

Minutes

Town of Orford Planning Board

Meeting Minutes – December 10, 2024, Meeting

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

Board members absent: Paul Goundrey-Vice Chair and Renee Theall, UVLSRPC attended virtually.

Public attending in-person: Nick Castel, 48 LR Property LLC; Jake Burgess, Pioneer Land Surveying LLC; Kelley Monahan, Alex Nuti-de Biasi, Journal Opinion.

Public attending virtually: Paul Goundrey-Vice Chair; Renee Theall, UVLSRPC.

Mark Adamczyk called the meeting to order at 5:34PM. We have a quorum. Martha R. made a motion to seat Ann Green for Paul Goundrey, seconded by Tom T. All in favor, no objections.

Item 1: Review minutes from November 12th meeting: Three corrections were noted and corrected. Chase K. made a motion to accept the minutes with corrections, Tom T. seconded. All in favor, no objections.

Item 2: Nick Castel, informal discussion regarding 485 Rt 10 Tax Map 8-108R-58: Mark A. noted that in the last two informal discussions that Nick C. had gone from first wanting to subdivide the lot into two lots with the current building being one lot and the second to house up to 14 condos, then into three single family lots with only one subdivision and one lot line adjustment.

Jake Burgess, Pioneer Land Surveying presented conceptual maps showing the 4 lots. Jake B. then said their proposal is to take the two lots which are merged “here” (on the map) on 8-108R-58. Three lots would be 1 acre, and one lot would be 1.5 acres. Tom T. asked what the road frontage was, and Jake B. responded, approximately 85 feet.

Chase K. asked about the septic system for all of the lots. Jake B. said that each lot has more than enough room between the flood plain and the road to sustain a septic and residential structure. With the assumption that they would get approval for the village water.

Tom T. asked about driveway permits, Jake B. responded that currently they are in a discussion with NH DOT about access. He also said that the current building has access as well as the lot nearest the current building. They are looking for access to the other two proposed lots.

Ruth H. asked if when the property was deeded to Nick C. was it deeded as one lot. Nick C. responded, two tracts one deed. Jake B. added that there are two lots that are deeded as one lot prior to the subdivision regulations being installed in the town of Orford. He also added that it would be wise to have acknowledgment of that from the Town of Orford prior to the finalizing of this subdivision. Renee T. commented on some research she did on this. The Town sees this as one lot parcel number in the records. They may have been involuntarily merged at some point and if the applicant wants to apply to the selectboard to un-merge them there is a State Statute for that process, RSA 674-39AA. Nick C. said the merger has not been the issue, because the lot has stayed there since 1966. Chase K. clarified that there is a difference between a tax lot number and a deed number. Just because the town creates a tax map number does not create a voluntary or involuntary merger. Renee T. asked Jake B. if he’s run across this in the past. He said usually there is public notice from the assessors or the selectmen notifying of the merger of tracts. Tom T. said that years ago the selectmen merged many lots together to simplify the tax collection process. The timeframe for this was at least early 1900’s.

Jake B. said the ultimate goal was to attain 4 lots and they are looking for the boards input on this proposal. He also said they know they still need DES, DOT and water district approval.

Tom T. said the project is at the entrance to the Orford Historical District. Did they have any plans to put up covenants so that there would be a restriction on what can be built there. Chase K. reminded us there is no zoning in Orford. Nick C. is not opposed to putting some restrictions on the deeds. Nick C. said he did not want to get into the house building business. There were also questions directed to Jake B. about how much property is on each lot that resides outside of the flood zone.

There was a discussion on how to go about the changes they want with the two current tracts and whether they merge those then split it up or not. Nick C. said there is also some concern about some beautiful big trees that reside on the roadside. He does not want to cut them down but hopes the DOT will work with them and the curb cuts to keep the trees.

Martha R. said that Nick C. turned in an application with a check. Mark A. corrected that there are two applications, and two checks sent. It was decided to return the applications and the checks. What they are now proposing does not apply to either of the two applications.

Chase K. made a point of order regarding the timing of the next application to be on the schedule for the January 14th, 2025, Planning Board Meeting. Mark A. said the filing deadline is December 23rd, 2024.

After Nick C. and Jake B. left the meeting, the board had a discussion that if they don't want to merge the tracts before the subdivision the process will take more time. Also noted that it does not matter whether they merge them first or not. It's just a different process.

Item 3: Budget review regarding UVLSRPC retainer: Mark A. said as of October 2024 we have already used the budget of \$11,500 for the UVLSRPC line item. He asked Chase K. what happens when we exceed the budget. Mark A. said that as of October 2024 the total Planning Board budget has about \$5000 left on the total budget of \$17,250. Chase K. asked Mark A. to work with Esther M. to get an up-to-date number through November 2024. Paul G. said he spoke to Esther M. about adding some to the legal line item in the budget.

Other Business:

-Telecommunication: Ruth H. asked what the cost would be to proceed with any changes to the current ordinance and do we need to add a line item to the budget? Currently we are looking at one, possibly two, public hearings and they will probably need to be held at the Rivendell School building due to the number of prospective attendees. Chase K. asked us to keep this subject on the agenda to keep it moving forward and he described the process of reserving the multipurpose room at the school.

-Final Plat Decision for Mountain View Hideaway: Chase K. asked Mark A. if the final plat decision had been completed. Mark A. said it had been signed and he also sent a copy to Mark Miller. Chase K. asked if Mark Miller signed it, and Mark A. said there was no space for him to sign. Renee T. said she reached out to town council to verify that the applicant did not need to sign the final plat decision. Chase K. showed us one where the applicant needed to sign it. Tom T. said it would be best if we had him sign it due to the nature of the street plat decision. Mark A. will add this signature line to the document and resend to Mark Miller for his signature.

-Orford Planning Board 2024 Report: Chase K. said that Esther M. will be looking for a 2024 report. This report should contain a description of the chain of events that the Planning Board conducted during the year from April to December 2024.

-Planning Board Meeting Recordings: Ruth H. asked if there was a decision to keep or erase the meeting recordings. She felt strongly that we should keep them. Martha R. said that we should only keep them until the minutes are approved, then erase. Recordings kept for any meetings should be on an individual basis and voted on by the Board as needed. Martha R. asked Renee T. if she could provide the zoom through the UVLSRPC and then record them. Renee T. said she could not. Martha R. said she would investigate the Planning Board getting our own commercial zoom account that we would then record and be able to publish the link for anyone that wanted to review the meeting.

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

-New Applications: No new applications

Respectfully submitted, Martha Rose, Orford Planning Board Secretary

Tentative Meeting Agenda for January 14th, 5:30 PM Town Offices'

Ruth Hook made a motion to adjourn the meeting at 7:43 PM. The motion was seconded by Tom T. and unanimous agreement followed.