

## ORFORD PLANNING BOARD

2529 Governor Meldrim Thomson Scenic Highway  
Orford, NH 03777

Board Minutes

June 24, 2019 - Monday - 6:00 pm –Niles Room, Orford Town Office

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**Attendance:** Tom Thomson, Co-*Chair*; Terry Martin, Co-*Chair*; Fred Kidder, *Selectboard Ex-Officio*; Deb McGoff, Mark Marsh, Terry Straight, *Members*; Ruth Hook, *Alternate & Acting Secretary*; Steve Schneider, *UVLSRPC*

**Public:** Harry Burgess, Laurie Coffin

### **Meeting called to order by Tom Thomson, Co-Chair, at 6 pm**

- Fred K – Motion, Terry S – 2<sup>nd</sup>, to open Continuation of 6/24/19 Meeting. **Motion passed.**

### **Review and Approval of Minutes of June 10, 2019**

- Terry M – Motion, Mark M – 2<sup>nd</sup>, to skip minutes and proceed to Michael J Carter & Jessica Carter, 5 East Cemetery Road, Tax Map I-91, Lot 1: Continuation from June 10, 2019 Public Hearing and Application. **Motion passed.**

### **Public Hearing: Application Minor Subdivision**

- Michael J Carter & Jessica Carter, 5 East Cemetery Road, Tax Map I-91, Lot 1: Review application. Application dated 5/21/2019.
- Review of application:
  - Planning Board members and Alternates introduced themselves.
  - Harry Burgess and Laurie Coffin introduced themselves as representing the applicants (applicants reside in N. Dakota)
- Terry M, Co-Chair, sent out all the Abutter Notices (reason for June 10, 2019 continuation), only one Abutter's Receipt wasn't received back as of today.
- Terry M, Co-Chair, emailed back the applicant's application to the applicant as the wife, Jessica Carter's signature was not on the original application. The Application has been received back with all the required signatures and was notarized.
- Carter's Application was found to be complete.
- Terry S – motion, Fred K – 2<sup>nd</sup>, motion to accept Minor Sub-Division Application as complete. **Motion passed.**
- Entered in the Public Hearing:
- Tom T noted that there were no Abutters present. The survey map was gone thru and found to be complete along with the required permits. There were no further questions.
- Fred K – motion, Mark M – 2<sup>nd</sup> to close Public Hearing. **Motion passed.**
- Mark M – motion, Fred K – 2<sup>nd</sup> to accept Minor Subdivision Application as presented. **Motion passed.**
- Tom T again apologized to both Harry B and Laurie C for the incontinence of having had to continue the June 10, 2019 meeting tonight. The board is aware of changes that we need to correct to avoid this problem in the future.
- Both Tom T, Co-Chair, and Terry M, Co-Chair, signed the Mylar and a copy of the survey for the Town. Tom T will record the Mylar at the Grafton Registrar of Deeds tomorrow and get in touch with Laurie C with the plan number number.

### **New Business:**

#### **Web-site guidance language for new application**

- Tom T read into the minutes his suggestion:
  - DRAFT: The Orford Planning Board will require the landowner (applicant) filing for a sub-division or lot line adjustment to be responsible and pay for, as part of the

application, to notify all Abutter's with a signed form letter which must be mailed 10 days prior to sub-division hearing by certified, return receipt (Post Office receipt and green return receipt must be returned to the Orford Planning Board). A sample for letter signed by the landowners or their agent, with the name, address, and correct tax map number and lot number will be provided. This letter must be in the applicant's package for the Orford Planning Board. This revision for the sub-division application will reflect this change as well as on the Orford Planning Board web-site.

- Example of applicant letter: Terry M handed out a copy of the Notice to Abutters that was used for the Carter application. Harry B offered to email a sample Notice to Abutters Letter he sends to Abutters to Terry M. Terry M will work on revising the letter for the next meeting, July 8, 2019.
- Tom T – motion, Fred K – 2<sup>nd</sup>, to accept the Draft Application Requirement effective August 22, 2019. **Motion passed.**
- Fred K passed out his draft on a Welcome to the Orford Planning Board Information page [Footnote #1] and indicated that the membership would probably want to work on it before approval. When finalized, it will be on the web-site. Deb M noted that not everyone in town had a computer. Fred K responded that there would be a package available at the Town Office for the public.
- Tom T suggested as we cannot require, that we recommend to the applicant(s) and agents that they might want to have an Information meeting to go over their application in order to help prior to their Public Hearing. The membership agreed.
- Terry M passed out what was currently available at the Town Office as a guide to the Planning Board and Hearing Process. Ruth H will set up the brochure in PowerPoint and Terry M will revise for review.

