

**ORFORD PLANNING BOARD**

2529 Governor Meldrim Thomson Scenic Highway  
Orford, NH 03777

Board Minutes

Monday, September 9, 2019 - 6:00 PM – Orford Town Office

**Board Members Present:** Terry Martin, Tom Thomson, Co-Chairs; Mark Marsh, Harry Osmer, Deb McGoff, Terry Straight, Members; Ruth Hook, Faith Knapp; Alternate

**Public:** Jim McGoff, Sheila Thomson

**Other:** Steve Schneider, Planning Assistant

**6:00 pm** Meeting to be called to order **Martin @ 6:00pm**

**6:05 pm** Review and Approval of Minutes of August 12, 2019 Thomson/Martin moved to the end to get 1 & 2 done.

**6:10 pm**

**1. Preliminary Discussion of requirements for continuing Excavation Permit for the Town of Orford by Harry J. Burgess, Surveyor.**

Burgess was here for town of Orford, regarding an excavation plan, where the sand pit is. Applications for earth excavation permits are not the same as subdivisions, but a reclamation plan must be in place. Thomson says Burgess can't do his job until the selectman do their job to know how long this will be good for. Marsh asked where he dug and how far down. Burgess said he dug in a spot that was 10 feet lower than the rest of the area. He dug down 10-12 buckets and there was still more sand. Martin asked what we should be doing or what the next step should be. Schneider says we should follow the process, so everything is done correctly. Thomson says we need records, so we know what is used per year. The estimate is 4,500 cubic yards on average per year. Burgess stated that anything over 2 acres goes out of his expertise, and a permit would be needed for run off, as well as needing an engineer. Martin suggests Burgess calls Steve (new person

at state) and goes to the select board and ask for the reclamation plan and bring back to the planning board.

**2. Preliminary discussion of a Voluntary Merger of Lots by Sheila Thomson.** Thomson recused himself. Martin asked Hook to fill in **unanimously approved (McGoff/Marsh)**. This voluntary merger is a 4 lot subdivision on 25A. It's the property after Baker Road after the old school house on the right. The Thomson's would like to make it into 3 lots, merging the 11.8 and 83.1 lots together. The Thomson's would go back to the surveyor and come back in with an updated survey, Schneider says don't need that. Subdivision section 3.04 in the handbook states, they need a merger application. This is an administrative issue that can be signed by the board and filed.

**1. Public Comment:** None

**2. Invoices, mail and business of the Board**

**Invoices** – no invoices

**Mail** – Thomson stated the declaration of the Schwaegler's is complete and we now have the recorded copy.

**Quintown Road Twin 36" Culverts Replacement** – FEMA will be picking up a percent of the cost. The cost for the DES permit, survey work and plan for a 5 ft replacement "Squash Corrugated Culvert" was \$10,000 by Dubois and King.

**Business of the Board** – Hook stated that there were some items that were incorrectly entered into the wrong budget lines. Esther is working on being able to reconcile at the end of the year.

**3. Web-site guidance language for new applications** – Martin is looking at changing the notification rules for the applications. A rough draft was handed out for the board to look at. The issue is would it be going outside the bounds. Schneider suggested that we call NHMA to see if we can even do that and we should talk to the town counsel too. The idea is to create an application that requires the applicant to send out a legal notice that has all the language that the RSA requires, the applicant should send notice to the town, in the paper and meet all the requirements. They should show proof of publication from the newspaper. Applicant should pay for any notices to abutters and newspapers. If we end up requiring the applicant to do this, it needs to be separate notices.

6:51 Schneider left. Hook went through the pages and realized that we are missing one. Martin will go back through and bring a new packet to the next meeting. The fee's that are charged are not covering the towns costs so should we ask the applicants to take on that responsibility. It takes a minimum of 3 hours to process the paperwork for each application, do we want UV to do mailings, legal notices and monitor or do we have someone that could do it instead? Thomson stated he would be worried about a mixed result, about the applicant doing the legal notice in the newspaper. Everyone agrees it would give the applicant some hands on and responsibility. Maybe have the town do the legal notice.

**4. Informational Pamphlet** Martin is looking at revamping this pamphlet. There are things on here that we don't need. The rest of the board liked the format. Martin will continue to work on it.

**7:23 Motion to Adjourn unanimously approved (Marsh/Martin)**

Respectfully Submitted,

Angel Parkin  
Recording Secretary