

# Orford Planning Board

April 17, 2017

Board Minutes

Approved May 15, 2017

Present

- *Committee Members:* Jim McGoff (Chair), Kelley Monahan (Vice Chair), Paul Carreiro, P. Chase Kling, Deb McGoff, Dave Smith (Select Board representative), Tom Thomson
- *Public:* Stacie Marshall (recording secretary)
- *Not present:* Mark Burger (alternate), Sam Hanford (alternate)

## **7:01 PM: Jim called the meeting to order**

Kelley and Dave notified the group that Paul Goundrey had been appointed as Select Board alternate to the Planning Board. Chase gave an overview of Paul G.'s prior experience with the Board, stating that his knowledge would make him a good second. (Later in the meeting, Paul C. acknowledged Dave's reappointment as primary Select Board representative to the Planning Board for the coming year.)

**Jim appointed Paul to conduct the meeting**, citing his wish to learn procedure by observing and taking notes. Jim indicated his intention to draw on the strengths of Board members, including Kelley's proficiency as Register of Deeds and Dave's experience on the Select Board. The Board indicated their support for Jim, and their willingness to support the delegation of duties to make the group more effective.

## [1. Review minutes from March 20, 2017](#)

**Paul moved and Chase seconded that the minutes of the March 20, 2017 meeting be approved.**

Paul highlighted that Mark Burger's name had been misspelled.

On page 1, in the Selection of Chair and Vice Chair agenda item, several changes were suggested:

- Kelley noted that her indication of interest in the Chair position occurred after the motion from Tom to nominate Paul.
- Kelley clarified her point about signing Mylar maps by reminding the group that the Secretary of State has declared that it is not a conflict of interest, but as Chair, best practice would have been for the Vice Chair to sign the Mylar maps.
- Paul recommended that clearer wording be used in the second paragraph, since his suggestion that the motion be withdrawn was intended to open up the table for a motion to be made to vote on each position separately.

**The motion to approve the minutes as amended passed unanimously.**

## 2. Mail, invoices and budget status

Kelley updated the group about an email exchange between her, Amber, Sheri, Stacie and Monique Priestley, webmaster for the town website. The Planning Board portion of the website has been updated with current Board membership, and minutes have been uploaded. The file names of prior approved minutes on the site cannot be updated retroactively, but minutes will be named consistently and sorted chronologically on the website moving forward.

In reviewing the mail, Chase pointed out that an informational flyer had been addressed to David Binford's home address, though the flyer didn't seem relevant to the Board.

The group reviewed the latest invoice from the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC). Paul questioned a charge for copies; Tom confirmed that he had asked Amber for a copy of Orford's Long-Range Community Facilities Plan (had he known about the charge, he would not have made the request). The group indicated an interest in having a better understanding of how UVLSRPC charges for things like copying, binding, reviewing rules of procedures with changes, etc. Jim agreed to call Amber once she returns from vacation, and the Board agreed to review the invoice again in next month's meeting.

Chase updated the group about the budget: the Board budgeted \$5,430, and has spent \$2,040 to date. The remaining \$3,390 must last the remainder of the year. In considering cost savings, the group decided to have Stacie print and distribute the draft and final meeting minutes, sending hard copies to Paul, Chase, and Jim and Deb, and emailing the files to everyone else.

The group considered the last item in the mail folder – Stacey Thomson's business card. The card served as a reminder of the Board's need to visit Stacey's gravel pit during the May meeting (circumstances permitting). The group agreed to discuss the visit during the "schedule calendar" agenda item.

Paul noted that while a number of training opportunities for planning board members were listed on the State of NH website, organizations haven't been reaching out proactively. He wondered if Amber could help counsel the group about ways to get added to mailing lists. Kelley indicated that the OEP conference generally has relevant, sometimes concurrent sessions, and Paul mentioned that Sugar Hill and several other similarly-sized towns have paid people to train on specific topics.

## 3. Discuss Board's general operating procedures with new members

### 3.a. Do they have Standard Operating Procedures (SOPs)?

Paul remembered that when he first joined the Board, he didn't find it useful using meeting time to walk through the binder. Instead, he suggested that new members peruse the binder on their own, and use time in a future meeting to discuss questions. Chase concurred, stating that until an actual use case is presented, it is often difficult to understand the regulations. He suggested that regulations should be considered a working document; Kelley agreed, suggesting that the Board keep a running highlight of things to be changed or tweaked in the future.

### 3.b. Treasurer

Paul cited disappointment that Mark was unable to attend, since he had been hoping to nominate him as the Planning Board’s treasurer. Chase didn’t feel that having an alternate take on the role would be a problem. The group felt having a spreadsheet to reference regularly with expenditures would make determining the coming year’s budget simpler, highlight trends, and identify ways to cut costs. Paul didn’t expect the treasurer role would be difficult, but would take approximately 20 minutes per month to make updates.

### 3.c. Town Report item capture

Paul reminded the group that there is often a scramble to assemble the Planning Board update for the town report. He suggested that spending time each month tracking things that are appropriate for the report would make the process more efficient. The group agreed, suggesting that Stacie add a “Business Concluded” section to the end of the meeting minutes each month.

### 3.d. Interest in training

Paul stated that the deadline for the OEP conference in Concord is April 21 (the conference is on April 29).

## 4. Discuss Board’s yearly action items and schedule calendar

Paul stated that Amber’s involvement in setting the agenda is important since she is the first point of contact for people who want to approach the Board, and can ensure that applications from the community are included. Chase reminded the group of the importance of posting the agenda 14 days prior to the meeting if a hearing of any kind is included. Missing that window would mean pushing the hearing back to the next month’s meeting. The group discussed the importance of Amber and Jim working together to compile an agenda that includes both community member applications and issues, and also agenda items from the Board, and that items are prioritized appropriately.

Returning to the subject of the yearly action items, Paul suggested the following:

May	Visit Stacey Thomson’s gravel pit (depending on conditions and Stacey’s availability)
May	Start to discuss planning assistance and the UVLSRPC contract
June	Decision on a contract (the current contract expires on June 30)
July	Master plan initial discussion
August	Develop timeline for different parts of the master plan
September	Budget
November	Town report

In discussing the master plan, the group reiterated that the process must involve the public. Chase also indicated the importance of understanding what a master plan is and what it does, as well as what it doesn’t do.

Paul asked the group about proactively rescheduling Planning Board meetings that fall on holidays, specifically Martin Luther King Jr. Day (Jan. 18, 2018) and President’s Day (Feb.15, 2018). The group discussed the benefits of shifting the meetings (members of the public celebrating the holidays might not be able to attend subdivision discussions) and detriments (meeting inconsistently could cause confusion; meeting closer to the end of the month could make it difficult to reschedule within the

month if the meeting needs to be cancelled due to weather). The Board generally didn't feel strongly one way or the other, and decided to stick with meeting consistently on the third Monday of the month.

## 5. Other Business

### 5.a. Public comment

No members of the public had issues for the Board.

### 5.b. May agenda/action items to prepare for the May meeting

Jim will get in touch with Stacey regarding a visit to the gravel pit. The group should come prepared to talk about the contract and circuit writer role.

**Jim moved to adjourn, and Chase seconded. Motion passed at 8:45 PM.**