then drive the map and check to the Registry of Deeds.
- A request for a check can be submitted, and then map and check can be mailed to the Registry of Deeds.

The latter two options take longer, and can create problems for the applicant. Paul suggested that the Board decide on one method to allow expectation-setting with applicants. Andy indicated that if the decision is made to mail the maps, Sheri can order tubes to have available. The Board would be responsible for writing the submittal letter, parceling, addressing and mailing, however. The group agreed that it was appropriate for Andy to drive up and submit the Schwarz application given the delay with Paul's signature.

3.c. Review of Planning Board correspondence

Andy updated the Board that he had adjusted one of the invoices from the Upper Valley Lake Sunapee Regional Planning Commission since the invoice still reflected a monthly charge, rather than hourly. The Board discussed the number of hours Amber charged, but guessed that since she is doing everything for the first time, she'll gain efficiencies in the future.

Paul moved to remit the UVLSRPC invoices as revised with the Planning Board's concurrence to the Select Board for payment. Dave seconded; the motion passed unanimously.

Andy updated the group about information he received from Jonathan at UVLSRPC about the likely costs around the master plan. Jonathan's information suggested a likely cost of \$4,000-\$5,000 for all costs associated with doing a survey, mailings, printing, etc. The money requested from the town will likely not cover everything required. Chase reminded the group that while the long-range planning process did a good job collecting input from town government, the master plan process must include the general population. Paul asked Andy to share Jonathan's data with the Board; he indicated that having a better idea of how much will need to be spent, and how, will help justify the request for funds to the town.

UVLSRPC sent a survey to the Planning Board to collect 10-year goals related to transportation. The survey seems comprehensive; Paul made copies for the Board. The survey should be an agenda item at next month's meeting.

3.d. Website corrections and clean-up

Paul updated the Board that updating the website is somewhat arduous, requiring working through Sheri, who will submit requests to the service provider. Dave mentioned that the issue had been brought up in the recent past, but that he hadn't heard about a resolution. The group wondered if the website could be a community service project for a tech-savvy Rivendell student.

3.e. Website corrections and clean-up

Paul indicated a concern that the Planning Board has many responsibilities that will be compounded in the near future, including the master plan, training new members, and reviewing regulations. He suggested that the group might consider having more than one meeting a month, with the extra meetings used to do catch-up, practice forward thinking, and develop an agenda for the year. Chase stated that the extra meetings could be working meetings where no new business was discussed, and with a restricted agenda. Sam thought the first step would be forming a subcommittee to work on the master plan; the extra meetings could be scheduled as needed for the subcommittee to update the Planning Board on progress.

Chase moved to adjourn, and Jim seconded. Motion passed at 8:46 PM.