

# Orford Planning Board

February 19, 2018

Board Minutes

Approved March 1, 2018

## Present

- *Committee Members:* Jim McGoff (Chair), Kelley Monahan (Vice Chair), Dave Smith (Select Board ex officio), Paul Carreiro, Tom Thomson, Ruth Hook (alternate)
- *Resilience Planning & Design LLC:* Liz Kelly
- *Public:* Terry Martin, Stacie Marshall (recording secretary)
- *Not present:* Chase Kling, Deb McGoff, Mark Burger (alternate)

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

**Jim moved that Ruth be seated given Chase and Deb's absences; Paul seconded. The motion passed unanimously.**

## 1. Review of January 15, 2018 Planning Board Meeting Minutes

**Paul moved to accept the January 15, 2018 minutes as submitted; Kelley seconded.** Jim opened the topic for discussion. After determining that there were no suggested amendments or further discussion, Jim called the vote. **The motion passed unanimously.**

## 2. Master Plan Survey Discussion

- Review final survey & opening text
- Timeframe
- Survey mailing details

Paul presented amendments to the draft survey, including an update to the heading, wordsmithing changes to the opening paragraph, and small adjustments to a few questions. He suggested that question 4 use the term "home-based business" rather than "in home business," noting that all references he's come across use the former, rather than the latter, terminology. The group concurred. Dave asked that the table extending between the two pages repeat the header row on the top of the second page. He also asked to include an indication at the bottom of the first page to alert people that the survey continues onto the back of the page. Kelley asked about including an open-ended question at the end of the survey for general comments and feedback. Liz thought the draft could be reformatted to create space for an invitation to respondents to include a separate page with additional comments along with their completed survey. Kelley suggested including a spot for a signature if respondents did not wish to remain anonymous.

**Kelley moved to accept the draft survey as amended; Dave seconded. The motion passed unanimously.**

The discussion then moved to the logistics behind distributing the survey. Kelley updated the group about the mailing labels she received from Sheri, noting that duplicates must be identified and removed. Several Committee members volunteered to divide the labels to make the job more manageable.

Tom asked about numbering the surveys; the group agreed that this was a good idea as an effort to recognize attempts to skew survey results. The group acknowledged that duplicate numbered surveys originating from one household should be accepted to allow multiple legitimate responses from family members.

Paul wondered about including return envelopes, similar to the Historical Society's recent mailing. In an effort to determine whether this was possible, Jim wondered how much money remained in the budget. The group estimated the number of recipients, and then estimated remaining funds based on Liz's contract, what has been spent to date, and what has been encumbered. Tom reminded the group about the boxholder mailing, which will alert people to be on the lookout for the survey. The boxholder mailing will cost approximately \$110. The group agreed that if it has the funds, return envelopes with postage should be included in the survey mailing to bolster the response rate. Kelley offered to ask Sheri about acquiring envelopes, and also for recommendations around getting the surveys printed. Tom volunteered to run the printing errand to West Lebanon. Liz promised to have the amended survey ready within the week.

With the intention of scheduling a working session during which Board could process the survey mailing, **Kelley moved for a continuance of tonight's meeting to Monday, February 27 at 6:30 PM. Paul seconded; the motion passed unanimously.**

The group discussed the deadline by which surveys should be returned by considering the time Liz will require to synthesize and analyze the responses in relation to town meeting and the Planning Board's March and April meetings. The group decided on a deadline of April 2, 2018, which Liz confirmed would be sufficient time for her to prepare results for discussion in the Board's April 16, 2018 meeting. Working backwards, they decided that the survey could be sent by March 5, giving people approximately four weeks to respond.

**Kelley moved that instead of continuing tonight's meeting on Monday, February 27, that the Planning Board hold its March meeting on Thursday, March 1 at 6:30 PM (instead of its regularly-scheduled meeting on March 19). Tom seconded; the motion passed unanimously.** The group agreed that if public business arose requiring a meeting prior to April, they would convene.

Tom asked the group to comment on his draft for the boxholder mailing. He'll change the response date to April 2, 2018. Paul suggested a change to the title of the mailing, and the group made a few changes to add consistency with the opening statement on the survey.

**Paul moved to set a response deadline for the surveys of April 2, 2018. Dave seconded; the motion passed unanimously.**

### 3. Old Business

Dave raised several issues:

- In last month's meeting, a budget-related issue was raised that Mark identified as an accounting error. Mark followed up with Sheri as promised, but Dave stated that "Mark got nowhere with Sheri." When Kelley spoke with Sheri, she said that it was an issue with the way the software is written.
- Dave updated the Board about the property related to Heide Miller's voluntary merger application. He reminded the group that the information submitted with the application indicated that a .12 acre parcel was appraised at what seemed an excessively high amount. Dave raised the issue with Steve Allen, who noted that the amount seemed reasonable for waterfront

property. Kelley noted that she was unsure if the deal was ever recorded, but offered to look into the issue. She noted that it's ultimately Heide and Porter Miller's issue to resolve.

- [Orford Academy Building](#)

Kelley received a sufficient number of signatures to get a warrant article for town meeting. She also noted that her informal "right to know" request that she submitted to both the School Board and AHEAD for the donation list had been denied.

#### 4. [New Business and Public Comments](#)

- [Mail File](#)

Jim noted a letter from the Department of Transportation that he had passed to Paul. Tom thought the letter referred to two culverts that cross "Mac Hill" (1/2 mile from Route 10; the area that washed out in the July storm).

Paul used the topic to segue into word he had received from the DOT related to work on Brackett Brook. A letter soliciting information had been sent to Orford a year prior, with no response. Paul had checked in with Sheri, who did not recall seeing the letter, and was unaware of any related Select Board action. Both Paul and Tom agreed that these information requests fall under the purview of the Select Board.

Jim approved the latest invoice from Resilience, which will be submitted to the Select Board.

- [Legislative Updates](#)

Kelley circulated the updates, noting Bernie Waugh's pending retirement. She mentioned that Bernie had offered to join the Planning Board for a meeting at some point. Paul thought that if the group decided to take him up on the offer, representatives from other Orford committees should also be invited. Dave had also heard about the offer, but didn't think it would be Bernie attending. He mentioned the Select Board's decision not to have an attorney at this year's town meeting.

Dave also noted to the group that the Select Board gets weekly legislative bulletins from the municipal association. Sheri keeps copies of these bulletins in her office, and there are often relevant or interesting items. Kelley shared that her Register of Deeds association also gets regular updates and often takes action when warranted. She suggested that anyone interested email [newslink@nhmunicipal.org](mailto:newslink@nhmunicipal.org) to be added to the distribution list for these updates.

- [Other Updates](#)

Paul noted that one of the pages on the town website related to the Planning Board still referenced the Upper Valley Lake Sunapee Planning Commission. Kelley responded that the reference had been updated; Liz will double check.

Paul wondered if Ruth had received a binder with Planning Board regulations and documentation; she had not. Liz borrowed Stacie's binder and will produce two more – one for Ruth, and one for the Town Office.

Liz noted that the NH Office of Strategic Initiatives' annual conference is scheduled for the last weekend of April. Paul thanked her, noting that this is the first time the conference was mentioned to the Board prior to the event, and indicated that he might attend.

## 5. Discuss March Agenda

When the Board meets on March 1, 2018 at 6:30 PM, the agenda will consist of approving February meeting minutes, survey logistics and old business.

**Jim moved to adjourn, and Paul seconded. Motion passed unanimously (8:41 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>

### 2018 Business Concluded

Date	Action