

Orford Planning Board

March 1, 2018

Board Minutes

Approved April 17, 2018

Present

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

6:34 PM: Jim called the meeting to order.

Jim moved to proceed to the master plan survey logistics agenda item; Paul seconded. The motion passed unanimously.

1. Master Plan Survey Logistics

The group worked together to prepare the master plan survey mailing (folding surveys, labeling, stuffing and sealing envelopes) until approximately 7:50 PM.

Tom will drop the mailing at the post office, and will leave extra surveys at the library and town office. He'll act as the contact in case either location runs out of survey copies. Paul updated the Committee about the decision not to include postage on the return envelopes, noting that given expected response rates, it would have resulted in the probable loss of approximately \$400.

Ruth was seated for Chase.

2. Review of February 19, 2018 Planning Board Meeting Minutes

Paul moved to accept the February 19, 2018 minutes as submitted; Tom seconded. Jim opened the topic for discussion. Kelley asked that the first bullet in section 3 (Old Business) be updated to reflect that the issue is not a software bug, but is instead how the program was designed to function. In a conversation with Kelley, Sheri had indicated that the output is how the state of New Hampshire wants it. Mark concurred, noting that the liability for the encumbrance is on the balance sheet for the town for 2017, which is what the Planning Board desired. After determining that there was no further discussion, **Jim moved to accept the February 19, 2018 minutes as amended; Deb seconded. The motion passed unanimously.**

3. Public Comments Unrelated to Agenda

Tom mentioned that he was given a packet with materials related to a wetlands permit that Bruce Schwaegler is working on. Bruce is working with Trout Unlimited and the NCS to introduce woody debris to create a stream habitat in the portion of the Indian Pond outlet that crosses his land. The Wetlands Bureau will need to give approval before action is taken, and the application will need to go through the Conservation Commission.

4. Old Business

- Orford Academy Building

Paul noted information he had found through PBS and NPR with exposés on affordable housing. He shared the URLs for the stories:

<https://www.npr.org/2017/05/09/527046451/affordable-housing-program-costs-more-shelters-less>

<https://www.pbs.org/wgbh/frontline/film/poverty-politics-and-profit>

- Other Old Business

Kelley updated the Committee about the Miller situation. She referenced a lot line adjustment that had been approved in 2016, and had been signed off on by Andy Schwaegler (the application had been dated July 28, 2016). The plat had been recorded. The plat shows the parcels correctly, so Kelley was unsure about why they're not being billed appropriately. She noted that it's a problem to be solved by the Assessor. Dave noted that he had mentioned the situation to the Select Board, and was told that price for the waterfront lot was not unrealistic. The group agreed that it had done what it could, and that it is now up to the taxpayer to appeal, if she feels the assessed value is incorrect. Dave agreed to bring it up to the Select Board again, so they can work with the Assessor.

Paul noted that he had looked at the Planning Board's budget, and noticed a discrepancy between what had been encumbered, and what was expected to be encumbered, with more funds appearing available than was expected. When questioned, the Auditor indicated that there were some residual funds in the account into which the encumbered funds had been placed. The Auditor thought that the situation was fine, and that the Planning Board would spend down the account. Paul indicated discomfort with the situation, and felt that the Select Board should be asked to sign off on the Planning Board having access to more funds than it was allotted. Sheri told Paul that she would update them. Ruth noted that despite Sheri's statement, the issue hadn't been brought up at last night's Select Board meeting. The only discussion about the Planning Board's budget was related to the software oddity noted in last month's Planning Board meeting.

Paul gave an update on the Board's missing binders. After a call, Sam Hanford had returned his, and Paul also spoke with Andy Schwaegler. Paul did not get a response from Chase or Tom Stekete. Ann Green returned Paul's call with a curt message, and when Paul happened to encounter her in town, she indicated that her keys and binder had been returned and that she wished not to be contacted again. No one on the Board received either binder or keys from Ann. Paul wondered if, in the future, Board members receiving a binder should be asked to sign a statement of charges, agreeing to reimburse the town if the binder is not returned. The group agreed to discuss it at the start of its new cycle, after town meeting.

Dave drew the Board's attention to the voting procedures for town meeting (outlined in the town's annual report), noting that paper ballot votes can be requested prior to the meeting if an adequate number of people make the request in writing.

5. New Business and Public Comments

- **Mail File**

Kelley circulated a flyer for the Old House and Barn Expo organized by the NH Preservation Society (Mar. 24 and 25).

- **Other Updates**

Kelley updated the group about an email response she had received to a listserv post asking if the Planning Board would be making a decision about turning the pond across from her driveway into a fire pond. Kelley had responded that such a decision did not fall within the Board's purview.

Paul presented a possible amendment referring to the Planning Board's Rules of Procedure:

Minutes of Meetings: p. 4, para. 6, section c. Strike all, and replace with:

- Understanding minutes are not taken in transcript form where every word is captured, individuals may inform the recording secretary when a statement is made, that it is "for the record."
- If missed, specific statements and opinions expressed during the meeting regarding the subject matter under discussion or other actions that transpire, shall be recorded in the amended minutes per the request of individuals or others in attendance at the meeting in question.

Paul moved that, per the rules of procedure, he is reading at the Mar. 1, 2018 meeting, a proposed change to the Planning Board's Rules of Procedure. The proposed change will be added to the April agenda under Old Business for motion, discussion, and vote. Tom seconded; the motion passed unanimously.

Paul then moved to conduct the Planning Board's regular meetings on the third Tuesday of each month at 7:00 PM, with the change in effect beginning in April (making the Board's April meeting April 17, 2018). Kelley seconded.

Tom asked if the two holidays that coincide annually with the Board's Monday meetings were the reason for the change. Paul responded in the affirmative, noting that the Planning Assistant gets the holidays off, as do members of the community. He mentioned that Mondays can be challenging for the public in general. Kelley also noted that the shift would give Board members two additional days to review agendas and submitted materials.

Jim called the question; it passed unanimously.

Paul noted that depending on the results of the elections, Jim and Kelley might not be present at the Board's next meeting. **Tom moved that in the event that Jim and Kelley are not present, Paul lead the April 17, 2018 meeting. Deb seconded. The motion passed unanimously.**

Tom presented his invoices related to the master plan survey mailing (the boxholder mailing, copying charges, and envelope purchases), totaling \$464.41. Jim completed the forms necessary to present the invoices for repayment to the Select Board, and will also include any costs incurred by Tom when he brings the surveys to the Post Office to be posted.

6. Discuss April Agenda

When the Board meets on April 17, 2018 at 7:00 PM, the agenda will consist of calling the meeting to order, approving March meeting minutes, electing officers, old business (including discussing and voting on Paul's proposed amendment). The group will also review survey results.

Jim moved to adjourn, and Paul seconded. Motion passed unanimously (8:43 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">• Curb cut permit• Country lane covenant and construction• Presentation of perimeter survey

2018 Business Concluded

Date	Action