

**Town of Orford Planning Board  
Meeting Minutes – May 25, 2021**

*Board Members & Staff Present:* Faith Knapp, Chair; Ann Green, Harry Osmer, Terry Straight, Fred Kidder, and Victoria Davis, UVLSRPC

*Board Members Absent:* Roberta Gray Hill

*Public:* Jake Burgess, Pioneer Surveying, Bath, NH; Jennifer Carter, Applicant

**Item 1: Review of Meeting Minutes:** Faith Knapp called the meeting to order at 5:30 pm in the Orford Town Offices. The minutes of the March 8, 2021 meeting were reviewed. Ann made a motion to approve the minutes. Harry seconded the motion, and unanimous agreement followed. There was not a quorum at the April 12, 2021 meeting. This was the meeting intended to hear the proposed Carter subdivision application. On May 4, 2021, the Planning Board held a meeting with the Select Board to reorganize the Board by adding members. Fred said he would work with Esther in the town offices to generate minutes to show that the Board activity for the latter two dates.

**Item 2: Other Business:** Victoria Davis inquired if the Board would like her to create document binders to include their regulations and various other documents relevant to the Board. It was determined she should create four new binders as some members already had binders and the regulations have not changed. She will provide the Planning Board Handbook to all members as well as other updated information.

**Item 3: Voluntary Merger for Kenneth F. & Anne E. Miller (Tax Map 01-91/Lot2 34 & 35), Baker Pond Road/East Cemetery Road:** Faith opened the meeting at 5:40 PM. Victoria read an email from David Bischoff who stated he represents the owners. He explained that he would not be attending the meeting due to the pandemic. He added that this merger was beneficial to the Town as it will combine a ¼ acre lot (lot 33) with a 2.22 acre lot (lot 34), and an existing driveway into the ¼ parcel has been there for over 50 years.

Fred made a motion to approve the application and Terry seconded the motion. Unanimous agreement followed. Faith will sign the Merger form and forward to the Registry of Deeds. \$25 was received.

**Item 4: Minor Subdivision for Jennifer Carter at 69 East Cemetery Road (Tax Map 1-91 Lots 9A & 9AA):** Faith opened the public meeting at 5:45 PM. Jake presented the application on behalf of Jennifer showing how some of the old lines will be straightened and a new lot will be created making a total of three lots. The proposed new lot is designated as Lot 9AB. The result will be Lot 9A 11.99 acres; Lot 9AA 5.41 acres; and Lot 9AB 5.16 acres. The proposed lot is an odd configuration to wrap around abutting lot 9 owned by the Gelfands. The front piece along East Cemetery Road is a proposed building site with a percolation test completed. All three lots will have driveway access off of a “Country Lane” approved by the Board in June 2008.

It was noted that the Gelfands have rights to a well located on the Carter property. This is in negotiations now between the Gelfands and Jennifer. She may purchase his rights (he already has another drilled well on his property) or she may buy his home and lot.

Jake stated the new lot is just over five acres and meets the NH Department of Environmental Services criteria to avoid needing a State Subdivision approval.

The Board noted there is a lot of rock on the small building site. Jake responded that much of the rock was created from blasting at the site and there is adequate soils for stormwater runoff. Jennifer added that she had seen a test pit revealing up to 4’ of soil.

The Board reviewed the application for completeness and noted that the Gelfands water rights are not noted on the plan, the plan does not show the proposed septic system, well, or house location; and the contour line on the proposed building site is missing a contour label of 1145'.

Harry made a motion to deem the application complete subject to addressing the three above-mentioned items. Ann seconded the motion, and unanimous agreement followed.

Faith closed the public meeting and opened the public hearing at 6:15 PM to discuss the merits of the application. There was discussion about the need for a State approved septic plan. After much discussion and review of the Subdivision Regulations, it was determined the 5+ acres removed the necessity of the plan as it met the NH DES requirement for subdivision.

Fred made a motion to close the public hearing and move into deliberations. Ann seconded the motion and unanimous agreement followed. Harry made a motion to approve the subdivision subject to three conditions:

1. Note location of well on Carter property with rights by abutter Gelfand on Tax Map I-91, Lot 9.
2. Show proposed septic area, well, and house sites on proposed Lot 9AB.
3. Add contour interval of 1,145' on proposed Tax Map I-91, Lot 9AB

Fred seconded the motion to approve the subdivision, and unanimous approval followed.

Faith will complete the Notice of Decision with conditions and mail to Jake and Jennifer.

**Item 5: Other Business Continued:** Jennifer Carter expressed an interest in being an alternate on the Planning Board. Fred made a motion to accept her as an alternate. Faith seconded, and unanimous approval followed. Jennifer said she will try to get sworn in tomorrow.

The Board reviewed the new contract with UVLSRPC for circuit rider services to the Planning Board. It was approved unanimously. The Board reviewed an invoice from UVLSRPC in the amount of \$510 for services rendered for the month of April. Faith made a motion, and Fred seconded to approve payment. Unanimous agreement followed.

Fred stated that John Adams will be the Select Board Alternate Representative. There was discussion about how to provide plans to be recorded at the Grafton County Registry of Deeds. Victoria will call and provide the information to the Board.

Terry made a motion to adjourn. Fred seconded, and unanimous agreement followed. The meeting adjourned at 6:50 pm.

Submitted by,  
Victoria Davis, Senior Planner  
Upper Valley Lake Sunapee Regional Planning Commission

#### **Tentative Meeting Agenda for June 8, 2021**

- No applications at this time