

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway

Orford, NH 03777

Board Minutes

January 13, 2020 - Monday - 5:00 pm –Niles Room, Orford Town Office

Attendance: Tom Thomson, *Co-Chair*; Terry Martin, *Co-Chair*, Fred Kidder, *Selectboard Ex-Officio*;
Mark Marsh, Harry Osmer, Deborah McGoff, Terry Straight, *Members*; Ruth Hook,
Alternate, Secretary; Ruth Hook, *Acting Secretary*

Public: Phil Magruder

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

- Harry O – Motion, Terry M – 2nd moved to have Ruth H to be seated as acting secretary.
Motion Passed.

5:05 PM Review and Approve of Minutes of December 09, 2019

- Harry O – Motion, Terry M – 2nd to approve December 9,2019 Minutes as amended. **Motion Passed.**
- Fred K reminded the Board that we had agreed not to list time slots on the Agenda. We will have to wait until 5:10 before proceeding.
- Terry M, as the discussion for the Planning Board Report for the Annual Town Report, due January 22, was not on the agenda, he would volunteer to write the report, then distribute to the membership for approval.
- At 5:10, the Board returned to the Agenda.

5:10 PM Further Discussion of Listed Fees for Applications

- Mark M looked at NH towns that were similar in size to Orford and pulled from Sutton, NH website Subdivision, Subdivision Check List, Site Plan Review, Conditional Use Permit, Volunteer Merger, and Fee Schedule Forms.
- Fred K, who has been involved with both a Major and Minor Lot Subdivision, felt the Sutton Mill's Fees were reasonable.
- Tom T suggested before we make a decision, we have Steve Schneider, *UVLSRPC*, and the Selectboard review the changes before we approve new fees.
- Discussion: Planning Board continues to do public notice, Fees should cover our costs, Can legal fees be passed onto the Applicant, in the Upper Stone Mtn lawsuit, did the town get reimbursed when they won the lawsuit. Fred K will follow up.
- Decision to set fees are delayed until the Board runs Sutton Mills Fee Schedule, presented by Mark M, by Steve Schneider, *UVLSRPC*.

Old Business

Set Date for Organization of OPB files including storage area

- Terry M is available January 23th, 24th, & 25th and felt they should work no more than 4 hours at a time. Harry O will contact Ann Green to see if she will assist. They will need to purchase more files.

Informational Pamphlet NEW DRAFT

- Terry M has been working on the new draft. He is currently not
- ready for presentation.

Application Forms and Costs

- Need to continue discussion presented by Mark M before Application Fees can be formalized.

Sand Pit Reclamation Plan

- Fred K reported that Tom Steketee, Selectboard, had been in touch with Steve Griffin, DRA (Dept. of Revenue Administration – Title Gravel Tax Appraiser), and was waiting to receive written information.
- Tom T reported that John Adams & David Smith, Selectboard, and himself had met with the DRA representative last year at the pit and were told that the Town was required to prepare a Reclamation. He wanted to know where Harry Burgess, as preparer of the Reclamation, was at this point. The answer was on hold until the Selectboard receive in writing from DRA Steve Griffin, the town's responsibility of a Reclamation,

Set Responsible member for Application Packages set up in Town Office

- Tom T, Co-Chair, suggest we first review forms for the application. Terry M will ask Esther Dobbins-Marsh, Administrator Assistant, to pull Planning Forms from the website current forms to review at the next meeting.

Updated Planning and Land Use Regulation Handbook

- Steve Schneider, *UVLSRPC*, will bring 2 books to the next meeting.

Create Planning Board 2020 Meeting & Public Hearing Schedule

- Tom T distributed Schedule.
- Mark M – motion, Harry O – 2nd to approved at amended. **Motion passed.**

Clarification in re: Curb Cuts and Driveway Permits

- Ruth H talked January 13, 2020 with Esther Dobbins-Marsh, Administrator Assistant, that she had found on a 6/5/2018 Resilience Planning & Design Bill listing a charge for Submitting a request to move Curb Cuts information from the Planning Board webpage to the Selectboard webpage. Esther D checked the website and found Curb Cuts were listed on both the Selectboard and the Planning Board sites. She will remove Curb Cuts from the Planning Board site.

Status of Angel Parkin, *Recording Secretary*

- Mark M asked for a followed up from December meeting the status of Angel Parkin, *Recording Secretary*.
- Terry S mentioned she had a lot going on. He would ask her if the Board wanted him to.
- Tom T, Co-Chair, will call her.

State of NH Municipal Survey

- Terry M questioned responding to the survey as it is the third time, he has seen it.
- Tom T has looked it over, it is basic information, and did not see much to add. It is the responsibility of the Planning Board to fill out and submit.
- Fred K took the information to review and will get to Terry M by Thursday or Friday to see if there is any further information to be updated.
- Terry M will submit the completed survey.

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 reminded the Board that the Budget Public Hearing is set for January 23rd, 2020, Snow Date January 27th, 2020.

Public Comment:

- Phil Magruder, new owner of Jacobs Brook Campground for the past 2 years and starting to make money, was looking for answers on the Archertown Hill Road Rebuild. He felt that closing down the hill would impact his business and needed answers. Whose job was it to plan the Reconstruction.
- Tom T explained to Phil M the rebuild was not the responsibility of the Planning Board but the Selectboard. He recommended that he attend tonight's Selectboard Bond Hearing Public Hearing at 7:00 PM in the Multi-purpose room at Rivendell School and address his questions.
- Fred K will get him onto the next Selectboard Agenda so he can get all the information at the rebuild.

Invoice, mail, and Business of the Board:

- **Invoices**
 - Ruth Hook \$60.00 December 9 2019 Minutes. Terry M – Motion, Harry O -2nd. **Motion Passed**
 - UVLSRPC \$127.12 Covers November 2019 1-1/2 hrs. Terry M – Motion, Fred K 2nd. **Motion Passed.**
- **Mail**
 - Received Wetland Notice packet from DES on Greg Miller's project on Piermont Heights Rd.
 - Received Notice for Sarah Schwaegler Intent to Cut for Forestry Work.

Meeting Adjourned 6:13 pm

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

Next Regular Meeting of the Orford Planning Board is February 10, 2020 at 6:00 PM at the Town Office – Niles Room.

DEADLINE FOR NEW APPLICATIONS: January 27, 2020.

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*