

ORFORD PLANNING BOARD
2529 Governor Meldrim Thomson Scenic Highway
Orford, NH 03777
Board Minutes – DRAFT 02

July 17, 2018 - Tuesday - 7:00 pm - Orford Town Office

Attendance: Paul Carreiro, *Chair*; Jim McGoff, *Selectboard Ex-Officio*; Deb McGoff, *Member*; Tom Thomson, *Member*; Harry Osmer, *Member*; Ruth Hook, *Member*; Mark Burger, *Alternate*; Liz Kelly, *Planning Assistant*. Absent: Terry Martin, *Member*.

Public: Harry Burgess, *Surveyor*; Tim Olson.

7:00 pm Meeting called to order by Paul

- Mark Burger was seated to replace an absent OPB Member.
- Paul moved to accept the June 19, 2018 minutes as submitted, Tom seconded, topic opened for discussion. Paul referenced the letter submitted by Terry with his comments in lieu of his absence. Terry questioned whether the motion made on pg. 2 line 6 of the June draft meeting minutes to address the Master Plan was valid considering that there's no vision section in the current master plan, stating that it's not really an update but an addition. Paul noted that this perspective was not raised at the meeting, so adjusting the minutes to reflect this would not be accurate. He also noted that he was referring to the RSA that Office of Strategic Initiative's references regarding the vision and land use chapters, not the Orford's Master Plan.
- Corrections: Changed "Terry thought the MP will protect the town if undesirable development comes along, but Mark said the MP in itself does not hold that weight" to "Terry commented that the MP will not protect the town if undesirable development comes along."
- Paul moved to accept the June 19, 2018 minutes as amended, Tom seconded, motion passed unanimously.

Informal Discussion: Harry Burgess

- Map 8-93; Lot 27
- Paul verbally went through the planning board meeting checklist by line item for informal review. The board members provided introductions.
- Mr. Burgess is representing Mr. Olson. He presented the tax map showing a 49-acre-lot on Route 10 that has one house on the property. Mr. Olson would like to apply for a minor 3-lot subdivision. The house would remain on one larger lot and a 2-acre-lot and a 2.5-acre-lot more would be created. There is an existing roadbed and a 3-acre field on the property. Mr. Burgess noted that they will conduct test pits and that the soil on site is very sandy. There is also a brook that crosses the property. The back portion of the site is forested. The proposed property line will be placed in the middle of the field with a 250 foot right of way constructed to access the remaining land. The two new lots would use the right-of-way as a common driveway. Liz reminded Harry that a shared driveway agreement will have to be drafted. Jim asked if they wanted more lots; Harry noted that this is always a possibility. He noted that he will need to obtain a DOT permit for this, as well as a DES permit.
- Mr. Burgess is going to wait until July 31, 2018 to prepare the minor subdivision application. He anticipates trying to get the application in for the August meeting, but is not sure if the approvals will come through before that. Paul noted that he would defer to Liz to work with Mr. Burgess regarding whether the project is of significant regional impact.

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Deliberation on Master Plan Draft 01 Elements

