

Approved

Orford Planning Board

October 3rd, 2024, Meeting

Minutes

Town of Orford Planning Board

Meeting Minutes – October 3, 2024, Meeting

Board members & staff present: Paul Goundrey-Vice Chair; Martha Rose-Secretary; Caleb Day-Member; Ruth Hook-member; Tom Thomson-member; Ann Green-alternate; Chase Kling-Selectboard Member

Board members absent: Mark Adamczyk-Chair

Public attending in-person: None

Public attending virtually: Renee Theall, UVLSRPC; C. Christine Johnston, Orford Town Council

Paul G. acting Chair, called the public meeting to order at 5:33PM

Chase K. made a motion to seat Ann G. in for Mark A. Chair. Seconded by Tom T. all in favor.

Item 1: Review minutes from the previous meeting: Martha R. started by asking if everyone got the updated minutes from 9.12.24 that had additional information that the first unapproved minutes did not include. Chase K. asked Martha R. to point out the section that was updated. A few other typographical errors were pointed out to correct. Paul G. affirmed that language in the minutes that state, “*all map and lot numbers in these minutes need verification*” for an informal discussion was a good way to handle that. Ruth H. then stated that she spoke to Martha R. about not destroying the tape (recording) of the meeting. She asked that when we go to approve the minutes can we make a motion that we do not destroy the tape (recording). Ruth H. said that she spoke to Esther M. and the Selectboard made their own policy to destroy the tape after the minutes are approved. She thought that it was RSA 93-A. Ruth H. wanted to make sure that before we approve the minutes that we are not going to have to erase the tape (recording). Paul G. said let’s approve the minutes with the understanding that the recording will not be erased until the planning board can further discuss at a later meeting. Renee T. added some context as to what other towns do. She said that what we do is up to the board. Ruth H. made a motion to approve the minutes with corrections and with the understanding that the tape (recording) of the 9.12.24 meeting be kept.

Chase K. asked Christine J. to clarify. She said that each board makes their own policy under RSA 91-A. She went on to say, as long as it exists, it’s a public document and is subject to being disclosed just like any other public record. Martha R. added that the current recording is on her personal phone and the file is too large to send. If we want to go forward by keeping the recordings we will have to figure out a way to remove them from her phone. Paul G. made a motion to approve with the caveat that the recording is not erased, and minutes are amended with corrections, Tom T. seconded. All in favor.

Renee T. started a private zoom link to Martha R. iPad. 5:59PM started non-public meeting with both Renee T. and Christine J. attending by zoom.

Chase K. made a motion to move to a non-public meeting with legal council. Seconded by Tom T. All in favor. Ended public zoom.

7:06PM Chase K. made a motion to move out of the non-public session, Ann seconded. All in favor. Next is the motion to seal the minutes from the non-public session. Caleb D. made a motion to seal and Tom T. seconded. All in favor. Martha R. started the public zoom.

-Review any invoices/mail: No new invoices or mail.

-New Business:

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-Budget: Paul G. received an email regarding the 2025 budget. He made copies for all present. We must submit a budget to the Selectboard by Oct. 15th, 2024.

-Martha R. said there will be another informal presentation at the Nov. 12th, 2024, meeting from Nick Weinberg who would like to discuss a lot line adjustment. Renee T. said she would call him. ‘

-Paul G. said he has spoken to Stacey Thomson about the gravel pit visit.

-Paul G. said the file cabinet in the PB closet is getting stick shut. He asked that we leave the cabinet unlocked and the closet door locked.

-Paul G. said that in a future meeting we need to discuss the keeping of recorded meetings and review creating a formal application for a street plat specifically.

-Ann G. said we need to know more about condominiums and regulations. Paul G. said he had just started looking into that.

-Ruth H. said that we have an IT tech and to ask Esther M. about using them to help with getting and keeping the meeting recordings.

Paul G. asked for a motion to adjourn the meeting at 7:16PM, Tom T. made a motion to adjourn, Caleb D. seconded. And unanimous agreement followed.

Respectfully submitted, Martha Rose, Orford Planning Board Secretary

Tentative Meeting Agenda for November 12, 2024, 5:30 PM Town Offices’

-Andy Schwaegler, informal discussion

-Nick Weinberg, informal discussion

-Gravel Pit discussion

-Telecommunications Ordinance mailing

-Discuss the recording and filing of future meetings

-Invoices and mail