

**Town of Orford Planning Board
Meeting Minutes – October 10, 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

Public Attending In-Person: Jake Burgess, Pioneer Surveying; JP Daigneault, Stephanie Davis

Public Attending Virtually: Rebecca Eastman

Item 1: Review of Meeting Minutes: Terry called the meeting to order at 5:30 PM. The Board reviewed the minutes of the September 12, 2023 meeting. Harry made a motion to approve the minutes as written. Kenny seconded the motion, and unanimous agreement followed.

Item 2: Lot Merger Public Meeting: JP Daigneault and Stephanie Davis proposed to merge their two lots. The front lot on Route 10 has a house (Map 8-108R, Lot 35) and the back lot (Map 8-0108R, Lot 35A) borders the Connecticut River and has access via a right-of-way from Bridge Street. John asked if there is any regulation restriction about having more than one access per lot. The Subdivision Regulations does not seem to address it. There was some discussion about the desirability of having a raised drive over the right-of-way for flooding concerns. JP and Stephanie expressed a desire to keep the drive. The application included a statement from the mortgage holder authorizing the merger. John made a motion to approve the merger application. Harry seconded the motion, and unanimous agreement followed.

Item 2: Lot Merger Public Meeting: Rebecca Eastman proposed to merge two one-acre lots on the Sunday River Development Road (Map 8-29 Lots 11 & 12). Rebecca stated there is no mortgage on either lot. Harry made a motion to approve the merger application. Kenny seconded the motion, and unanimous agreement followed.

Item 3: Informal Meeting with Pioneer Surveying: Jake Burgess of Pioneer Surveying submitted a tax map sketch of Map 1-93, Lot 28 owned by the Mount Cube Farm, LLC on Route 25A. They propose to subdivide the property into three lots: two 15-acre lots (one with an existing house) and a 144-acre lot. All will have frontage on Route 25A, but because of topography, the large lot would have shared access over one of the 15 acre lots. Jake stated they all have approved curb cuts.

The Board indicated that it seemed like a reasonable subdivision. Jake hopes to be on the November meeting for a public hearing. Vickie will email him any concerns as the application was received that morning.

Item 4: Rules of Procedure Review: This item was tabled until next month. Vickie handed out paper copies and left one for Faith in the town office.

Item 5: Annual Budget: Terry stated they needed to budget for office supplies as he had been printing on his personal printer at home. John stated they should add this to the budget, and he suspected the Selectboard would probably combine that expense into a general town expense line item. This would also apply to any shared IT purchases. John also stated that any stipends might require a separate warrant article, but the Selectboard would deal with that.

The Board approved the following budget for 2024:

Office Supplies:	\$200
Member/Alternate Annual Stipend (\$500/each):	4,000
Recording Fees:	300
Planning Assistant:	10,500
Secretarial:	2,000
Legal/Professional:	5,000
Dues & Subscriptions:	100
Advertising:	350
Postage:	300
Computer with camera & sound including Microsoft Office software	5,000
Owl Device for Virtual Meetings	<u>1,200</u>
TOTAL	\$28,950

Kenny made a motion to approve the 2024 proposed budget. Harry seconded the motion, Terry voted in favor, and John abstained. The motion was approved.

Other Business: Jake Burgess dropped off the Gray/Nutter final mylar and paper maps. The maps were reviewed to ensure the required septic and well information had been added before Terry signed the mylar. It will be given to Esther for mailing.

Harry suggested if Esther called when she had Planning Board materials available, he would be glad to drive up to pick up copies.

It was noted that on November 1, 2023, the Selectboard will meet for a budget work session. All Planning Board members are encouraged to attend.

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

Respectfully Submitted,
Vickie Davis, UVLSRPC

Tentative Meeting Agenda for November 14, 2023, 5:30 PM, Town Offices

- Mount Cube Farm, LLC Minor Subdivision Public Hearing
- Review of Rules of Procedure
- Master Plan discussion
- Long-Range Facilities Plan
- Social Services needs
- Community Heart and Soul meeting
- Invoices and mail