- Paul referred to the Office of Strategic Initiatives' Planning Board Handbook. This document outlines RSA items that are to be included in the required vision and land use sections of the Master Plan. The Master Plan is meant to be primarily a Planning Board tool that can be used when making the town's land use regulations, though other boards can still use it as they see fit.
- As noted in the handbook, the Vision Section should include a set of statements for how they envision the town and developing principles for how these concepts will be implemented in the community. Paul suggested that the survey questions be used as themes in the vision section (i.e. rate of development, types of development, impact of development, desired businesses people want to see in town, and development issues). He also suggested that quotes from respondents be pulled from the survey responses for each of these categories to include in the vision statement as well. He noted that all development review that happens in Orford is dictated by the town's subdivision regulations, curb cut regulations, wireless regulations, and floodplain regulations. He suggested examining the town's existing regulations and describing how they relate to public comments on development issues and desires for Orford, such as natural resource protection. He would like to see how the public's vision for Orford can be overlaid with the existing regulations in town and how this vision is being accommodated.
- As noted in the handbook, the Land Use Section is meant to translate the vision in a physical way. Existing conditions should be explored including a study of the population, existing economic activity, and natural, cultural, and historic resources. Liz would take data from other town documents and include this in the Land Use Section. Additionally, this section should also include future land use information as well. Paul suggested that Liz pull out the themes from the survey once again and pull out information from the land use regulations that show how future land use is being implemented. This would cover what is legally required for the Master Plan.
- Harry said that he liked this approach. Paul noted that the town already has many land use regulations that dictate land use and development in town that aren't necessarily public knowledge. Jim agreed.
- Paul noted that there were some questions at the last meeting regarding the community survey and its validity. He referred to the Orford 1999 Planning Board town report which included a summary of Orford values as determined by the community survey which mirror findings generated from this most recent survey and its past survey in 1989.
- Mark suggested that this approach would be a scaled-back, functional document for the Planning Board to use. Paul noted that the previous Master Plan included comprehensive information that may have extended beyond the Planning Board's scope. Additionally, this approach to updating the Master Plan is utilizing a cost-effective method.
- Harry and Mark noted that educational spending should be included in a more explicit way in the Vision Section, specifically keeping educational taxes low for residents.
- Paul mentioned that Terry provided comments in his letter drafted to the Planning Board. Some of these comments included whether Liz could research how much land is in current use and commercial agriculture, define what a working landscape is, identify ways to protect prime agricultural soils, etc. Paul mentioned that some of the subdivision regulations already touch upon some of these things. Paul noted that Liz has these and will incorporate them into the plan.
- Liz will put together a second draft and mail these out to the Planning Board by July 24th. A special workshop meeting is called for July 31st at 6:30 p.m. so that the Planning Board may review the second draft. This will be the only item on the agenda for this meeting. This

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feedback will be incorporated into a third draft and mailed to the PB on August 7th. This third draft will be reviewed at the regularly scheduled August 21st meeting at 7:00.

- Mark moved to have Liz create the second draft and to move forward with the timeline outlined by Paul. Deb seconded. Motion was unanimously approved.

Begin discussion on overall application process gaps for modification.

- Paul pointed out that the Rules of Procedures is the main document that talks about how the Planning Board conducts business. Paul has spoken with Liz about how to improve application processes for the Planning Board.
- Paul pointed out the 2017 Municipal Law Lecture update handout that states a recent legislative change about mailing procedures for local Planning Boards. Boards can now opt to use verified mail rather than only certified mail. Verified mail is cheaper. With this type of mailing, this show proof of mailing but not proof of receipt. Paul suggested that this be made an option to land owners in town. There were no objections to offering this. Tom stated that this was a good idea to provide multiple options. Paul said that if we want this to be part of the regulations, it will need to be voted on at the next meeting.
- Paul noted that the website has been updated with several changes including contact information of planning board members, meeting and hearing notice procedures, moving Liz's contact information to the top, etc.
- Paul has discussed with Liz how informal reviews are not necessary for every project and that if it can be handled internally with Liz, then they shouldn't feel that they need to pay their surveyor to attend this at the Planning Board meeting. Liz will give this option from now on to applicants. Mark noted that while we shouldn't discourage applicants from coming in, we should say that they can feel free to come in themselves without paying additional professional fees.

Old Business

- Stacey Thomson's Gravel Pit: Stacey Thomson's permitted excavation pit annual site inspection. Jim said that the paperwork has been submitted confirming his 25-year permit. The letter from the Planning Board (Chair, Ann Green) was dated June 4, 2014. A copy will be given to the Selectboard. Stacey Thomson should have this posted at the site.
- Liz will put together the 2018 gravel pit inspection report using last year's report format and previous meeting minutes to compile the report, as well as siting the 25-year permit.
- Orford Academy Building: Paul noted that the academy project had gone through the Community Development Finance Authority (CDFA) development review process, had been denied funding, but was approved to proceed if funding became available in the future. Paul heard from the CDFA that this was not the case, that the review had been pulled completely and was no longer on the table and that if the project were to continue, it would have to be submitted as a completely new application. Paul asked for clarification on this. Mark said he the school is part of a 2-year contract AHEAD. saying something different. Paul searched the meeting minutes on the CDFE website and could not find them. Under the Freedom for Information Act and the Right to Know law, Paul submitted a request on June 5th to the CDFE for meeting minutes that would provide clarification on where the project is at. Paul has not heard anything from the CDFE on this. Paul reapplied on June 22 from them again and still has not heard anything back. The Selectboard hadn't heard anything back either. The superintendent of schools for Rivendell on June 25th said they heard nothing about this when asked about it. Paul then contacted the governor's office a number of days in June and July,

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as well as state Office of Strategic Initiatives several days in June and July. He has received nothing back from these offices either. Paul asked Jim as the ex-officio to work with the Selectboard to find out what the status is on the academy project. Jim said he would bring this up at the next meeting.

