

# ORFORD PLANNING BOARD

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2529 Governor Meldrim Thomson Scenic Highway  
Orford, NH 03777  
Board Minutes

Sept 18, 2018 - Tuesday - 6:00 pm - Orford Town Office

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

Public: Most arrived just prior to 7pm. Susan Hinchliffe, Bruce Schwaegler, Mary J. Wilson, Theodore R. Eck, Harry Burgess, Linda Paradee, Bill Riehl, Peter Fisher

Absent: Harry Osmer, *Member*; Liz Kelly, *Planning Assistant - Resilience*

6:00 pm Meeting called to order by Paul, Mark Burger seated to replace absent member

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Paul motioned OPB proceed to a Public Hearing with Master Plan Draft.04 and amendments (becoming Draft.05). Deb seconded. Opened for discussion. Paul provided new copies of Draft.04 that Liz had mailed out to everyone last week, with edits he has since made. The team decided to use this updated document for tonight's review. The group walked through the draft, page by page, evaluating and considering Liz and Paul's edits, while adding their own.

Members to work on the following and get their work back to Paul no later than September 25, 2018:

- Mark - edits to b) i. Property Taxes...; b) ii. Rural Character, and Excavation Regulations
- Paul - add Fire Protection back in and references for land use chart, follow up with Liz on formatting charts and graphs properly
- Deb - i. b) clarifying population stats on chart for most current year in town
- Terry - provide options for the Board to consider if replacing "applicant" in regulation blocks; summarize end of i. b) Population Study; edit ii. Economic Activity; edit b) Future Land Use/Businesses in Town

Nearing the end of the allotted timeframe and after going through the entire draft, Paul moved the question. Jim, Deb, Tom, Ruth, Mark, Paul were in favor (6); Terry opposed (1). The motion passed. Paul will initiate the Public Hearing process.

Paul motioned the OPB proceed to a Public Hearing with Master Plan Draft.05 on October 9, 2018 (Tuesday), 7-8:15 pm, Rivendell Academy Multipurpose Room (RSA 674:4, the master plan is adopted by the planning board after a duly noticed public hearing.) Deb seconded. Opened for discussion. Terry and Mark explained they believe we should wait, take more time on the document, and not go to a public hearing yet. Jim shared we have been consistently working on this over a year and already delayed it to provide additional time for more input from all the members as well as the public. With no further discussion, Paul moved the question. Jim, Deb, Tom, Paul were in favor (4); Terry, Ruth, Mark opposed (3). The motion passed. Paul will initiate the Public Hearing process.

7:18 pm Application Minor Subdivision, C. R. Living LLC represented by Harry Burgess

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- Map 8-93, Lot 27; 978 NH Route 10
- Paul began the public meeting to first determine the application's completeness, verbally going through the checklist by line item as Board members looked at the file's contents to confirm items were present. Not all documentation required was available as also conveyed in a letter to the Board by Liz (Planning Assistant) following her review.

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- Paul motioned to accept the application as complete, Tom seconded. Proceeding to deliberation, Harry clarified the status of pending materials. The motion when called was unanimously defeated. Paul signed the Review of Application for Completeness form as incomplete, while citing the four deficiencies. A copy was provided to Harry Burgess, who requested to be on the October Agenda. He and Liz should continue to work on acquiring the needed files.
- Harry added he believed the application was complete as presented and after reading Liz's letter was surprised and disappointed it was found incomplete. Furthermore, he inquired why the Board's process would notify abutters to show up full-well knowing an application would not move to public hearing. Paul concurred this was the historical process, but he had requested no application move to the agenda until the Planning Assistant vetted it as complete.

8:00 pm Application Lot Line Adjustment, Bruce Schwaegler

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- Map 8-29, Lot 4F; Map 4-29, Lot 4C; NH Route 25A
- Paul began the public meeting to first determine the application's completeness, verbally going through the checklist by line item as Board members looked at the file's contents to confirm items were present. All documentation required was available, also confirmed in a letter to the Board by Liz (Planning Assistant) following her review. Paul motioned to accept the application as complete, Terry seconded. Proceeding to deliberation, when the motion was called it unanimously passed. Paul signed the Review of Application for Completeness form as complete. A copy was provided to Bruce Schwaegler.
- At 8:20 pm the Public Hearing was opened. A written letter requesting two waivers was examined and public comments solicited. Terry motioned to accept the first waiver for <100ft/inch map scale, Mark seconded, motion passed unanimously. Mark motioned to accept the second waiver for lot lines, buildings, streets, etc. within 200ft parcel, Tom seconded, motion passed unanimously.
- Paul motioned to approve the application with two approved waivers, Terry seconded, motion passed unanimously. Paul signed the Final Plat Notice of Action form, Bruce also signed and was given a copy of this form. Bruce supplied the final mylar and two paper maps (Bill M. for tax map adjustment and OPB file.) Paul stamped these and Tom Thomson volunteered to accompany Bruce to the Registrar's office to record the deed. Bruce will use his own checks \$25 LCHIP/\$26 Plat (note: fees will be reimbursed to him as he already paid them to the town).

