

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777

Board Minutes

June 10, 2019 - Monday - 6:00 pm –Niles Room, Orford Town Office

Attendance: Tom Thomson, Co-Chair; Terry Martin, Co-Chair; Fred Kidder, *Selectboard Ex-Officio*; Deb McGoff, Mark Marsh, Terry Straight, *Members*; Ruth Hook, Rich Scalesse, Faith Knapp, *Alternates*; Steve Schneider, *UVLSRPC*

Public: Harry Burgess, Laurie Coffin

Meeting called to order by Tom Thomson, Co-Chair, at 6 pm

Public Hearing: Application Minor Subdivision

- Michael J Carter & Jessica Carter, 5 East Cemetery Road, Tax Map I-91, Lot 1: Review application. Application dated 5/21/2019.
- Terry S – motion, Mark M – 2nd to open the Public Meeting for Informal Review. **Motion Passed.**
- Planning Board members and Alternates introduced themselves.
- Harry Burgess and Laurie Coffin introduced themselves as representing the applicants (applicant reside in N. Dakota) and outlined the proposal.
- Deb M questioned if it was legal to subdivide property when the applicant was in arrears in their property taxes. Steve S explained that possibly if they were not 2-1/2 years and 1 day. Laurie Coffin, Real Estate Agent for the applicants, explained that the applicants have been working with Orford's Tax Collector. The subdivision will be transferred to the father. Money is available to pay in full the week of the closing. If the subdivision is approved by tonight and then registered with the Register of Deeds, by next week, all debts from the sale of Map 1-91 Lot 1 and Lot 1A will be cleared. The Board decided to continue with the Informal Review.
- Terry M – motion, Terry S – 2nd to accept waving owner's signature, Michael J Carter, to be recognized as 5/21/2019, same date as received and signed by Harry B. **Motion Passed.**
- After reviewing the requirements for this proposal, there was misunderstanding by the Applicant of who was to send out the Notice to Abutters. Since the beginning of the year, the Planning Board has had the Applicants send out Notices as part of their responsibility. Harry B pointed out that per the application; a fee for mailing out the notices along with a list of abutters with addresses had been submitted. Tom T stated that we could not go forward with out the Notices to Abutters having been sent out. Steve S confirmed.
- Tom T – motion, Terry M – 2nd, to continue this Informal Review and Public Hearing June 24, 2019 at 6 pm in the Niles Room, with this being the only item on the agenda. The Planning Board will be responsible to send out the Notices to Abutters, June 11, 2019. **Motion passed.**
- Terry M will send out the Abutter's Notices tomorrow, June 11, 2019.
- Tom T expressed that the board was sorry for this incontinence and would be reviewing and updating the Application Requirement sheet.

Kelley Monahan email request

- Tom T asked Harry B about an email that was received from Kelley M June 10, 2019 at 7:38 a.m. wanting to come in for a preliminary review on a proposal in July. Later during the day there was a 2nd email from Kelley at 2:33 p.m. indicating she had just met with Harry B, but it was unclear in this email if she was requesting a preliminary review or Public Hearing. Harry B was advised that the Planning Board would needs to hear back from Kelley M by June 20, 2019 to be on the July 8, 2019 Agenda as either a preliminary or Public Hearing.

Clarify expectation between the Planning Board and UVLSRPC

- Terry M expressed that the Board needs to clarify what responsibilities we want UVLSRPC to handle. Steve S, UVLSRPC, recognized past problems, understood that the Board was operating with a small budget. His goal was to help us get to know what to do and whatever assistance that the Board needed. If the UVLSRPC were to review applications, he recommended that applications be emailed along with an 11 X 17 survey map. The applicant still would have to supply the full scale survey map to the Board. A decision was made that by our July meeting, we would address this issue.

Old Business

- **Orford Academy building:** There seems to be activity on about the adjacent lot. At this time, **Passed over.**
- **Audit of 2018 property file status:** Still need volunteers to help finish the audit. Tom T noted that the Scott Woodward's and Fred Kidder's file need to updated as well as the possibility of others..
- **Recording filing and locks on 2nd floor cabinets:** Tom T expressed concerns that we need to get the cabinets in working condition and get the boxes of files that are upstairs filed as soon as possible. Terry M and Harry O have discussed the file lock issue and will get it done. Mark M offered to help if needed. Terry M will address the Excel Sheet for cross-filing purposes.
- **Application Form:** Application form needs and the Website guidance language for new applications need to be updated.

Review and Approve of June 10, 2019 Draft Minutes

- Mark M – Motion, Terry S – 2nd approve June 10, 2019 Minutes, **Minutes Approved**

New Business

Other Business

- **Invoice, mail and budget status:**
 - No invoices.
 - Barbara Veghte submitted a copy of her Wetlands & Non-site Specific Permit 2019-01249 for Bean Brook, Tax Map 27 Lot 18 & 20, 151 Bean Brook Road, Expires 5/23/2024
- **Public Comment:** none
- **Following Month's Agenda and review of action items:**
 - July 8, 2019 Agenda: No information at this time of pending applications.
 - June 24, 2019, 6 pm in the Niles Room, Agenda: Continue Michael J Carter & Jessica Carter, 5 East Cemetery Road, Tax Map I-91, Lot 1 Informal Review and Public Hearing with this being the only item on the agenda.

Meeting Adjourned 7:55 pm

- Harry O – motion, Terry S – 2nd motion to adjourn. **Motion passed**

Respectfully Submitted

Ruth Hook

Tom Thomson, *Co-Chair*; Terry Martin, *Co-Chair*; Fred Kidder, *Selectboard Ex-Officio*;
Deb McGoff, Harry Osmer, Mark Marsh, Terry Straight, *Members*; Ruth Hook, Steve Scalesse,
Faith Knapp, *Alternates*; Angel Parkin, *Recording Secretary*