

Orford Planning Board

September 18, 2017

Board Minutes

Approved October 16, 2017

Present

- *Committee Members:* Jim McGoff (Chair), Kelley Monahan (Vice Chair), Dave Smith (Select Board ex officio), Paul Carreiro, Chase Kling, Deb McGoff, Tom Thomson, Mark Burger (alternate), Sam Hanford (alternate)
- *Committee Members not present:* John Adams (Select Board ex officio alternate)
- *Resilience Planning & Design LLC:* Liz Kelly
- *Public:* Stacie Marshall (recording secretary)

7:00 PM: Jim called the meeting to order.

1. Review of August 21, 2017 Planning Board Meeting Minutes

Tom presented the letter he had drafted thanking the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) for their service. Jim signed the letter, and it was circulated for the Board's review.

Chase wondered if Bill McKee had been invited to a Planning Board meeting to overview the organization of the Board's closet. Jim indicated that he had not had time to reach out, but would do so prior to the Board's October meeting.

Chase pointed out the reference on pg. 2 of the July minutes to the Planning Board's question about whether a full set of maps could be purchased for the Board's use. He noted that the Select Board had discussed the question, and they felt the Planning Board could purchase the maps if they chose to do so. The group agreed that having a full set of maps would be beneficial, citing, among other things, the incorrect identifying information on the McCormack tax map. Liz agreed to contact Cardiographics for pricing, and also informed the Board that she had received a free set of digital maps from the company.

Paul asked for follow-up on the item on pg. 3 of the minutes referring to the final invoice from UVLSRPC. Mark indicated that he had a conversation with Steve Schneider, during which it became clear that Steve was unaware that the contract with the Planning Board was not being renewed. He was disinclined to adjust the invoice in light of the decision not to continue the relationship. Jim felt that his earlier conversation with Steve made the situation clear, and will follow up accordingly.

Paul pointed out that the reference to Mark's position in that same section of the minutes was incorrect, and should be changed to reflect his role as Orford's Commissioner to the Upper Valley Lake Sunapee Regional Planning Committee.

Paul asked that the minutes be changed to accurately reflect the statements he had made in the August meeting with regard to re-examination of the master plan (pg. 3).

Kelley moved to accept the August 21, 2017 minutes as amended; Deb seconded. The motion passed unanimously.

2. Old Business

- [Update on Administrative Error – McCormack Voluntary Merger Application](#)

Liz notified the Board that she had spoken with Harry Burgess and sent a formal letter to Brad McCormack, which she circulated to the group. The letter gave an update on the current status of the application, and recommended steps to resolve the error. Chase observed that when Harry did the surveys on the property, he was working for George Schwarz rather than Brad McCormack. Chase also indicated that while the Planning Board acted in good faith when approving the lot line adjustment in June, the application would need another approval from the Planning Board, with corrected documents, to be legal. Tom cited the importance of the Board's applications making it clear that responsibility ultimately lies with the landowner. Liz promised to follow up as appropriate with both Harry and Brad.

3. Discussion about Letter re: Planning Assistant Work Plan

- [Comments from Board](#)
- [Timeline for Future Projects](#)
- [Master Plan Activities](#)

Liz ensured that everyone had seen the letter documenting the projects and tasks she had been asked to undertake with an estimated number of hours for each. She indicated a desire to be as transparent as possible with her time and the associated costs. Chase appreciated the documentation, but cautioned that it is difficult to accurately estimate time required in the future since the volume of applications from the public vary widely, both annually and seasonally.

When considering Liz's work plan, the group segued into discussion about a survey to the public soliciting feedback for use in updating the master plan. Jim felt that a shorter survey would generate a higher response rate, and Kelley warned against survey questions that seem too invasive.

Bringing discussion back to the work plan, Tom questioned the eight hour estimate to mail the survey. He suspected that if the Board can draft the survey questions, it could be copied and sent relatively quickly and inexpensively. Liz explained to Tom that some towns prefer to have peopled tables at community events. Unsure of the Board's preference, she had built time into her plan to help with these efforts. Paul thought that the Board could have an initial discussion of survey questions without using Liz's time, bringing Liz in for approximately an hour to finalize the questions. He suggested that once the questions are set, both a paper and an online version of the survey could be created. The group discussed the challenges inherent in ensuring that only one survey is submitted per resident, but also wanting each member of a household to have the ability to share their opinions. Chase also reminded the Board about non-resident taxpayers, whose feedback should also be heard. He suggested that the survey should broadly attempt to understand where residents think the town is now, where they think it should be headed, and how any transition should happen.

Paul thought that Liz could reasonably estimate two hours for formatting the survey, and two hours for distributing it by mail, with the majority of her time (eight hours) dedicated to tabulating survey results.

Kelley brought up future considerations, including the Board's closet. Jim reiterated his intention to invite Bill McKee to a future meeting to overview how the closet is organized. Paul suggested that a first step could involve the Board deciding on an organizational structure for the documents in the

closet, and following it as new documents are filed. Older documents could then be converted into the new organizational system as time allows.

