

Minutes

**Town of Orford Planning Board**

**Meeting Minutes – April 9, 2024 Meeting**

*Board members & staff present:* Paul Goundrey, Vice Chair; Martha Rose, Secretary; Ruth Hook, Member; Caleb Day, Member; Chase Kling, Selectboard Member; Vickie Davis, UVLSRPC

*Board members absent:* Mark Adamczyk, Chair

*Public attending in-person:* None

*Public attending virtually:* None

**Item 1: Introductions:** Paul, acting Chair in Marks absence opening the meeting at 5:35 PM. The board introduced themselves to Ruth Hook.

**Item 2: Review minutes from the previous meeting:** Martha asked for a correction to the minutes as presented. Add the discussion of the new Planning Board laptop and ask Chase for guidance as to how to go about this. Chase said he would review with the Selectboard at their next meeting. Paul asked for a motion to approve with additions, Caleb seconded and unanimously approved.

**Item 3: Master Plan Discussion:** Looking through the printed notebooks that Vickie Davis brought, some have the complete 2018 Master plan and others don't. The 2001 and 2018 Master Plans are on the website. A discussion regarding what needed to be updated first and how to approach it. Recommend looking at other towns around our area to see what they have put together. Chase added that some of the charter's that were written have been resolved and others have not. The internet in town has been updated since 2018, providing most residents with high-speed internet access. Chase also asked if the town was growing or quietly growing and added, "do we need more housing and subdivisions? Need to identify housing in Master Plan and Ruth asked if we knew how many houses have been added and do we know how many houses are in Orford? Also need to find out, NRI (natural resources inventory). Chase told us that the property reevaluation would be completed again in 2025 and that would have a count of all properties. We agreed that a Master Plan Public meeting needs to be held separately to find out the wants, needs and visions of the residents of Orford. Martha asked if we could tackle sections separately, yes, we can. Some more information can be found at the NH Department of Economic Development; Planning Board Page. Vickie brought up "other business" now because it is related to Master Plan. Community Heart and Soul; a group that helps communities learn to work together for the common town good. Their program is not free. We will investigate.

**Item 4: Telecommunications Ordinance Update:** Last updated in 2001. Vickie said it needs to go to the town meeting because it's an ordinance. Chase added it's under RSA-675. Land use ordinance, rescind or substantially change needs to be an article at town meeting. We will all review ours and Grantham and bring ideas to the next meeting.

**Other Business:**

**-Review any invoices/mail:** Town of Orford application for lot merger. Application compete with \$45 check for recording fee. Vickie will scan and send to us. On agenda for next meeting.

Bill from UVLSRPC for Vickie's services for \$1141.75. A motion to approve by Paul, seconded by Caleb, all in favor.

Approved 5.14.24

New Mail, a large packet from "Pathway Consulting" regarding a property on route 10 north and the riverbank erosion and the wetland process to shore up the riverbank. Chase said the Planning Board does not need to act on this. It was to keep us informed. Vickie asked where all this is filed, and we are not sure. Will put it on Ester's desk.

Laptop has been loaded with Microsoft office. Esther said the town owns the laptop. Email set up for members at Planningboard@orfordnh. We need to establish a password. Martha asked how a group of people use the same email address and no one really knew. We would like each of us to have our own email address for the Planning Board business. Right now, it would funnel through the Chair. We will ask Ted Cooley to comment on how to do this.

Planning Board computer and files now have a lock on the closet. We are setting a new policy going forward that the Chair and Vice Chair monitor who goes through the files.

**Social Services Needed:** Chase said the Grafton County Social Services is the best place to send people in need. Vickie will send us notes from previous meetings and suggested adding this information to the website. Esther has a list of available services in NH.

**Community Heart and Soul:** Previously discussed under Master Plan.

**Organizing for filing and receiving applications and other mail:** Moved to the next meeting.

**Other items the Planning Board should be working on and agenda for the next meeting:**

Ruth said she spoke to Tom Thomson and he said he would take the existing one-year Planning Board open position. Paul will reach out to him. We would vote him in at the next meeting. We also need to fill the open Alternate positions.

#### **Tentative Meeting Agenda for May 14<sup>th</sup>, 2024, 5:30 PM Town Offices**

- \*Vote on Tom Thomson
- \*Planning Board email address's
- \*Master Plan discussion
- \*Telecommunication discussion
- \*Organizing the files/mail
- \*Planning Board computer
- \*Invoices and Mail
- \*Review Application for lot merger

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