- Paul noted that a note card will be placed on the table for future meeting announcing that meetings will be recorded for transcribing minutes. He also referenced the April 2011 NH Town and City magazine issue outlining procedures for meeting minutes and recording. Once minutes are recorded and voted upon as the final version, the tapes can be either kept or destroyed. If a Planning Board wants to keep the tapes, they have to make them available to the public and a process would have to be put in place for this. Paul recommended that if the board chooses to record meetings for minutes taking in the future, that the process be put in the rules of procedures. Ruth noted that NHMA recommends getting rid of the tape afterwards.

New Business

- The search continues for a new Recording Secretary. Paul mentioned that advertising has mostly been hanging flyers at public locations and word of mouth.

Other Business

- Invoices, mail, and budget status. Paul pointed out the contract submitted by Resilience Planning for the Master Plan update. Paul has signed the contract, since entering into a contract was already approved at the last meeting, and delivered it back to Resilience Planning. A note has been added to the budget saying that additional funds are available is the work exceeds the scope listed.
- Tom submitted his invoice for \$68.81 for the tape recording device.
- Paul moved to render payment for Invoice #1268 at \$290.50 and #1269 at \$35.75 for planning assistant services and recording minutes to be paid to Resilience Planning & Design LLC for planning assistant services. Mark said he would adjust the billing to reflect the double billing in January, which would be applied as a credit for \$140.00. Mark moved to render payment for the invoices with a credit of \$140.00 for the accident double payment to Resilience Planning & Design. Tom seconded. Motion passed unanimously.
- Updates from Chair, members, Planning Assistant. Paul noted that the final documentation for Bruce Schwaegler was completed and all mylars and maps have been submitted and mailed to the Registry of Deeds and to Bill McKee for tax map changes.
- Tom noted that he has spoken with the Conservation Commission and they are working on completing the update to the Natural Resource Inventory. He also mentioned that he has created an attendance list and will give to Liz to bring to future meetings for members of the public to sign.
- Liz mentioned that Heide Miller left her a voicemail, presumable about her initial lot line adjustment application. She asked the Selectboard what the status is with the tax bill/tax map discrepancy. Jim said that he doesn't know if this issue has been resolved. Liz and Paul noted that at a previous meeting it was determined that this situation was to be handled by the Selectboard rather than the Planning Board. Jim will discuss this with the Selectboard to discuss next steps for rectifying it. Liz gave her tax map information and phone number to Jim.

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- Paul said that Upper Valley Regional Planning Commission has one more copy of the 2018 Planning and Land Use Regulation books and the town could purchase the copy for the town offices. The board will think about this for the next meeting.
- Next Meeting: Tuesday, July 31 at 6:30 p.m. to review the next draft of the updated Master Plan. The next regularly scheduled meeting is Tuesday, August 21 at 7:00 p.m. with a review of the next Master Plan Draft and application process improvements.

8:46 pm Meeting adjourned

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
5/15/2018	Scott and Theresa Woodward 80 Lower Stonehouse Mtn. Rd. Tax Map/Lot 8-89-15D	<ul style="list-style-type: none"> • Minor Subdivision approved conditional on: <ul style="list-style-type: none"> ○ Driveway Permit approval by Road Agent and Selectboard ○ Driveway location added to plat • Town checks for Registrar fees dated 5/8/2018 #025763 (\$26) and #025762 (\$25) are in file • Awaiting mylar and paper maps
6/19/2018 Concluded on [insert date]- add column	Bruce Schwaegler Map 7-32, Lot 28; Map 7-32, Lot 29; Map 8-29, Lot 4F	<ul style="list-style-type: none"> • Lot Line Adjustment approved • Mylar received, sent to registrar, map forwarded to Bill McKee for tax map adjustment

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