

ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777
Board Minutes

February 10, 2020 - Monday - 6:00 pm –Niles Room, Orford Town Office

Attendance: Tom Thomson, *Co-Chair*; Terry W. Martin, *Co-Chair*, *Deborah McGoff*
Mark Marsh, Harry Osmer, *Members*; and Faith Knapp, *Alternate*.
Absent: Fred Kidder, *Select Board Ex-Officio* and Terry Straight, *Member*.
Alternates Ruth Hook and Richard Scalesse were not in attendance.

Meeting called to order by Tom Thomson, Co-Chair, at 6:08 pm

- Motion by T Martin, seconded by Deb McGoff, to seat Faith Knapp, *Alternate*. **Motion Passed.**
- Tom T noted that neither he nor Terry M or Steve S had been contacted for a review or application this month. Steve Schneider, UVLSRPC was excused from attending.

Review and Approve of Minutes of January 13, 2020

- Terry Martin – Motion, Harry O – 2nd to approve January 13, 2020 Minutes with corrections noted by Mark Marsh that he had contacted Sutton NH and not Sutton Mills on page 1.
Motion Passed.

Old Business:

1. Discussion referenced the minutes of January 13, 2020 regarding the move of the Curb Cut responsibility back to the Select Board in June of 2018. The rules for Curb Cuts are still on the Planning Board's website with several pages of regulations. A copy of the Curb Cut documents as they exist on the OPB website was in the OPB "in bin". A motion was made by T. Martin (Seconded by Mark Marsh) to pull the Curb Cut document from the Orford Planning Board's website since the Select Board and the Road Agent held this responsibility. Motion Passed unanimously.
2. Status of Angel Parkin was discussed. Tom Thomson had made multiple contacts and Mark Marsh noted we had made sufficient attempts to confirm that Ms. Parkin had been fully compensated for her past work. For personal reasons she has withdrawn from duties as Recording Secretary.
3. Tom Thomson noted that the files and the file cabinet in the downstairs OPB closet had been worked on by Harry Osmer, Ann Green and Terry Martin. Good progress noted but still a concern about the files, and/or, maps and plans which were relocated to the second floor. Weather conditions will need to improve before additional organizational work can be done in April or May of this year. Indexing continues to be by lot number, then by date.
4. The informal pamphlet is still a work-in-progress. Details are missing until we get our applications and fees sorted out. (See below.)
5. Tom Thomson reviewed the Sand Pit Reclamation Plan information. Apparently, Steve Griffin, from the State of NH has been in contact with the project engineer (in this case Harry Burgess) who has been on vacation. A reclamation plan is due shortly. Issues include providing setbacks for slopes, potential reuse of the land, and the rate of
Mark Marsh suggested that the Select Board should make this a priority and moved to as the Select Board for an "audience" for the sole purpose of discussing the Sand Pit Reclamation Plan. Motion seconded by Faith Knapp. All in Favor. Motion Passed.
6. Application package for Town Office will not be ready until basic forms are redone. T. Martin reviewed for the Board Orford's current charges for fees charged for Applications, Abutter Notices, and Hearing Notices. (Recording Fees and LCHIP fees are set by the county and the state.) Orford has not changed the fee schedule since at least 2014 or before.

Those fees are shown below along with recommendations discussed and are subject to further review by the Board, and for consultation with UVLSRPC.

ORFORD	Application Fee	Abutter Notices	Hearing Notice	Recording	LCHIP	Total Min.
Lot Line Adjustments	\$ 20.00	\$ 7.00	\$ -	\$ 26.00	\$ 25.00	\$ 78.00
Boundry Line Adjustments						
Minor Sub Division	\$ 40.00	\$ 7.00	\$ 32.00	\$ 26.00	\$ 25.00	\$ 130.00
Major Sub Division (4 or more Lots)	\$ 60.00	\$ 7.00	\$ 32.00	\$ 26.00	\$ 25.00	\$ 150.00
Voluntary Merger of Lots	\$ -	\$ -	\$ -	\$ 25.00	?	\$ 25.00

Suggested Adjusted Fees to cover Orford’s out of pocket costs were discussed as follows:

	Proposed	Application Fee	Abutter Notices	Hearing Notice	Recording	LCHIP	Total Min.
Lot Line Adjustments	\$ 50.00	\$ 10.00	\$ 45.00	\$ 26.00	\$ 25.00	\$ 156.00	
Boundry Line Adjustments							
Minor Sub Division	\$ 125.00	\$ 10.00	\$ 50.00	\$ 26.00	\$ 25.00	\$ 236.00	
Major Sub Division (4 or more Lots)	\$ 250.00	\$ 15.00	\$ 80.00	\$ 26.00	\$ 25.00	\$ 396.00	
Voluntary Merger of Lots	\$ 25.00		\$ -	\$ 26.00	?	\$ 51.00	

Additionally changes in the Application Forms for all four categories included a discussion of increasing the number of copies of each application from 5 to 8 copies, marking our fee structure as “subject to change”, and removing the “cap” of fees on major subdivisions, to an amount per lot above 10 lots (currently at \$120 per lot times 10 lots or \$1,200).

Generally, the Board felt that we needed more comparative data from other like communities to measure the reasonableness of the contemplated new fee structure. T. Martin was asked to contact Steve Schneider at the UVLSRPC for their views on both number of copies of applications and the fee structure.

7. Steve Schneider to provide Planning and Land Use Regulation handbooks next meeting.
8. T. Martin to contact S. Schneider to confirm we are OK under the RSA’s hiring a member of the Planning Board as Recording Secretary, since generally the Board is not compensated.

New Business:

- Discussion of replacement of Angel Parkin as Recording Secretary. Consensus that Ruth Hook would continue in that role unless she is elected to another town position.
- Noted that two terms will expire in March, Tom Thomson and Deborah McGoff, neither of which has filed to continue. Tom Thomson indicated he may accept a write-in election. We are grateful for the service of each of these Board members.

Public Comment: No members of the Public were present for this meeting.

Invoice, mail, and Business of the Board:

- **Invoices** received from UVLSRPC and Ruth Hook \$60.00 for the January minutes were reviewed and approved by motion of Harry Osmer and Faith Knapp's 2nd. All in favor to pay both, assuming we get an original copy from Ruth.

Meeting Adjourned 7:40 pm by unanimous consent.

Respectfully Submitted

Terry W. Martin, Co-Chair,
Recording Secretary pro tem.

Next Meeting: March 9, 2020, with Applications due no later than February 20, 2020.

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*; _____, *Recording Secretary*; Steve Schneider, *UVLSRPC*