

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777

Board Minutes

October 14, 2019 - Monday - 6:00 pm –Niles Room, Orford Town Office

Attendance: Tom Thomson, *Co-Chair*; Fred Kidder, *Selectboard Ex-Officio*;
Deb McGoff, Mark Marsh, Harry Osmer, *Member*; Ruth Hook, *Alternate*;
Ruth H, *Acting Secretary*
Public: Sheila Thomson

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

- Tom T – Motion, Mark M – 2nd moved to have Ruth H, Alternate, to be seated and be the acting secretary. **Motion Passed.**

Review and Approve of September 9, 2019 Draft Minutes

- Mark M – Motion, Deb M – 2nd to approve September 14, 2019 Minutes. Fred K abstained. **Motion Passed as amended.**

Application Voluntary Merger of Lots by Sheila Thomson

- Tom T, Co-Chair, recused himself.
- Fred K – Motion, Mark M – 2nd for Deb McGoff to be Acting Chair. **Motion Passed.** As Acting Chair, if the Merger is approved, Deb M will be responsible for signing and dating the Application and Addendum to be filed with the Register of Deeds, Grafton County.
- Sheila T passed out the Application and Addendum for the Voluntary Merger for review.
- Tom T had a letter from Sheila T authorizing him to speak in her behalf. He had gone down to talk to Steve Schneider, *UVLSRPC*, about this Application and Addendum for a Voluntary Merger for Oak Ridge Acres Subdivision Plan #12145 on Rt. 25A. Sheila wanted to combine 2 lots together; Tax Map #7-30 Lot #17 and Tax Map # 7-30 Lot # 17-A, from the original Major Subdivision, January 9, 2006. The State of NH DOT would only allow 3 driveways thus Lots #7-30 Lot #17 and #7-30 Lot #17A had a shared driveway. With this merger, the lots becomes a Minor Subdivision. As a minor Subdivision, this will eliminate a Fire Pond and Shared Driveway. Steve S had advised Tom T that he did not need a new survey.
- Mark M – Motion, Fred K – 2nd to accept the Application and Addendum for Voluntary Merger as presented. **Motion Passed.**

Old Business

- **Grimes Hill Road Grant of Pedestrian Trail Easement:** In August, Ruth H had questioned if a new Easement agreement with moving the location of the trail was going to be made. During Bruce Schwaegler’s June subdivision request, he had mentioned that the trail would be moved. According to the Easement, it required both the Grantor and Easement Holder by mutual consent to move the trail. Fred K has taken this issue to the Selectboard. He found that even though there was an Easement signed and filed March 10, 2010 with the Register of Deeds, Grafton County, the trail was never mapped and filed which was supposed to be located within the Historic Heritage Trail right-a-way, again, not mapped. Fred K reported the Selectboard is working with Legal Council on this issue. Fred K informed the board that Paul Goundrey is currently working on mapping the trail that will eventually be approved by the Grantor and Easement Holder and filed with the Register of Deeds, Grafton County.
- **Selectboard Ex-Officio:** Relating to the confusion last month that it is a requirement for a Selectboard member to be in attendance for a legal Planning Board meeting, Fred K apologized that he did not mention that there was no requirement before he left.

- **Sand Pit:** Fred K reported that Tom Steketee took over the Reclamation of the Sand Pit and is currently working with Harry Burgess. Tom T expressed his disappointment that Harry Burgess, who was on the agenda last month, and without a Selectboard representative, the Planning Board had no information in which to help Harry B of where to go from here. He noted that the Town has not been in compliance with the State requirement to have a Reclamation Plan on file. About a year ago, the State Gravel and Tax Representative from DRA met with John Adams, David Smith, Terry Straight, and Tom T at the sand pit to go over what was required.
- **Report on advice from Municipal Association Legal Staff:** Tom T reported that Terry M had been in contact with the Municipal Association on the issue pertaining to – should an applicant requesting a subdivision be responsible for placing the Legal notice. Municipal advised that the Planning Board still take responsibility for posting the Legal Ad. Terry M will be able to give more information at the next meeting.
- **Informal Pamphlet:** Terry M will follow up with more information at the next meeting.

Public Comment: none

Invoice, mail, and Business of the Board:

- **Invoices:** UVLSRPC \$122.48, OPB approved to pay.
- **John Berryman:** Tom T reported that John Berryman reached out to him about the catch basins on the Norris Road. John B noted that there were 2 at the bottom but wanted to know why there was not 2 at the top. As the road was built many years ago, Tom T said that they built the road due to a subdivision and it was built to the specifications that the town requested. He noted that John B also talked about the Town would only be cleaning out town culverts vs. taxpayers being responsible for their own curb-cuts. As for the curve cuts, he told John B that several years ago Paul Carriero, Chairman of the OPB, had written to the Selectboard that this was not the Planning Board's responsibility, but the Selectboard's and the Road Agent.
- **Bill McKee:** Tom T reported that Bill McKee had given him 3 Lot Line Adjustment documents to be filed.
- **Updated Planning and Land Use Regulation Handbook** available. Mark M – Motion, Fred K – 2nd to purchase one new handbook to be used here at the Town Office. **Motion Passed.**
- **Listing unfinished business:** Tom T noted that Ruth H had mentioned in the past the Planning Board had kept a running list of items at the bottom of the minutes to remind the board of unfinished business and maybe we should continue to do so.
- **2nd floor PB filing cabinets:** Tom T noted that we still need to put the files away that are upstairs. To Harry O's knowledge, the old files were still sitting on the benches upstairs waiting to be filed. He was not sure who had helped. PB will ask Esther D, Town Administrator, if she knows who had helped. Tom T suggested that the files be set up by date and Tax Lot Number, the same way they are in the files in the closet. He found it very easy to locate files with this system.

Meeting Adjourned 7:03 pm

- Mark M – Motion, Deb M – 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, Faith Knapp, Steve
 Scalesse, *Alternates*; Angel Parkin, *Recording Secretary*; Steve Schneider, *UVLSRPC*

OPB unfinished Business:

- *Organization of the upstairs OPB files*
- *Informal Pamphlet*
- *Application forms need to be updated*
- *Sand Pit Reclamation Plan*
- *Application package to be available at the Town Office for the public*