

**Town of Orford Planning Board  
Meeting Minutes – November 15, 2022**

*Board Members & Staff Present:* Terry Straight, Chair; Harry Osmer, Vice-Chair; Faith Knapp, Member; Jenn Carter, Select Board; Vickie Davis, UVLSRPC

*Board Members Absent:* Kenny King, Member; John Q. Adams, Select Board Representative Alternate; Nicholas Kellogg, Alternate; Paul Griffin, Alternate

*Public Attending:* none

**Item 1: Review of Meeting Minutes:** Terry called the meeting to order at 5:30 PM and determined that a quorum was physically present. The Board reviewed the minutes of the October 25, 2022 meeting. Harry made a motion to approve the minutes. Faith seconded the motion, and unanimous agreement followed.

**Item 2: Review Application Fees:** The Board had asked Vickie to compile a list of fees from neighboring towns to see how comparable they are with Orford's fees. The Orford fees have not been reviewed in several years. After discussion and review of other fees, the Board changed the Town of Orford application fees as follows:

Boundary Line Agreement – Faith made a motion to change the fee from \$20 to \$25 plus recording and notice fees. Harry seconded the motion, and unanimous agreement followed.

Lot Line Adjustment – Jenn made a motion to change the fee from \$20 to \$25 plus recording and notice fees. Harry seconded the motion, and unanimous agreement followed.

Voluntary Merger – Terry made a motion change the fee from \$25 plus a \$35 notice fee to \$25 plus recording and notice fees.

Minor Subdivision – Jenn made a motion to change the fee from \$50 a lot plus \$10 per notice and a \$50 legal notice fee to \$50 per lot and recording and notice fees. Terry seconded the motion and unanimous agreement followed.

Major Subdivision – Jenn made a motion to change the fee from \$40 per lot for a two-lot subdivision increasing by \$10 increments for each additional lot in the proposal plus specific recording and notice fees to \$60 per lot for a two-lot subdivision increasing by \$10 increments for each additional lot in the proposal plus recording and notice fees. Harry seconded the motion, and unanimous agreement followed.

Excavation – Faith made a motion to change the fee from \$55 plus notice fees to \$75 plus notice fees. Jenn seconded the motion, and unanimous agreement followed.

The Board asked Vickie to determine the current costs for a verified legal notice, recording fees, and the average cost of a legal notice in the Valley News. These rates will be used to assist in determining the cost of the application. She will provide the revised list of fees to the Town offices for publication on the Town website.

Vickie stated that although the Board had discussed and directed her to make amendments to the applications back in August, this had not been included in those minutes. Terry made a motion to request a mylar (for the Registry of Deeds), four paper copies, and an electronic copy on each application. Also, to correct the “interest holders” to be noticed according to State law and the mailing address for the Planning Assistant.

**Item 3: Rules of Procedure amendments:** Vickie provided a copy of the Rules of Procedure with recommended changes. A copy of the proposed changes is attached to these minutes. Jenn made a motion to approve the amendments as provided. Harry seconded the motion, and unanimous agreement followed.

**Other Business:** There were no invoices to review. The Board noted that Tim and Mary Chase should be coming in soon for their subdivision application. Vickie stated although an application form and check were submitted, there was no map so the application is not complete and cannot be scheduled for a hearing. She sent an email to Tim to let him know. Also, she let him know if he wants Harry Burgess to represent them as he had indicated in previous communication, he needs to provide this as a written request as he did not indicate this on the application.

There was discussion that the various Boards might attract more volunteers if they were given an annual stipend like the Selectboard to pay for expenses. It was also discussed that many people do not understand the role of the various boards. The Board determined to have an information table at the Town meeting. Vickie will locate the Planning Board brochure and update it for distribution. Terry stated he will not be at the December meeting so Harry will be Chair.

It was noted that the terms for Kenny and Faith end in March 2023.

Harry made a motion to adjourn the meeting at 6:30 PM. The motion was seconded by Faith, and unanimous agreement followed.

Respectfully Submitted,  
Vickie Davis, UVLSRPC

**Tentative Meeting Agenda for December 13, 2022, 5:30 PM, Town Offices**

- Subdivision with Harry Burgess, Pioneer Surveying on behalf of Tim Chase for Tax Lot I93-9 on Route 25C