Returning to the question of the survey, Sam wondered if the Board had reviewed the survey sent the last time the master plan was updated, suggesting that it might provide a good starting point. He indicated that instructions on the survey allowed multiple people to share their opinion by using different colored ink. With regard to next steps, Mark suggested that each member of the Board come to the October meeting with two questions for the survey as a starting point for deciding what should ultimately be included. Paul wondered if Liz could access surveys issued by other similar-sized towns with no zoning, and also asked if she could discern how other towns collected responses from as broad a base as possible without allowing “ballot box stuffing.” Kelley suggested that the Board aim to formalize the survey by December, allowing a public forum in January and February, generating buzz in advance of town meeting.

Mark reminded the Board that if it had not spent the funds allocated toward the master plan in last year’s town meeting, it should take steps to encumber the funds for use in the coming year. He asked David to follow up with the Select Board to find out if a letter describing the future use of the funds was sufficient, or if an invoice would be required.

Chase reminded the Board that it will need its projected budget by the October meeting. Mark concurred, and will be prepared to discuss the budget in the October meeting.

Returning to Liz’s work plan, Paul suggested that any items requiring travel to meet with members of the public or to visit sites should be confirmed with the Chair or Vice Chair. The group concurred, indicating that site visits should be completed by Board members rather than the Planning Assistant. Paul also urged caution around the work plan’s reference to communicating with other boards regarding applications, noting that the Planning Board rarely needs to bring other boards into application decisions. He cautioned against possible scope creep into work falling under the purview of other boards. Paul also pointed out that filing deadlines for the current year have already been compiled.

Paul highlighted some items he saw were missing from the work plan, including the process for filing applications, once complete. Kelley noted that Sheri now has a “request for payment” form that can be completed by the Board at the time the application is approved. Sheri can then cut checks to be submitted with the required materials to the Registry of Deeds. Liz stated that she is in the process of creating mailing labels that Sheri can provide to applicants for mailing materials to Liz’s attention at Resilience. Chase noted that the Board’s budget has a line item for postage; Mark asked Liz to break out postage so he can ensure the funds are coming out of the correct line item. Liz also agreed to take responsibility for notices of action and decision. Kelley asked the group if they were comfortable with correspondence bearing Resilience’s letterhead; the group confirmed that they were.

4. New Business and Public Comments

Chase reminded the Board that it should be prepared to submit its budget when the Select Board asks for the information. He also reminded the group to be careful to identify their role when attending hearings. He cautioned that if enough people attend a hearing, and seem to be representing the Planning Board, the Board could have a quorum. He asked that people be clear about their intention.

Dave shared that the town sand pit was a topic of discussion at the last Select Board meeting. They are looking into expanding the pit, and need to follow all regulations. Members of the public attending the meeting suggested that the Planning Board might need to be involved. Chase replied that the state statutes are very clear with regard to municipal sand pits, and that they do not fall within the Planning Board's purview. Tom suggested that the Select Board reach out to Mary Pinkham-Langer in the NH State Department of Revenue Administration. Tom indicated that he had offered to assist Roger Hadlock given his experience, but hasn't yet heard back.

5. Discuss October Agenda

The group noted October agenda items, including a discussion with Bill McKee, questions for the master plan update survey, the Board's year-to-date budget and preliminary budget for next year. The group decided that Liz did not need to attend the October meeting, but hoped to hear from her with questionnaires from other towns updating master plans prior to the next meeting. Liz promised to distribute her findings with the agenda.

Chase also asked about the recording secretary's invoice discussed at the last meeting. Dave shared that the Select Board had approved payment for services rendered in 2017, but requested that an invoice showing only the two 2016 meetings be resubmitted. The group asked the recording secretary to submit an invoice for the meetings in question.

Paul moved to adjourn, and Deb seconded. Motion passed unanimously (8:22 PM).

Action Pending

Date of decision	Property	Details
12/19/2016	Gerald D. and Jeannine A. Groff 135 Mud Turtle Pond Road (Tax map lot 8-0089-044)	Subdivision approved conditional on: <ul style="list-style-type: none"> • Curb cut permit • Country lane covenant and construction • Presentation of perimeter survey
6/19/2017	Bradley and Elizabeth McCormack Gov. Meldrim Thomson Scenic Highway (Tax Map 8-31 Lot 4B and map 8-29, Lot 4E)	Voluntary merger of lots <ul style="list-style-type: none"> • Application approved on 6/19/2017 prior to the discovery that maps submitted as part of the application were misidentified

Business Concluded

Date	Action
5/15/2017	Annual site visit to Stacey Thomson's gravel pit
6/19/2017	Lot Line Adjustment Application approved (Linda Paradee, Map 8-93, Lot 64 and Map 8-93, Lot 66, Rt. 10)
6/19/2017	Lot Line Adjustment Application approved (David and Kara Perry, Map 8-108, Lot 16 and Map 8-108, Lot 16T, Sawyer Brook Rd.)
6/19/2017	Boundary Line Agreement Application approved (Mathew and Nicole Gray, Map 8, Lot 91-30A, Rt. 25A and Map 8, Lot 91-32, Creamery Rd.)