

Orford Planning Board

December 19, 2016

Board Minutes

Approved January 16, 2017

Present

- *Committee Members:* Paul Carreiro (acting chair), Dave Smith (Select Board representative), Tom Steketee, Jim McGoff, Kelley Monahan, P. Chase Kling, Mark Burger (alternate)
- *Upper Valley Lake Sunapee Regional Planning Commission:* Amber Boland, Jonathan Edwards
- *Public:* Tom Thomson, Ann Kynor (Pathways Consulting), Jeannine Groff, Janice Bartley, Kevin Follensbee, Jennifer Stanhope, Stacie Marshall

6:59 PM: **Paul was seated as acting chair. The meeting was called to order** by Jim, the most senior elected member. **Chase moved/Jim seconded** that Mark be seated as an alternate; **motion passed.**

1. Review minutes from November 21, 2016

Chase moved and Paul seconded that the minutes of the November 21, 2016 meeting be approved with the following corrections:

- On page 2, Tom S. asked that the second-to-last sentence be changed to reflect that the Select Board should not pay invoices until the Planning Board has authorized payment.
- In item 2 on page 1, Chase asked that Debbie Hadlock be identified as Town Clerk.
- Small formatting changes were requested, including adding numbers to agenda items and pages.

2. Subdivision Application Hearing for Gerald D. & Jeannine A. Groff, located at 135 Mud Turtle Pond Road, tax map lot 8-0089-044

Ann Kynor of Pathways Consulting (civil engineers for the Groffs) presented an application for a minor subdivision for their 75-acre parcel on the north section of Mud Turtle Pond Road. They plan to create a 2-acre parcel for a family member to build a two-story house. Ann confirmed that the new 2-acre parcel is located in a field, with a suitable location for a wastewater system with proper separations. She indicated that access to the parcel would be via an approximately 900-foot drive. Chase pointed out that the access between Mud Turtle Pond Road and the new parcel would fall into the category of “country lane” per town subdivision regulations. Ann confirmed that the country lane would have 50 feet of road frontage (the minimum required).

Chase made a motion to go to a public hearing; Jim seconded. Motion passed.

Jennifer Stanhope asked for clarification on the difference between a country lane and a driveway permit; Chase clarified, referring to section 12.05 in the [Town of Orford Subdivision Regulations](#). Chase also helped orient Jennifer to where her property was located with regard to the proposed subdivision and country lane. Jennifer wondered about the total number of eventual subdivisions on the property.

Chase confirmed that the current application was only for one parcel, but that country lane regulations would limit the total eventual number to 6.

Chase suggested that a waiver should be sought with regard to a full perimeter survey since the Planning Board didn't require this documentation from an earlier petitioner with a larger parcel. Tom T. thought that the owners already had a complete survey, but that a waiver could be requested. Tom S. asked Amber for clarification on whether the full survey was required, and also to confirm the Board's understanding of the country lane ordinance.

Jonathan conveyed that he had received a call that afternoon from Mr. and Mrs. Richard Barrows. They were concerned because they had not received notification of the subdivision application. Several members of the Board confirmed that the Barrows do not abut the property in question.

The Board reviewed the application's checklists and came to the general consensus that everything looked to be on track.

Chase made a motion to close the public hearing, Jim seconded. Motion passed.

Tom S. moved to approve the subdivision with the following conditions:

- Curb cut permit
- Country lane covenant and construction
- Presentation of the perimeter survey

Mark seconded; motion passed.

3. Other Business

3.a. Kevin Follensbee's curb cut application

Kevin Follensbee recently purchased 96 acres on Archertown Road (beside Roger Hadlock and the Eck property). The property currently has a temporary curb cut, but Kevin would like a permanent curb cut so he can get a 911 address. The application was provided to Roger Hadlock in his Road Agent capacity approximately three weeks ago.

Chase recused himself from discussion given his friendship with the Hadlocks.

Given the need to review the application and connect with Roger, as well as to explore whether a second signature is required given that Roger is also an abutter, **Jim made a motion to continue this issue to next month's meeting. Paul seconded; the motion passed.** Paul also mentioned the need to develop a process around these applications so that the Board is kept apprised.

3.b. Budget committee issue: warrant article for funds for the master plan process over the coming year

Paul asked if the Board had thought about funding for the master plan process as the Select Board will need to be notified if a warrant article is needed. Mark inquired whether Amber had a sense for the costs incurred by other towns updating master plans. Amber responded that costs are variable depending on scope, with \$15,000 as an average. The process can be less expensive, however. She offered that the master planning process is typically very integrated in the community. A consultant can

help momentum, and can assist in the formation of a variety of committees (open plan, transportation, etc.). The Board raised a number of ideas, including starting with the existing master plan and capital improvement plan, soliciting public feedback in a potluck public session, manning a table at town meeting, using a “carrot and stick” approach similar to the capital improvements process, and surveying the community (finding out what people like about the town, what they don’t like, what their aspirations are for Orford, and what are potential roadblocks in achieving those aspirations).

After acknowledging that the master plan update may take several years, and reviewing the Board’s current budget, **Paul made a motion that the Planning Board request that the Select Board take under consideration encumbering \$1,500 from the Planning Board’s current year budget to support conversations around the master plan. Kelley seconded; the motion passed.** Mark agreed to attend next week’s Select Board meeting.

3.c. Planning Board report and other Town Meeting issues

Chase reminded the Board that its annual report is due on January 6. Tom S. will ask Andy to write the report, and the Board will schedule an interim meeting to review the report before it is submitted. The group scheduled an interim meeting for Tuesday, January 3 at 7:00 PM.

Paul confirmed terms for open Planning Board seats for the ballot: Andy’s seat (3 year term), Ann’s seat (3 year term) and Harry’s seat (1 year term).

3.d. Budget reconciliations

Mark confirmed that invoice corrections had been completed, and Sheri has made all necessary reconciliations. Chase suggested that the Board should consider treasurer and secretary roles, individuals whose responsibility would be to direct mail, etc., and to oversee the budget. Paul stated that he would speak with Sheri again about designating a manila folder in the closet for Planning Board correspondence. Chase suggested that it might be advisable to reorganize the closet, given past instances of missing documentation.

3.e. Meeting minute and agenda processes

The Board confirmed a process for distributing meeting minutes, collecting agenda items, and posting the agenda. Stacie will forward draft minutes to Mark and Amber no more than five business days after the meeting. Mark will review and confirm with Amber, who will send the draft to Sheri. Sheri will post the minutes in the Town Hall and to the Orford listserv. Mark will post a hard copy in the Post Office. The same process will be followed for approved meeting minutes. Board members and others with agenda items should send them to Amber, who will post public notices in required locations 10 days prior to the next meeting.

Chase moved to adjourn, and Jim seconded. Motion passed at 9:02 PM.