

**Orford Planning Board**  
**September 19, 2016 Board Minutes – Approved October 17, 2016**

Present: Committee Members: David R. Smith, Andrew Schwaegler, P. Chase Kling, Jim McGoff; Alternates: Sam Hanford, Mark Burger

Absent: Committee Member: Paul Carreiro

Public: Kelley Monahan, Tom Steketee

1. The meeting was called to order at 7:05 pm, the alternate members were seated and the minutes from the prior meetings were distributed for review and approval. Chase Kling made a motion to accept the Minutes subject to some clerical corrections, Jim McGoff Second the motion and the August 15, 2016 Minutes were approved.
2. There was a discussion regarding the structure and required membership for the planning board; It was agreed again that a mailing would be delivered to every mail box in town explaining the need for membership as well as the desire to have someone work with the board to take meeting minutes. Sam Hanford agreed to work with Andy Schwaegler to get the mailing completed and delivered to the Post Office for delivery. Chase asked David Smith to work with Sam to help coordinate the payment of the postage and other costs for the mailing. Sam stated that he will have them mailer completed by October 1, 2016. There was also a discussion about how the new members will participate on the planning board and when they would be up for re-election. Tom Steketee indicated that the member would fill the seat until the next town meeting and at which time the seat would be subject to an election. The Board agreed with the time frame and expending the money to encourage Orford citizens to participate.
3. Andrew Schwaegler passed out a memo from the Select Board indicated the Budget process the town will be following this year. As part the change in membership, Chase Kling and Mark Burger took a look at the invoiced paid by the Town under the Planning Board Budget. It appeared that some of the invoices charged to the planning board were related to other town business, floodplain management, that was not under the planning board's responsibilities. A discussion then followed to establish an approval process for future invoices. It was noted that the UVLSRPC was paid for an invoice dated 9/6/16 that was not reviewed by the committee and that the invoice might include time related to the

change in committee membership and efforts on the part of UVLSRPC to retain a working relationship with the committee. The Committee feels it should have had the opportunity to review the invoice prior to the approval to pay.

There was a discussion regarding the September invoice and the fact that Jonathan Edwards mentioned that his visit was to help and gain an understanding of our Board; it was the understanding that the visit was to establish some goodwill and was not going to be billed.

Questioned raised by the members: What services does the town receive as a member to the UVLSRPC? What services does the Town receive for its membership in the Municipal Association and are some of the services being charged included in the membership fees?

4. The Board ask David Smith to inquire as to where the cost associated with managing the Town's floodplain expenditures associated with enforcement of the ordinances, and have the accounting for the invoices properly charged to the correct budget line of the town's budget. Jim asked if the Planning Board is responsible for the costs? It is the Committee's understanding that the agreement between the Planning Board and the UVLSRPC does not include the management of the floodplain. David agreed to hold invoices for Planning Board approvals.
5. There was a discussion regarding where the board will secure services in the future and if it is necessary to contract with UVLSRPC. No decision was made other than to begin to explore alternative sources of expertise.
6. There was also a discussion about how the purchasing policy impact the Planning Board's ability to contract with the UVLSRPC or other service providers.

Kelley and Tom were thanked for attending, a motion was made and approved to adjourn at 8:27 pm.

Respectfully Submitted,

Mark J Burger, Alternate Member