

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777

Board Minutes

November 11, 2019 - Monday - 6:00 pm –Niles Room, Orford Town Office

Attendance: Tom Thomson, *Co-Chair*; Fred Kidder, *Selectboard Ex-Officio*;
Mark Marsh, Harry Osmer, *Member*; Ruth Hook and Faith Knapp, *Alternate*;
Ruth H, *Acting Secretary*

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

- Fred K – Motion, Harry O – 2nd moved to have Ruth H and Faith K *Alternate* 's, to be seated and Ruth H as acting secretary. **Motion Passed.**
- Tom T noted that neither he nor Terry M or Steve S had been contacted for a review this month.

Review and Approve of Minutes of October 14, 2019

- Fred K – Motion, Harry O – 2nd to approve October 14, 2019 Minutes. **Motion Passed.**

Review Correspondence in re: Wetland Management

- The board reviewed a Wetland Management Study submitted by Gregory Miller for his property on Piermont Heights Road. Harry O questioned if the property had a driveway/curb-cut permit. Fred K will look into this matter.

Old Business

- ***Budget for 2020-2021 Fiscal Year:*** Members were handed out the proposed budget submitted to the Selectboard. Discussion centered on the Legal/Professional Fees Budget Line and increasing application fees. Mark M suggested possibility increasing fees by 20%. Ruth H noted that in the September 9, 2019 Minutes, Terry M had reported “it takes a minimum of 3 hours to process the paperwork for each application”. She suggested we look at the previous bills from Liz Kelly, Planning Assistant – Resilience Planning & Design, to see how much monies were spent on previous applicants. Tom T felt we needed to have Terry M speak to us about the advice he had received from the Municipal Association Legal Staff on who should be responsible for sending out notices, etc. before we made a decision on raising fees. Mark M – motion, Harry O -2nd, to modify the submitted Budget to reflect the 2019 \$7,680 Budget. **Motion Passed.** Fred K emailed Esther Dobbins-Marsh, Town Administrator, to adjust the Planning Board’s Budget accordingly.
- ***Increase Application Fees:*** Tom T will add to next month’s Agenda, Increase Application Fees. Mark M volunteered to call other towns in the Upper Valley to see how they set their fees.
- ***Review Year to Date Expenses:*** Members were handed out the Actual & Budgeted Expenses & Encumbrance Report dated 11/04/19 to review.
- ***End of Minute Report:*** Tom T noted that on the last page of our October 14, 2019 Minutes, we added a list of unfinished business. It will be updated monthly.
- ***Informational Pamphlet:*** none

New Business:

- Fred K mentioned we needed to set up the 2020 Calendar. The only conflict we have with a Monday meeting next year is Columbus Day. January 13, 2020 was set with a filing deadline of December 30, 2019. The rest of the Calendar will be set in December.

Public Comment: none

Invoice, mail, and Business of the Board:

- **Invoices:** UVLSRPC \$183.64, Ruth Hook \$60.00 Oct 14, 2019 Minutes. Fred K – Motion, Mark M -2nd. **Motion Passed**
- **2nd floor PB filing cabinets:** Tom T noted that we still need to put the files away that are upstairs.

Meeting Adjourned 7:26 pm

- Mark M – Motion, Fred K – 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,
Richard 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*
- *Report on advice from Municipal Association Legal Staff*
- *Clarify who is responsible for Curve-cut/Driveways*
- *Updated Planning and Land Use Regulation Handbook*