

**Town of Orford Planning Board  
Meeting Minutes – March 15, 2022**

*Board Members & Staff Present:* Jennifer Carter, Chair; Harry Osmer, Vice-Chair; Terry Straight, Member; Faith Knapp, Member; Kenny King, Member; John Q. Adams, Select Board Representative; Vickie Davis, UVLSRPC

*Board Members Absent:* none

*Public Attending:* Nicholas Kellogg

**Item 1: Review of Meeting Minutes:** Jennifer called the meeting to order at 5:30 PM. The Board reviewed the minutes of the February 8, 2022 meeting. Harry made a motion to approve the minutes; Terry seconded the motion with unanimous agreement following.

**Item 2: Alternates and Member Vacancies:** The Board reviewed the current Planning Board membership and term expirations. There are currently two member vacancies to make a full Board of seven and no alternates. There also seemed to be an extra member slot listed with a term expiration of 2025. Vickie will check with Town Clerk Debbie Hadlock to make sure the member slots are alternating in term expiration.

It was noted that Jennifer Carter had not run to renew her membership on the Board as she was running for Select Board instead. Harry made a motion to appoint Jennifer Carter to the Board as a member for one year to fill one of the two vacancies. Faith seconded the nomination, and unanimous agreement followed. Harry asked if Nick Kellogg would be interested in being an alternate on the Board. As Nick indicated in the affirmative, Harry made a motion to appoint Nick as an alternate. Terry seconded the motion, and unanimous agreement followed.

**Item 3: Election of Officers:**

Harry made a motion to appoint Jenn as Chair. Faith seconded the motion, and unanimous agreement followed. Jenn made a motion to appoint Harry as Vice-Chair. Terry seconded the motion, and unanimous agreement followed. Terry made a motion to have Vickie continue to take minutes for the Board. Jenn seconded the motion, and unanimous agreement followed.

**Item 4: Other Business:**

It was noted that the Archertown Road/Jacobs Brook Bridge mylar previously on the agenda was determined by Town Counsel not to be relevant to the Planning Board. Vickie reported that the NH Department of Business and Economic Affairs (formerly the NH Office of Strategic Initiatives) had updated the 2020 Planning Board Handbook to a 2021 version. The changes were minor, and she handed out a change summary instead of reprinting the entire document for everyone. She also reported that Dubois King was reviewing the road requirements waiver from Mountain View Hideaway, and they should have a report by the next Planning Board meeting. Ted Eck maps were found on the table, and Jenn will file them in the map and lot files. Vickie also gave her documents from the Mountain View Hideaway application to file. It was discussed that the Board would start amending the Subdivision Regulations including law changes and the time between application submittal and a required hearing date. The Rules of Procedure will also be reviewed for amendments.

It was discussed that the subdivision applications could be amended without public hearing as they are separate from the regulations. The Board would like to consider reducing the number of paper copies required and request an electronic file of maps to share via email. Vickie suggested again that the Board order a recorded map once an approved plan was recorded so they have a final map version with the Grafton County Registry recording information written on them. They do not need multiple copies of the same map in files since it maps are recorded at the Grafton County Registry.

The Board reviewed the invoices from UVLSRPC for January and February. Harry made a motion to approve payment of the invoices. Faith seconded the motion, and unanimous agreement followed.

Jenn stated she would like to see the Board move toward more electronic communication. She will check with the Town to see about getting a Planning Board email. John stated the Board needs to take over the postings of Planning Board public notices including minutes and agendas.

1. Minutes must be available to the public within five business days of a public meeting or hearing; Vickie will send the minutes to the Chair to submit to the Administrative Assistant to make available to the public.
2. Public meeting agendas will be sent to the Board, and the Chair will make sure the Administrative Assistant has a copy for the public. The Chair will ensure that agendas are posted in two public places (the town office and post office bulletin boards) at least 10 days prior to the public meeting or hearing. They can be uploaded on the town website. (Note that agendas often also serve as public hearing notices to conserve paper and space on the bulletin boards.)
3. Public hearing notices must be posted in two public places (the town office and post office bulletin boards) at least 10 days prior to the public hearing. Vickie will send these to the Chair for proper posting. The Chair will also share them with the Administrative Assistant to upload to the town website.
4. Approved minutes will be sent to the chair following the meeting in which they are approved to be posted. The Chair will submit them to the Administrative Assistant for posting on the web. They can also be sent out on the list serve.

Terry made a motion to adjourn the meeting at 6:30 PM. The motion was seconded by Faith, and unanimous agreement followed.

Respectfully Submitted,  
Vickie Davis, UVLSRPC

**Tentative Meeting Agenda for April 12, 2022, 5:30 PM, Town Offices**

- Amendments to Subdivision Regulations applications
- Possible training for engineering requirements in the Subdivision Regulations
- Review of Subdivision Regulations/Rules of Procedure