

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

**June 19, 2018 - Tuesday - 7:00 pm - Orford Town Office**

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Attendance: Paul Carreiro, *Chair*; Jim McGoff, *Selectboard Ex-Officio*; Deb McGoff, Tom Thomson, Harry Osmer, Terry Martin, *Members*; Mark Burger, *Alternate*

Public: Ken and Susan Hinchliffe, Bruce and Sarah Schwaegler, Ann Green, Debra Allen, Richard Donham

7:00 pm Meeting called to order by Paul

- Mark Burger was seated to replace an absent OPB Member. Paul asked for a volunteer to take hand written minutes, there was none. Paul took the minutes.
- Paul moved to accept the May 15, 2018 minutes as submitted, Tom seconded, topic opened for discussion. Corrections: p01. ID Paul as the Chair; Mark's name spelled Burger; p02. Harry voted in favor 5th paragraph; p04. "the" should be "they" 3rd paragraph; p05. OPB thanks Stacie last paragraph.
- Paul moved to accept the May 15, 2018 minutes as amended, Deb seconded, motion passed unanimously.

7:15 pm Application Lot Line Adjustment, Bruce Schwaegler

- Map 7-32, Lot 28; Map 7-32, Lot 29; Map 8-29, Lot 4F
- Paul noted this is a public meeting not a public hearing (OPB application is labeled incorrectly). Paul verbally went through the application checklist by line item, the documentation required was present. Liz had also confirmed to Paul her review reflects the data is in order. Paul motioned to accept the application as complete, Tom seconded, motion passed unanimously. Paul signed the Review of Application for Completeness form. Proceeding to deliberation, Ken asked Bruce for clarification on where their properties abutted, Bruce showed him the location on the map. Terry motioned to accept the waiver for 500ft/inch map scale, Tom seconded, motion passed unanimously. Paul motioned to approve the application with stated waiver, Harry seconded, motion passed unanimously. Paul signed the Final Plat Notice of Action form, Bruce was given copies of both forms. Tomorrow, Paul will give OSB Requests for Payment to cut checks \$25 LCHIP/\$26 Plat to mail with mylar to Registrar. Bruce will supply final mylar and two paper maps (Bill M. for tax map adjustment and OPB file.)

Deliberation on Master Plan (MP) elements for project's scope

- Paul pointed the members to the OSI: Handbook for Local Officials' chapter on MP information. Terry started by saying he will have a tough time compiling a MP using the survey results and without more data. Jim reiterated the survey, developed over the course of a year, did go to the community and people had a chance to submit their impressions. Tom also pointed out recent documents the town has spent over \$20,000 to produce can provide such information, i.e. Long-Range Community Facilities Plan and Natural Resources Inventory. Harry noted it is not easy to develop any survey to accurately capture all the public's different points of view from locally working loggers to employees in Hanover.

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- Terry commented that the MP will not protect the town if undesirable development comes along. Deb added the MP is only a guide and Ann said it is a reflection of what the public values in town. Bruce conveyed some of the history he remembers of MP development and those involved. Mark noted some members believe there is enough data available while others not enough, to move forward.
- Paul motioned that the OPB through Resilience Planning update as appropriate only the two required elements of the MP per RSA 674:2, these being the Vision section and Land Use section, Tom seconded, repetitive discussion continued until Tom called the question. Jim, Deb, Tom, Harry, Mark, Paul were in favor (6), Terry was opposed (1). The motion passed. Paul will contact Liz to begin MP Draft 01.

Begin discussion on overall application process gaps for modification.

- Paul tabled this to the July meeting, time permitting, due to the previous item running over.

Old Business

- Stacey Thomson's permitted excavation pit annual site inspection. Tom recused himself for the discussion. Jim is waiting for access to the vault where Ann said the original permit and bond documents are kept. Paul requested OSB re-evaluate the Intent to Excavate they signed last month as critical information is missing on the form. Tom rejoined the group.
- Ray Clark Sub-division Map/Lot 8-108R-35 started May 2010, outstanding since April 2016. Paul gave a very brief synopsis. The mylar was finally turned in after last month's OPB meeting. The owner was pending a sale the next week. Paul found both the OPB/OSB files literally empty of documents. He stamped the mylar 25May2018 based on OPB approval in 2016 but wrote a Memorandum for Record (MFR) detailing the situation and missing documents. This MFR was provided to OSB for their follow-up, particularly regarding the Flood Plain Permit. The owner was given a copy of the MFR and the mylar to hand carry to the Registrar. Paper map copies were received a week later, one to Bill M. for tax map adjustments and OPB file. A phone call with Registrar also confirmed they received the mylar.
- Terry asked Paul if he had heard from anyone interested in the Recording Secretary position, Paul said he had not. Tom then suggested they get a recorder for use at meetings and have Liz develop minutes from that. Paul motioned that OPB purchase a digital recorder not to exceed \$60.00, Harry seconded, motion passed unanimously.
- Tom volunteered to create a form to pass out to the public during meetings to capture their names for OPB minutes.

Other Business

- Invoices, mail, and budget status: Mail received from Kelley Monahan outlined legal concerns she is pursuing against certain members of both the OSB and OPB. She regrets due to these matters she is unable to accept the nomination for OPB Alternate. Her binder was returned.
- Mark and Paul met earlier this month to begin adjusting the budget line item terminology and what each defines to better clarify/track expenditures and application revenue on a spread sheet. Thus, establishing a future budget process based on data.

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- Resilience Planning Invoices #1259 (up to \$135) and #1260 (up to \$470.93) approved, signed, passed to Jim for OSB. Mark will contact Liz on a past invoice line item for clarification.
- Paul's travel invoice for a Transportation Advisory Committee meeting, passed to Jim for OSB feedback on whose budget is debited.
- Updates from Chair, members, Planning Assistant: Paul established that beginning next meeting all members will rotate conducting the presentation of applications at meetings. The group voiced their support for this. Jim has conveyed to OSB, Paul's desire to have a joint meeting of the boards to discuss how they could improve communication and identify gaps where their responsibilities intersect and interfere with efficient processes. OPB will draft an agenda to share with OSB and then consider meeting dates.
- Public comment: Ann thought the meeting went very well considering the tough topics discussed.
- July 17th Draft Agenda
  - Liz has several application queries but nothing solid. Paul cautioned this notice period falls during the July 4th holiday week and that timely posting is critical.
  - Deliberation on Master Plan Draft 01.
  - Begin discussion on overall application process gaps for modification.

9:15 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"> <li>● Curb cut permit</li> <li>● Country lane covenant and construction</li> </ul> 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"> <li>● Minor Subdivision approved conditional on:               <ul style="list-style-type: none"> <li>○ Driveway Permit approval by Road Agent and Selectboard</li> <li>○ Driveway location added to plat</li> </ul> </li> <li>● Town checks for Registrar fees dated 5/8/2018 #025763 (\$26) and #025762 (\$25) are in file</li> <li>● Awaiting mylar and paper maps</li> </ul>
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"> <li>● Lot Line Adjustment approved</li> <li>● Awaiting mylar and paper maps</li> </ul>

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