8:30 pm Old Business

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- Stacey Thomson's permitted excavation pit annual site inspection. Tom recused himself for the discussion. Paul motioned to accept the draft inspection letter for sign-off. Jim seconded. Opened for discussion. Terry shared he believes the Board should more formally identify the operations taking place at the site and adjust the permit as needed. Paul said the inspection letter points out what the team found but the Board should not hold up its approval any longer since individual members have had months to bring up issues and have not done so despite it being on the Agenda. Jim, Deb, Ruth all concurred. Mark felt the Board could adjust the letter and contact Stacey to talk about it further. When opinions expressed became repetitive Paul moved the question. Jim, Deb, Ruth, Paul were in favor (4); Terry opposed (1); Mark abstained (1). The motion passed. Paul will finalize the letter, sign and send to Stacey.
- Orford Academy Building. Terry wanted to know why this is on the Agenda every month. Paul specified (1) a vote was taken to do so and passed, (2) as Chair he sets the Agenda and would otherwise keep it listed. The majority of the Board is emphatic this continues to be an OPB matter. Terry then inquired what should the Town do, what is the Board's desire for the

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Academy? Tom reiterated RA owns the building though the proposed housing qualifies under “regional impact” per our regulations. Deb, a business paying their full share of property taxes should be sought. Ruth, AHEAD properties do not pay taxes in Haverhill. Jim opened a regional Senior Center survey whose results “...recommend to AHEAD they not move forward with renovations of the Academy building since it is not a marketable project”. Terry said he never saw this survey. Mark, RA has a contract with AHEAD for two more years on the project. Tom finalized the chat adding a private community member would be getting raked over the coals by the Planning Board if they were proposing a 10-12 unit project to town that avoided taxes, but AHEAD gets a free pass.

9:10 pm            Review and approve

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- Draft Minutes July 17, 2018 - submitted and tabled 21Aug
  - Paul moved to accept Draft02 minutes as submitted, Mark seconded, topic opened for discussion. Motion passed with Terry abstaining.
- Draft Minutes Work Session July 31, 2018 - submitted and tabled 21Aug
  - Paul moved to accept Draft02 minutes as submitted, Tom seconded, topic opened for discussion. Motion passed with Ruth abstaining.
- Draft Minutes Aug 21, 2018
  - Paul moved to accept minutes with amendments, Jim seconded, topic opened for discussion. Paul requested to strike “At first” in last bullet pg01. Motion passed unanimously.

9:15 pm            New Business

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- Paul motioned to move the Board from the public meeting into Executive (non-public) session for the reason of reviewing contract performance. Terry seconded. Jim, Deb, Tom, Terry, Ruth, Mark, Paul were in favor (7). The motion passed.
- The session’s meeting minutes were voted to be sealed. Mark seconded. Jim, Deb, Tom, Terry, Ruth, Mark, Paul were in favor (7). The motion passed.
- Executive (non-public) session closed, Board moved back to the public meeting.

9:39 pm            Other Business

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- Invoices, mail, and budget status: Mark and Paul met earlier this month to discuss expenditures and application revenue to prepare for establishing a 2019 budget. Mark shared the current account balances.
  - Resilience Planning Invoices #1288, #1289, and #1290 approved unanimously, signed, passed to Jim for OSB.
- Public comment: All had departed
- Oct 16th Draft Agenda
  - Paul to develop

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9:52 pm Meeting adjourned

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<b>Decision Date</b>	<b>Property</b>	<b>Details</b>
12/19/2016	Gerald D. and Jeannine A. Groff 135 Mud Turtle Pond Road Tax Map/Lot 8-0089-044	Minor 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> <li>• Awaiting mylar and paper maps</li> </ul>
5/15/2018	Scott and Theresa Woodward 80 Lower Stonehouse Mtn. Rd. Tax Map/Lot 8-89-15D	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> <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	Lot Line Adjustment approved. <ul style="list-style-type: none"> <li>• Mylar received, sent to Registrar, map forwarded to Bill McKee for tax map adjustments</li> </ul>
9/18/2018	C. R. Living LLC represented by Harry Burgess 978 NH Route 10 Tax Map 8-93, Lot 27	Minor Subdivision application incomplete. <ul style="list-style-type: none"> <li>• Applicant to work with PA to finish</li> </ul>
9/18/2018	Bruce Schwaegler Map 8-29, Lot 4F; Map 4-29, Lot 4C; NH Route 25A	Lot Line Adjustment approved <ul style="list-style-type: none"> <li>• Mylar received, sent to Registrar, map forwarded to Bill McKee for tax map adjustments</li> </ul>

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