

ORFORD PLANNING BOARD
2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777
Board Minutes - DRAFT

August 21, 2018 - Tuesday - 7:00 pm - Orford Town Office

Attendance: Paul Carreiro, *Chair*; Jim McGoff, *Selectboard Ex-Officio*; Deb McGoff, Tom Thomson, Harry Osmer, Terry Martin, *Member*; Ruth Hook, *Member*; Mark Burger, *Alternate*; Liz Kelly, *Planning Assistant*

Public: Harry Burgess, Heide Miller, Bruce Schwaegler, Ann Green

7:00 pm Meeting called to order by Paul

- Paul moved to accept the July 17, 2018 minutes as submitted, Tom seconded, topic opened for discussion. Harry asked why the comment he made at the July 17th meeting about why the Orford Academy Building was still on the agenda wasn't in the minutes. Paul noted that he did not remember whether that comment was made during the July 17th meeting. Liz will review the recording of the July 17th meeting to confirm whether this was discussed and, if so, will add it to the minutes. Corrections: p03. Change "Mark said he the school is saying something different" to "Mark said the school is part of a 2-year contract with AHEAD." P04 change "Tom submitted his invoice for \$68.81 for the tape-recording device." to "Tom offered to purchase the tape recorder and in doing so submitted the invoice to the Town."
- Paul moved to accept the July 31, 2018 work session minutes as submitted, Deb seconded, topic opened for discussion. Terry requested that more detail be added to the work session minutes to be presented at the next meeting. Liz will review recording of meeting and amend minutes with additional detail.
- Mark requested that the Planning Assistant add page numbers to the minutes in the future.

7:15 pm Informal Preliminary Conceptual Consultation, Bruce Schwaegler

- Tax Map 8-29, Lot 4C
- Randy and Prudence Schwartz and Sarah Schwaegler have appointed Bruce Schwaegler as their agent in the application for a lot line adjustment between Tax Parcel 8-29-4C (12.12 acres) and Tax Parcel 8-29-4F (506.5 acres). Bruce hopes to submit a formal application for the September meeting. Bruce noted that no new buildable lot will be created. He would like to adjust the lot line so that 3.2 acres of forested land will be taken from the 506.5-acre parcel on the western side and added to the 12.12-acre parcel. Additionally, 3.2 acres of unforested land will be transferred on the northeastern side of the lot to the 505.6-acre parcel. The result is that Tax Parcel 8-29-4C will still have 12.12 acres after the lot line adjustment.

7:25 PM Deliberation on Master Plan Draft 03 Elements

- Paul asked Liz to review the memo that she put together outlining the changes that were made to Draft 03 of the Master Plan.
- Terry questioned whether the quotes under each vision theme on pg. 03 were the best way to describe community survey respondents' attitudes, thoughts, and opinions on each vision theme. He suggested that instead of direct quotes, a paraphrased theme of findings was created. There were mixed responses from other board members on whether this would be a better approach than direct quotes. Terry noted that the Master Plan Survey Report will be an appendix to the Master Plan so that townspeople can review the full collection of survey responses and quotes in their entirety. Terry volunteered to draft these summary statements

Paul Carreiro, *Chair*; _____, *Vice-Chair*; Jim McGoff, *Selectboard Ex-Officio*;
Deb McGoff, Tom Thomson, Harry Osmer, Terry Martin, Ruth Hook, *Members*; Mark
Burger, *Alternates*; _____, *Recording Secretary*

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway

Orford, NH 03777

Board Minutes - DRAFT

so that the board can review them and will send them to Liz to mail out before the next meeting.

- Mark expressed concern over the quotes that were pulled out for the Natural Resource Protection vision theme. He noted that conservation land is a sticky subject because there are mixed views on current use land in town. Mark offered to find a more suitable quote that could be incorporated in the Natural Resource Protection vision theme.
- The board identified some areas of the Plan that needed sentence restructuring and grammatical corrections. Liz will incorporate the board's recommendations of these into the next draft.
- Liz mentioned that she has received Town of Orford Assessor Steve Allen's contact information and will reach out to him to obtain information on current use land in town.
- Tom Thomson offered to pull together information on agriculture and forestry in town.
- Terry questioned why the communities of Lyme and Hanover were not in the population trends chart located on page 11. He also commented that he didn't see why Canaan was on the list as it doesn't abut Orford's boundaries. Terry also requested that titles and sources be added to the population and age charts on page 11. Paul asked that the board be prepared to discuss which communities should be represented in the population chart at the September meeting.
- There was discussion regarding the top 3 responses of the survey question that asked what businesses individuals would like to see in Orford. Terry pointed out that restaurant, agriculture/agritourism, and professional services were only marginally higher than any of the other choices which makes it less statistically significant. Liz said that she generated a new survey report that, instead of showing the responses compared using a "weighted scale", it showed responses broken out by "like", "dislike", and "no opinion". These answers provide some clarity into which business enterprises were most liked by survey respondents. Liz will send the revised survey report out to the board members. The board agreed to leave the top choices for this question in the Master Plan draft as is for now.
- Liz asked the board for clarification on information they would like from the Farm Service Agency. Information the board would like to see is amount of land currently used for agriculture and forestry, current use data, etc.
- Terry expressed interest in incorporating maps of current use and conservation land in Orford.
- Terry volunteered to gather information on development activity that has taken place in town over the past few years from the Town Reports.
- Paul asked the board to consider the various comments brought forth and be ready to make a decision on these at the September meeting.
- There was some conversation about which sections of the land use regulations would be best suited in the Plan to represent the various themes. Liz noted that the sections that were incorporated were referenced in the original outline which was approved at the July 31, 2018 meeting minutes. After some discussion, Liz realized that some of the sections that were being referenced as "manual sections" were interpreted by her as sub-sections of the regulations themselves. She will review the draft Plan to ensure that these are still the most appropriate sections to be called out.
- The board discussed the Master Plan timeline for a public hearing. Paul mentioned that he would like to hold a public hearing on September 18th. Terry commented that he didn't think the plan would be ready for the 18th. Mark also questioned whether this would be enough time to prepare a next draft that is ready to present. It was decided that the September 18th

