

Town of Orford Planning Board Meeting Minutes – March 26, 2024

Board Members & Staff Present: Mark Adamczyk, Chair; Martha Rose, Secretary; Paul Goundrey, Vice-Chair; Caleb Day, Member; Chase Kling, Selectboard Representative; Vickie Davis, UVLSRPC

Board Members Absent: Ruth Hook, Member

Public Attending In-Person: None

Public Attending Virtually: None

Item 1: Introductions and Elections: At 5:30 PM, the Board members introduced themselves to each other. Paul Goundrey made a motion to appoint Mark Adamczyk as Chair. Martha Rose seconded the motion, and unanimous agreement followed. Mark Adamczyk made a motion to make Paul Goundrey Vice-Chair and Caleb Day seconded the motion, and unanimous agreement followed. Mark Adamczyk made a motion to appoint Martha Rose as Secretary. Paul Goundrey seconded the motion, and unanimous agreement followed. Mark asked Vickie to continue with the agenda items.

Item 2: Review of Meeting Minutes: The Board reviewed the minutes of the February 20, 2024 meeting. Paul made a motion to approve the minutes as written. Martha seconded the motion, and unanimous agreement followed.

Martha signed the CR Living subdivision mylar as Chair of the February meeting.

Item 3: Planning Board Practices: The Board discussed the town office main door lock which has been changed from a key lock to a combination lock. Vickie will send the combination to the officers of the Board. It was noted that the filing system for the Planning Board will need some organization, and the Board will be responsible for filing any materials related to their cases by map and lot number. It is hoped that at some point older documents might be scanned and available digitally.

Item 4: Membership, Binder Books or Electronic Files; Planning Law Books, Training: The Board recognized that they are short one member in their seven-member Board and they have no alternates. It was discussed that it is the Board's responsibility to fill these vacancies potentially by using the Orford List Serve.

Vickie reviewed the three-ring binder for Planning Board members and offered either a paper version or an electronic version or both. She will make sure everyone has the electronic version links and the paper versions for those that requested them. She mentioned that the Conservation Commission has a Natural Resources Inventory that would be valuable to use and reference for a master plan update, and the Conservation Commission would be glad to work with the Planning Board.

Chase took a Planning Law Book which was an extra from the UVLSRPC since the Town of Orford had not ordered any. The Town will be billed \$8-10 for this book. Others chose to use electronic resources to look up planning laws.

Added a discussion about how to acquire and set up the Planning Board Laptop. Chase Kling said he would bring up at the next Selectboard meeting and let us know.

Paul reported that Esther is looking into public email addresses for Planning Board members so they are not using their personal email addresses for the Planning Board.

The Board discussed getting virtual and live training. The agenda provided links to several training opportunities and other resources. The Rules of Procedure require that members receive training.

Item 5: Brownfields: The Board briefly discussed what brownfields are and if Orford might have any to qualify for assessment funds from the UVLSRPC. No one came up with a site. The Academy building was mentioned but it was thought that environmental testing showed no asbestos or lead issues. It was asked if a farm could be a brownfield. Vickie thought the funding might come from a different source, but she will find out for sure.

Mark made a motion to adjourn the meeting at 6:35 PM. The motion was seconded by Martha, and unanimous agreement followed.

Respectfully Submitted,
Vickie Davis, UVLSRPC

Tentative Meeting Agenda for April 9, 2024, 5:30 PM, Town Offices

- Master Plan discussion
- Planning Board computer
- Telecommunications Ordinance
- Social Services needs
- Community Heart and Soul meeting
- Invoices and mail
- Organization for filing and receiving applications and other mail