

**Town of Orford Planning Board
Meeting Minutes – July 11, 2023**

Board Members & Staff Present: Terry Straight, Chair; Kenny King, Vice-Chair; Harry Osmer, Member; John Adams, Selectboard Representative; Vickie Davis, UVLSRPC

Board Members Absent: Faith Knapp, Member; Paul Griffin, Alternate; Nicholas Kellogg, Alternate

Public Attending In-Person: Harry Burgess, Pioneer Surveying (dropped off soils maps)

Public Attending Virtually: None

Item 1: Review of Meeting Minutes: Terry called the meeting to order at 5:30 PM and determined that a quorum was physically present. The Board reviewed the minutes of the June 13, 2023 meeting. Harry made a motion to approve the minutes. Kenny seconded the motion, and unanimous agreement followed.

Item 1: Subdivision Regulations Review:

Section 12: After discussion, Kenny made a motion to accept the changes to Section 12.02 for the final review draft. Harry seconded the motion, and unanimous agreement followed. John offered a few minor editorial suggestions which will be made. Vickie will create the summary sheet to be used for a public notice. She pointed out that the existing paper copy is representative of all changes for review prior to the public hearing. A hearing for the Subdivision Regulations is anticipated to be at the September meeting.

Item 2: Rules of Procedure Review:

Vickie had provided the suggested amendments version of the Rules by email the month before and provided paper copies for the meeting. The term “Selectmen” was replaced by “Selectboard” throughout the document.

Under “Membership,” a section was added to clarify that the Selectboard chooses their own ex-officio Planning Board member and the ex-officio member alternate. Under “Duties and Responsibilities of Members,” a requirement for membership is for each member to educate themselves with appropriate and available training by the State of NH which are available on-line. Under “Officers” it was noted that ex-officio members cannot serve as chair per RSA.

The date and time of the regular meeting was added to “Meetings” as well as the locations of the postings. The term “Quorum” was further clarified. Under “conduct of meetings,” the notice requirements for a development of regional impact was added. It was noted that lengthy letters to the Board may not be allowed to be read by the submitter if copies have been distributed to the Board members to read although the submitter may be given 2-3 minutes to summarize. It was asked to find the reference to this. The time in which no new cases shall be addressed by the Board was changed from 10 pm to 6:30 pm. A notation was added that a “meeting” occurs whenever a quorum of board members convenes under any circumstances. It was asked to find the reference for this.

A new section for “Site Visits” was added to clarify the need for permission to visit the site and that a “meeting” occurs if there is a quorum of the Board present so it must be noticed appropriately.

Under “Application Submission Requirements and Notice,” a statement that the completed application must be submitted at least 21 days prior to the meeting was added. Also, clarification of a “completed application” was added.

Vickie will provide a revised version based on suggested minor changes and references where appropriate.

Other Business:

The Board discussed the member term expiration dates with Town Clerk Debbie Hadlock. It was determined that Terry’s and Harry’s terms expire in 2025, Kenny’s in 2024, and Faith’s in 2026. The vacant member opening expires in 2024. The Board discussed the need to have alternates who regularly attend meetings. Neither alternate has attended more than a couple meetings since taking office over a year ago. It was noted that the Chair can request resignation and if no resignation, a public hearing can be held to dismiss the alternates. The Board felt they needed strong alternates who attend meetings, and who could step in when a member is absent or recused from a hearing. Terry will send letters to the two alternates.

Terry asked Vickie to create a spreadsheet of past attendance and also create monthly sign-in sheet.

Harry Burgess stopped by as he thought he had hearings for Green that will be scheduled for August. He dropped off soils maps for the applications.

John noted that the Town is being sued about the results of the Miller/Mountain View Hideaway case. He added that the Selectboard knew they would be sued by one of the parties regardless of the Town decision.

The Board determined that they would not have a meeting on the regular date of August 8 as Vickie will be at a conference. The best date for the Board is August 22.

Kenny made a motion to adjourn the meeting at 6:40 PM. The motion was seconded by Faith, and unanimous agreement followed.

Respectfully Submitted,
Vickie Davis, UVLSRPC

Tentative Meeting Agenda for August 22, 2023, 5:30 PM, Town Offices

- Review of Subdivision Regulations/Rules of Procedure
- Master Plan discussion
- Long-Range Facilities Plan
- Social Services needs
- Community Heart and Soul meeting
- Invoices and mail