**Town of Orford**

**Orford Planning Board Meeting**

**Meeting April 18, 2016 Minutes**

***Amended and Approved by Planning Board***

**Present:** Members Harry Osmer, Chase Kling, Ann Green (Chair), David Smith (Ex-Officio Select Board Rep), Paul Carreiro, and Jim McGoff .**Absent:** Andy Schwaegler (Member), Sam Hanford (Alternate), Mark Burger (Alternate) and Planning Assistant Vickie Davis. **Public:** Cicely Richardson, and Sandra Moffat and Leslie Moffat who joined later.

Ann G. opened the meeting at 7pm and advised the group that Vickie Davis and Sam Hanford notified her they were unable to attend the meeting.

Minutes of March 21, 2016 were reviewed. Harry Osmer made a motion to approve, seconded by Jim McGoff. There was no further discussion and minutes were approved unanimously.

**Review of Excavation Permit Stacey Thomson Properties on Montfort Farm Rd. (Tax Map 8-93-24E)**

It was agreed that Ann G. would contact Stacey T. to schedule an annual visit to the excavation site at 6pm on either May 16 or June 20, 2016.

**Informal Discussion of an Exemption for Accessory Dwelling, on Piermont Heights Rd (Tax Map 7-32-27); property owner Cicely Richardson.**

The Chair recognized property owner Cicely Richardson who presented her interest in applying for an exemption for an accessory dwelling on Piermont Heights Rd.( Tax Map 7-32-27) ,which is the site of the family residence. Presently, there is a bedroom with bath in the barn located on a 13.1 acre area of this lot that is not conserved. The family is interested in adding a kitchen. No particular concerns with this plan were expressed by the Board other than a reminder that the existence of another dwelling does not in itself create a subdivision, and if, in the future they wish to subdivide, the proposed lot would have to comply with the Subdivision Regulations in effect at the time. Cicely R. has An Exemption for Accessory Dwelling Unit application and, if she decides to proceed, will request to be on the agenda of a future meeting.. She thanked the Board and left the meeting.

**Informal Discussion of Building Site on Upper Stone House Mountain Rd (Tax Map 8-89-3F); property owner Sandra Moffat.**

Ann G. recognized property owner Sandra Moffat and granddaughter Leslie Moffat. Sandra M. is interested in giving her granddaughter a site to build a home on a 21.2 acre lot (Tax Map 9-39-3F) on Upper Stone House Mountain Rd. and giving access to this lot by way of her existing driveway located on a contiguous lot (Tax Map 8-39-3E) which she also owns and is her personal home site. Otherwise, a driveway could be constructed on the other lot which has frontage on Upper Stone House Mountain Rd.. Ann G. advised that the Board had no real jurisdiction regarding their plan. However, if they decide to create another driveway off Stone House Mountain Rd., the Orford Road Agent will submit his recommendation to the Board for review and approval. Sandra M asked about taking land out of Current Use. Ann G. referred her to the Town Assessor Steve Allen. They thanked the Board and left the meeting.

**Review of Ray Clark’s Minor Subdivision 589 NH Route 10 (Tax Map 8-108R-Lot 35)**

Ann G. reviewed the conditions for approval of this subdivision, all of which appear to have been met. There were some additional conditions set by the Board of Selectmen before a flood plan development permit can be issued. This included a letter from a NH Licensed Professional Engineer stating that *the cumulative effect of this proposed development, when combined with all existing and anticipated development, will not increase the water surface elevation of base flood more than one foot at any point within the community.* Letter received and shared with Board members. Also additional notations are to be entered on the Plan. Ann G. will insure these have been added before filing with the Grafton Cty. Registry of Deeds. Chase K. made a motion to give final approval of this subdivision, seconded by Jim McGoff. Motion passed unanimously.

**Discussion of Town of Orford Housing and Community Development Plan and the Orford Academy Senior Housing Proposal**

The Town of Orford Housing and Community Development Plan or a document of similar language is required in an application for a Community Development Block grant which the Select Board is considering in support of a proposed senior housing project at the Orford Academy building. Ann G. passed out copies of the Plan to members. As background, she reported on the activities of the Orford Academy Task Force and the current proposal of a not for profit agency,, AHEAD’s interest in exploring the possibility of rehabilitating the building to accommodate senior housing. She went on to describe the project. If the market study supports the project, the town of Orford will be asked to file a Community Development Block grant. The Plan or a document with similar language approved by both the Planning Board and the Select Board is required in the application. There was much discussion. Also Chase K. stated that as abutters to the Academy School, Ann G. and Harry O. should recuse themselves from this discussion and vote. A motion was made by Chase Kling and seconded by Jim M. to table the Motion (further discussion). Members did not feel they had sufficient information to proceed with an endorsement. Motion passed (4 yes and 2 no). Ann G. agreed to invite Anne Duncan Cooley, Chair of the Academy Task Force to the meeting in May.

**Other Business**

Dave Smith reported that Anne Duncan Cooley will be his alternate as the Select Board representative. Paul Carreiro asked about if the 2015 Municipal Law Update prepared by town Attorney Bernie Waugh that he read about in Board Minutes is available. Ann G. agreed to send him a copy. He also inquired of the status of updating the town Master Plan and if the Planning Board would be included in its review. Ann G. stated that the revision is in early stages. The development of a community wide survey is in process. Board members will have an opportunity to review the draft as well as to join the committee. Paul Carreiro also stated that the Master Plan Subcommittee should be fully staffed before it starts work on the master plan and community survey development. He added that the Subcommittee should post their meetings and take minutes.

In Vickie D’s absence and at her request, Ann G. passed out an outline of content of the Board Manual and asked members to indicate documents they may be missing or need an update. Vickie offered to update the manuals of former members and make them available for new members. Ann G. will follow-up.

Jim M. made a motion to adjourn, seconded by Dave S.. Meeting adjourned at 8:05pm.

Submitted by,

Ann Green

Chair