

# Orford Planning Board

March 20, 2017

Board Minutes

Approved April 17, 2017

Present

- *Committee Members:* Paul Carreiro, P. Chase Kling, Deb McGoff, Jim McGoff, Kelley Monahan, Dave Smith (Select Board representative), Tom Thomson, Mark Burger (alternate)
- *Public:* Andy Schwaegler, Stacie Marshall (recording secretary)
- *Not present:* Sam Hanford (alternate)

**7:00 PM: Meeting called to order by Jim as the senior member of the Board.**

New members Kelley Monahan (1 year), Tom Thomson (3 years) and Deb McGoff (3 years) were welcomed and seated, and it was confirmed that all three had been sworn in.

## 1. Review minutes from February 20, 2017

**Paul moved and Jim seconded that the minutes of the February 20, 2017 meeting be approved.**

In the section listing those present, Paul asked that Stacie be noted as recording secretary.

In section 3.b., paragraph 3, Chase asked that “expressed discomfort” be changed to “questioned.”

**The motion to approve the minutes as amended passed unanimously with those not present at the Feb. 20 meeting abstaining.**

## Selection of Chair and Vice Chair

**Tom moved to nominate Paul as Chair; Dave seconded.**

Kelley indicated an interest in being considered for Chair, citing an interest in helping the Board streamline communications, improve transparency, and create efficiencies with existing processes.

Chase reminded the group about Kelley’s interest in the position since Tom’s motion curtailed relevant discussion. The motion on the table prevented a nomination for Kelley. Paul suggested that the current motion be withdrawn so discussion about interested individuals could continue, after which a motion could be made to vote on each of the positions separately.

**Tom and Dave withdrew their motion to nominate Paul as Chair.**

When asked whether he would consider assuming the Chair position, Paul responded that he would be open to the role if that was the pleasure of the Board. Kelley reiterated her interest. Addressing Kelley’s goals, Dave suggested that she might consider the Vice Chair role, allowing her to focus without the minutiae required of the Chair. Kelley agreed, also reminding the group that as Chair, the Secretary of

State has declared that it is not a conflict of interest, but best practice would have been for the Vice Chair to sign Mylar maps given her position as Register of Deeds.

**Chase moved to nominate Paul as Chair of the Planning Board, and Kelley as Vice Chair; Tom seconded.**

Paul expressed an objection with the process, citing the group's earlier decision to nominate individuals for the roles, rather than to moving to nominate a slate.

After determining there was no further discussion, **Jim called the vote. The motion passed, with Paul opposing, and all others in favor.**

Paul declined the Chair position, indicating an inability to chair the group given the variable process followed in nominating and electing the Chair and Vice Chair positions. The group reviewed the steps followed, and reconfirmed Paul's desire to decline the role.

**Tom moved to nominate Jim as Chair; Paul seconded.**

Jim confirmed that he was willing to accept the role, and would be happy for the learning experience. Kelley expressed concern with Jim not using email, citing potential problems with timely communication. She reiterated her interest in helping the Board avoid the controversy it has experienced in the past. Paul responded to describe problems he has experienced contacting Kelley. Dave reminded the group about the motion on the table. After determining that there was no further discussion, **Jim called the vote.**

**The motion passed, with Chase and Kelley opposing, and all others in favor.**

## 2. Review of Town Meeting

Aside from noting that the town had approved the warrant article asking for \$1,500 to support the master plan process in the coming year, the Board had no discussion related to Town Meeting.

## 3. Review of subdivision post-approval process

## 4. Discussion of Master Plan Subcommittee and survey

## 5. Website clean-up

Paul suggested that agenda items 3, 4 and 5 be tabled to a future meeting since new members had not yet had a chance to familiarize themselves with relevant regulations and processes. The group agreed to proceed to agenda item 6.

## 6. Other Business

### 6.a. Curb cut application from Martha and Robert Hodge, Map No. 732, Lot 28

Before reviewing the curb cut application, the Board questioned the process used when an application is received. Paul and Jim explained that Sheri receives the application and gives it to Roger Hadlock for his sign-off, after which it is placed in the Board's mail folder. Given the time it took to process Kevin

Follensbee's Archertown Road application, but recognizing the need for the Road Agent's sign-off, Paul wondered if Sheri would be willing to put a copy of the application in the Board's mail folder before passing the original to Roger. This would notify the Board of the application, and allow it to follow up as necessary to ensure the public is served in a timely manner. The Board also recognized the need to keep Amber in the loop, as she compiles meeting agendas. Paul reminded the group that Sheri's responsibilities are directed by the Select Board; suggestions can be made about the best way for her to handle Planning Board applications, but it's ultimately their decision.

When asked about how things have worked in the past, Andy reminded the group that these applications have not been the responsibility of the Planning Board for long – they used to go to the Select Board. Chase reminded the Board that the current regulations are a working document that can be amended and adapted as necessary, and that changing regulations could require a hearing.

In reviewing the application under consideration, Chase wondered if the Board had enough information to proceed. The mailing address provided on the application (Town Highway 86) didn't indicate the Piermont Heights Road proposed curb cut location. Chase had visited the site earlier in the day, but had been unable to determine the specific location of the proposed curb cut. Looking at the tax map, the property's 400 feet of road frontage indicated acceptable lines of sight. Jim volunteered to follow up with Roger, and to visit the site. Paul suggested that the application be approved conditional on Jim's follow-up not identifying any issues.

**Paul moved that the Planning Board designate the Chair to follow up on the curb cut application for Martha and Robert Hodge, connecting with the Road Agent, and if all looks in order, sign off on the application. Deb seconded.**

Chase hoped that the action outlined in the motion would apply only in this one situation, rather than signaling a policy change. He also noted that in the future, the Board needs sufficient information on the application in order to make an informed decision.

**Jim called the vote; the motion passed unanimously.**

#### [6.b. Review of correspondence](#)

The new members of the Board asked for clarification on their responsibilities related to checking correspondence. The group discussed the mail folder in the closet; members wishing to check the folder must borrow the key from Sheri. Andy pointed out that the filing cabinet within the closet is only accessible by the Chair since it contains files from prior subdivisions, etc. that are kept locked to prevent alteration.

The Board reviewed the February 2017 invoice from Upper Valley Lake Sunapee Regional Planning Commission.

**Jim moved that the invoice be accepted; Kelley seconded. The motion passed unanimously.** The invoice was signed and will be submitted to the Select Board.

Dave reminded the group about the UVLSRPC survey related to the ten-year transportation improvement plan. The letter included information about quarterly meetings for UVLSRPC's Transportation Advisory Committee (TAC).

**Dave moved that Paul take the position as the Board's representative and attend; Kelley seconded. The motion passed unanimously.**

Dave will ask the Select Board to approve Paul's involvement.

#### 6.c. Future meeting planning

Paul suggested that the Board identify issues that arise annually (for example, the UVLS contract; reviewing and updating binders used by Board members; the master plan process), and pre-schedule them in the coming year to allow preparation. Paul also suggested that the Board consider rescheduling meetings that fall on Martin Luther King Jr. Day and President's Day.

**Chase moved to adjourn, and Jim seconded. Motion passed at 8:42 PM.**