#### **July 8, 2019 Agenda so far:**

- **Application for a Minor Sub-division:** Bruce and Sarah Schwaegler's proposal of a subdivision, Lot # 7-32-29A which is behind Lot # 7-32-28A, with a 50 ft. easement on the Old Grimes Hill Discontinued Road known as the Grimes Pedestrian Trail.
  - Terry M will send out Notice to Abutters. He reminded the members that they should come to review the package prior to the July 8, 2019 meeting.
- **Preliminary proposal review:** Kelley Monahan. Steve S received another email from Kelley between June 10<sup>th</sup> and 24<sup>th</sup> meetings and will confirm with Kelley M if this is a preliminary review or public hearing.

#### **Review and Approve of June 10, 2019 Draft Minutes**

- **Passed over.** To be reviewed July 8, 2019

#### **Other Business**

- Deb M felt that as Ruth H had been doing minutes at least 5 times, she should be paid. Harry O felt that the secretary should be compensated and both he and Mark M thought that \$60 had been posted for the position. Deb M felt that if Angel Parkin was paid more than \$60, the acting secretary should get the same. Terry M questioned as Ruth H was an Alternate, can a sitting secretary also be an Alternate. Fred K felt that was not a problem. He also noted that there are 6 board members and they only need 4 for a quorum. Terry S indicated that he had talked to Angel Parkin and she was still interested in continuing to be the recording secretary, lately she has been busy. Tom T requested that she get in touch with him.
- Deb M – motion, Fred K – 2<sup>nd</sup>, Ruth H, or anyone who does the minutes, to be paid at least \$60.00. **Motion passed.**
- **Invoice, mail:**
  - No invoices.
- **Public Comment:** none
- **Co-Chair update:** Tom T reminded the membership he will not be at the July meeting.

**Meeting Adjourned 7:55 pm**

- Harry O – motion, Terry S – 2<sup>nd</sup> motion to adjourn. **Motion passed**

Respectfully Submitted

Ruth Hook

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Tom Thomson, *Co-Chair*; Terry Martin, *Co-Chair*; Fred Kidder, *Selectboard Ex-Officio*;  
 Deb McGoff, Harry Osmer, Mark Marsh, Terry Straight, *Members*; Ruth Hook, Steve Scalesse,  
 Faith Knapp, *Alternates*; Angel Parkin, *Recording Secretary*

***Footnote #1***

*DRAFT 6/24/2019 - Fred Kidder*  
*Present at July Meeting*  
*F Y I*

Welcome to the Orford Planning Board Information page.

The information on this page is designed to help assist you in the planning of your project. The planning board will help to guide you thru the process of a major or minor subdivision, a lot line adjustment, boundary agreements or excavation. The idea is to help you the landowner in the best possible way, while adhering to all federal, state and local laws and ordinances.

You may pick up your application package at the Orford Town Office or you may print the appropriate application from the list on this web page. We have strived to make the applications as clear and easy to complete as possible, but we understand that you may have some questions. Due to the planning board only meeting once per month, we strongly recommend that you contact the planning board early on in your planning stages and request a pre-meeting consultation with the planning board so we may help you with your questions or help to point out things that you, your surveyor or engineer may have overlooked. And if needed we can help by just explaining the process and the approximate timeline to expect from the planning board. (Always remember that there are a lot of variables out of the planning board's hands when it comes to timeframes.)

Our goal is to help you thru your project as seamlessly and easily as possible. So always feel free to reach out to one of the planning board's co chairs, or the planning board liaison (ex-officio) for help. Contact information for these people is on this web site or may be received from the Orford Town Office.

Thank you, The Orford Planning Board