**Town of Orford**

 **Orford Planning Board Meeting**

**Meeting March 21, 2016**

**Approved**

**Present:** Members Harry Osmer, Andy Schwaegler, Chase Kling, Ann Green, David Smith (Ex-officio Select Board Rep), Paul Carreiro, Sam Hanford (Alternate); absent Jim McGoff and Planning Assistant Vickie Davis. Public: Mark Burger

Minutes:

Ann G. opened the meeting at 7pm and welcomed new members Paul C. and Dave S.. Sam Hanford arrived and Ann appointed him as the alternate member for Jim M.

Minutes of February 15, 2016 were reviewed. Harry O. made a motion to approve and seconded by Andy S. There was no further discussion and minutes were approved unanimously.

Since the Board was entering a new year, Ann asked for nominations for Chair. Andy nominated Ann and seconded by Harry. There were no further nominations. Vote was six yes and one dissent from Ann. Nominations were then requested for Vice Chair. Sam nominated Andy and seconded by Harry. There were no further nominations. All were in favor.

Ann presented copies of the Rules of Procedures for review and discussion. No changes were recommended other than changing deadline for addressing new cases in a particular meeting from 10pm to 9pm (5c). Members recalled this was amended last year; Ann agreed to review past Minutes.

Upon Ann’s inquiry, Mark Burger expressed an interest in serving as an alternate Board member. Motion was made by Harry and seconded by Andy and approval was unanimous. Ann agreed to send a letter confirming his appointment and referring him Town Clerk, Deb Hadlock, to be sworn in. Ann reported that Skip Gould told her he was no longer interested in serving as an alternate. She will send a letter to him confirming his resignation. .

Ann informed the new members that in addition to being responsible for the implementation of the Town’s Subdivision Regulations, the Board also approves curb cuts (driveway permits) off town roads. To aid with orientation as new Planning Board members, Ann referred them to the Town website where the Subdivision regulations and corresponding applications are posted. She distributed copies of the Orford Floodplain Ordinance and the NH OEP revised 2015 Handbook “The Planning Board in New Hampshire for Local Officials”, provided by Planning Assistant Vickie Davis, to all members.

 Chase K.shared a seven page document of Orford’s Subdivision Regs. dated 1971 that he found in his personal files. He also reminded the Board that the Excavation permit issued to property owner Stacey Thomson needs to be reviewed and an annual visit made to the excavation site on Montfort Farm Rd. in April.

Following a motion made by Harry and seconded by Chase, the meeting was adjourned at 8pm.

Submitted by,

Ann Green (Chair)

Tentative Agenda For April 18, 2016

Review Minutes of March 21, 2016 meeting

Schedule visit of Gravel Pit (Tax Map 8-93-lot24E), Montfort Farm Rd. property owner Stacey Thomson

Update Member Reference Manuals