Paul Carreiro, *Chair*; _____, *Vice-Chair*; Jim McGoff, *Selectboard Ex-Officio*;
Deb McGoff, Tom Thomson, Harry Osmer, Terry Martin, Ruth Hook, *Members*; Mark
Burger, *Alternates*; _____, *Recording Secretary*

ORFORD PLANNING BOARD
2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777
Board Minutes - DRAFT

Planning Board meeting would not be a public hearing and would instead serve as a final work session on the Master Plan to finalize it for an October public hearing. The board agreed to meet at 6:00 PM on September 18th, so they would have enough time to discuss the draft.

9:00 PM Begin discussion on overall application process gaps for modification.

- This item was passed over for the next meeting, due to time constraints.

9:02 PM Old Business

- Stacey Thomson's permitted excavation pit annual site inspection. This item was passed over for the next meeting due to time constraints.
- Orford Academy Building. This item was passed over to the next meeting due to time constraints.

9:05 PM New Business

- Paul invited Heide Miller to address her business with the Planning Board. She noted that she applied for a voluntary merger for two lots she owns in Orford this past February. Because there was a discrepancy between her tax bill and the tax maps, the Planning Board was unable to approve the merger. The responsibility for working with Heide on rectifying this issue was given to the Selectboard after the Planning Board identified this issue. Jim mentioned that Selectboard member Dave Smith had given him a packet of information just recently regarding Heide's properties, but that he hasn't had a chance to look at it yet. Heide noted that no one has called her or helped on rectifying this issue so far. She also had not heard from Bill McKee, who adjusts the tax maps in town. Ann Green, former Planning Board Chair, volunteered to work with Liz on figuring out next steps for Heide so that she can apply for the merger. The Planning Board will make sure that this is on the September meeting agenda.

9:10 PM Other Business

- Invoices, mail, and budget status.
 - Resilience Planning Invoices #1282 (up to \$398.25) for planning assistance services, #1281 (up to \$720.00) for master planning services, and #1280 (up to \$101.24) for recording secretary services. All were approved, signed, and passed to Jim for OSB.
 - There was some discussion on the Master Plan budget and what the balance currently is for this project. Mark reported that the balance left is approximately \$1200.00.
- Updates from Chair, members, Planning Assistant: This item was passed over due to time constraints.
- Public Comment. Paul asked if the public had any comments. There were no public comments.
- July 17th Draft Agenda- Start Time: 6:00 PM
 - Minor Subdivision Application: C.R. Living LLC. Represented by Harry Burgess. Tax Map, 8-93, Lot 27.
 - Tentative: Lot Line Adjustment Application. Bruce Schwaegler. Tax Map 8-29, Lots 4C and 4F.
 - Deliberation on Master Plan Draft 04.
 - Review of Draft Excavation Report for Stacey Thomson's Property.
 - Orford Academy Building.
 - Heide Miller Tax Map Issue.

Paul Carreiro, *Chair*; _____, *Vice-Chair*; Jim McGoff, *Selectboard Ex-Officio*;
Deb McGoff, Tom Thomson, Harry Osmer, Terry Martin, Ruth Hook, *Members*; Mark
Burger, *Alternates*; _____, *Recording Secretary*

ORFORD PLANNING BOARD
2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777
Board Minutes - DRAFT

9:22 PM Meeting adjourned

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
5/15/2018	Scott and Theresa Woodward 80 Lower Stonehouse Mtn. Rd. Tax Map/Lot 8-89-15D	<ul style="list-style-type: none"> • Minor Subdivision approved conditional on: <ul style="list-style-type: none"> ○ Driveway Permit approval by Road Agent and Selectboard ○ Driveway location added to plat • Town checks for Registrar fees dated 5/8/2018 #025763 (\$26) and #025762 (\$25) are in file • Awaiting mylar and paper maps
6/19/2018	Bruce Schwaegler Map 7-32, Lot 28; Map 7-32, Lot 29; Map 8-29, Lot 4F	<ul style="list-style-type: none"> • Lot Line Adjustment approved • Mylar received, sent to Registrar, map forwarded to Bill McKee for tax map adjustments

Paul Carreiro, *Chair*; _____, *Vice-Chair*; Jim McGoff, *Selectboard Ex-Officio*;
 Deb McGoff, Tom Thomson, Harry Osmer, Terry Martin, Ruth Hook, *Members*; Mark
 Burger, *Alternates*; _____, *Recording Secretary*