

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway

Orford, NH 03777

Board Minutes

December 9, 2019 - Monday - 6:00 pm –Niles Room, Orford Town Office

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

Meeting called to order by Terry Martin, Co-Chair, at 6 pm

- Fred K – Motion, Mark M – 2nd moved to have Ruth H, *Alternate*, to be seated and Ruth H as acting secretary. **Motion Passed.**
- Mark M – Motion, Harry 2nd to seat Faith Knapp, *Alternate*. **Motion Passed.**

Review and Approve of Minutes of October 14, 2019

- Terry M – Motion, Fred K – 2nd to approve November 11, 2019 Minutes. Terry M abstained, **Motion Passed.**

Review of Contract with Upper Valley Lake Sunapee Regional Planning Contract

- Terry M has talked to the Municipal Lawyers on issues pertaining to who sends out Notices. RSA points the burden to the town, Orford, to send notices, not the Applicant. He has looked at other NH towns. Those towns send the notices. Abutter Notices are the Applicants burden and must submit their paperwork to the board within 5 days of sending the notices. The town would incur cost to the taxpayer if the board was to take on this task. We do need to review our fee structure. Lebanon NH's fee between a Major and a Minor Application is \$675. Engineer review is at the applicant expense. He felt that maybe we should have a higher fee for a Major Subdivision vs. a Minor Subdivision. Fred K indicated that the Selectboard felt that the Planning Board set it own fees.
- Steve S has reached out to other RPS Directors with how they approach this issue. Applicant sends out to Abutters, Notice sent out by Town with fees to the applicant to the cover cost. Steve will get back to us next month with further information.
- Harry O asked about an option for an applicant to do it for themselves or come for help at their cost.
- Tom T recommended that we encourage the applicant to come in for a preliminary review prior to the public hearing. A simple application such as a lot line adjustment or merger probably would not need a preliminary review, but a Major (4 lots or more) or a Minor (3 lots or less) we should recommend a preliminary review to hopefully have everything in order for a public hearing, saving the applicant money for the possibility of a second public hearing with incomplete information required.
- Terry M felt that an Application Packet should be the first on our "to do list". He felt we are not at the point yet of who would help put the application packet together.
- Steve S said recently there had been 2 individuals that come for assistant, a face to face, for a combination of 1 hour.
- Mark M will call other towns in the Upper Valley to see how they set their fees.
- Harry O – Motion, Faith K – 2nd, to sign a contract with Steve Schneider, *UVLSRPC* for services. **Motion Passed**
- Harry O – Motion, Mark M 2nd, the *UVLSRPC* contract will be not to exceed 7.5 hours a month. **Motion Passed.**

Review Up on Wetland Management Study: Curb Cuts

- **Fred K:** followed up from our last meeting that the Greg Miller property had a curb cut approval on 12/14/2017 by the original owner of the property. Paper work was handed to Tom T who filed a copy under the previous owner's file, Gluek/Hodge, and the other in the Greg Miller's file. The Selectboard felt that as long as DES had given their approval for him to go forward, the Selectboard was fine with the decision.

Review Prior advise from Municipal Association Legal Staff in re: responsibility for Notices to Abutters and Public

- Discussion moved to next meeting with Steve Schneider, *UVLSRPC*.

Discussion of Listed Fees for Applications:

- Under the first Review of Contract with UVLSRPC, there was a lot discussion. The conclusion is that we need to study more before we make any decisions.

Old Business

- Organization of OPB files including storage area:** Terry M questioned setting a date for members to work together to put the files that are upstairs into the file cabinets. He would be available the week of January 13th to the 20th. Follow up at the next meeting.
- Informational Pamphlet:** pending format
- Application forms and cost:** Still pending for further study.
- Sand Pit Reclamation Plan:** Still in the works. Fred K deferred to Tom Steketee, Selectboard member, as he is working with Harry Burgess. He noted that they can't dig any further down He will update us at the January meeting.
- Application Packages available in Town Office:** No discussion, will addressed a later date.
- Clarification in re: Curb Cuts and Driveway Permits:** Ruth had a conversation with Paul Carriero that there had not been a letter sent to the Selectboard on curb cuts. Planning Board Minutes that referred the to curb cuts not being the responsibility of the Planning Board, but the Selectboard's, had been handed to David Smith, *Selectboard Ex-Officio(at that time)*, to present to the Selectboard. These minutes would have been around the end of when Chase Kling was still on the board.
- Updated Planning and Land Use Regulation Handbook:** Steve S will bring 2 copies to our next meeting.

New Business:

- Mark M wanted to know that status of Angel Parkin, *Recording Secretary*. He felt that anyone who could not make the meeting(s) should make direct communications with one of the two co-chairs, not word of mouth from another member of the board. No seems to know her status.
- Fred K reported that the Selectboard had scheduled the Bond Public Hearing for the Archertown Hill Road Rebuild on January 13th, 2020, Snow Date – January 15th, 2020 (New NH State RSA). The Budget Public Hearing is set for January 23rd, 2020, Snow Date January 27th, 2020. As our next meeting is scheduled for January 13th, 2020, he recommended that we still have our meeting, but hold it at 5 pm so the members can have time to get to the Bond Public Hearing. Fred K – Motion, Mark M – 2nd to hold meeting at 5 pm on January 13, 2020. **Motion Passed.**

Public Comment: none

Invoice, mail, and Business of the Board:

- **Invoices:** Ruth Hook \$60.00 Nov 11, 2019 Minutes. Mark M – Motion, Fred K -2nd. **Motion Passed**

Meeting Adjourned 7:40 pm

- Mark M – Motion, Fred K – 2nd motion to adjourn. **Motion passed**

Next Regular Meeting of the Orford Planning Board is January 13, 2020 at 5:00 PM at the Town Office – Niles Room.

DEADLINE FOR NEW APPLICATIONS: December 27, 2019.

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*