

Approved

Orford Planning Board

January 14, 2025 Meeting Minutes

**Town of Orford Planning Board  
Meeting Minutes - January 14th, 2025, Meeting**

*Board members & Staff present:* Mark Adamczyk-Chair; Paul Goundrey-Vice Chair; Martha Rose-Secretary; Ruth Hook-member; Tom Thomson-member; Caleb Day-member; Ann Green-alternate; Chase Kling-selectboard member; Renee Theall-UVLSRPC

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

*Public attending virtually:* Nicole Perry, Janice Light.

Mark Adamczyk called the meeting to order at 5:30 PM. We have a quorum.

**Item 1: Review minutes from the December 10th meeting:** There were no corrections. Martha R. made a motion to approve the minutes. Tom T. seconded. All in favor, no objections.

**Item 2: Nick Castel - 48 LR Property, LLC. Application for Major Subdivision Tax Map 8-108R Lot 58:**

Mark A. outlined the application being presented tonight. Pioneer Land Surveying LLC. representing 48 LR Property LLC is presenting an application for a major subdivision for 4 lots. 3 residential 1-acre lots, and 1 commercial 1.62-acre lot. At this point in the meeting Nicole Perry - Trustee Perry Family Trust interjected via Zoom. Renee T. reminded her that it wasn't public comment time yet. Nicole P. stated that the Zoom meeting was starting and stopping and the sound was muffled. The board members agreed the internet was working and might be her connection. Chase K. reminded the public attending that the board was meeting in public and to please not interrupt the board with technical difficulties. The board returned to the discussion of the application. Mark A. stated the application appeared complete except for the waivers. Martha R. asked as a point of clarification the items found under "For Planning Board Use" on the Town of Orford Major Subdivision Application need to be there for the application to be complete. Renee T. stated waivers would have to be present according to the regulations. And the other items on the list, if applicable can be found as conditional approval. Ultimately it is up to the board to decide if these items are applicable. Tom T. asked about DOT permits. He stated that this was very important as the subdivision is right across from the fire station. Martha R. felt the state/local curb permit, soil test, and state wetlands permit were important to this application. Renee T. reminded the board that they could always continue the hearing and wait for this information to come in. Chase K. asked if there was evidence that the application was complete and asked if there were driveway permits in place. Ruth H. felt Jeff Hebb was an abutter and had not been notified. Chase K. asked if there was evidence of a water permit from the village water district. Ruth H. stated that it should be known if the water permit applies to all three proposed residential lots. Renee T. reminded the discussion about the water permit should be had in the public hearing. Martha R. felt that if all the abutters had not been notified the application is

incomplete at this time. Chase K. reminded the board of the procedure for Planning Board hearings via the checklist for Planning Board Meetings & Hearings. At this point in the meeting, the tax maps were taken out, and confirmed that Jeff Hebb (Lot 8-108R-8) is an abutter via the private road Hebb Drive. The list of abutters was then verified via the tax maps. The board questioned whether Nancy Hanger (Lot 8-108-18) should be notified but Jake B.- (Pioneer Land Surveying LLC) confirmed through recent surveying work he had done that Lot 8-108-18 was not an abutter. Chase K. asked the board what was missing from the application besides notifying all the abutters, so the applicant can return next time with a complete application. Tom T. asked for clarification on the driveway layout for the proposed 3 residential lots and 1 commercial lot with an existing driveway. The application outlines a plan for Lot 3 to have shared access with Lot 4 which has an existing driveway. Jake B. confirmed contact with DOT and DES for permitting. A site visit from DOT District 2 is pending. Jake B. feels there will be approval for a shared driveway for lots 1 & 2 but hasn't received approval from DOT at this time as they are waiting for their site visit. Tom T. asked if percolation tests had been done. Jake B. confirmed they had been done and pointed them out to the board on the proposed subdivision map. Paul G. asked if they could be added to the legend. Mark A. reminded Jake B. that Jan 21st is the deadline for resubmitting the application for the February 11th meeting. Mark A. asked as a point of clarification should there be reasoning for why you are requesting the waivers that you are requesting. Jake B. stated the waivers requested were for the Utilities and Fire Plan, Stormwater and Sediment Control Plan, and Road Plan. The reasoning for these waivers will be present in the resubmission. Ann G. asked about the confirmation on the water permit and felt it should be in writing. Nick C. reminded the board that he had previously been approved for 4320 gallons of water a day for a prior plan of 14 2-bedroom apartments. Jake B. stated that the proposed subdivision would use less water. Paul G. asked if that previous approval was in writing. Nick C. stated he has a letter of approval from the village district attorney. Martha R. asked why it wasn't included in tonight's application and if that could be included in the resubmission. Mark A. stated he understood that the 14 2-bedroom apartments would use more water but is unfamiliar with how the village district approves these permits and feels it would be best to update them with the current proposed plan of the 4 separate lots. Martha R. asked for documentation of the test pits for the septic to be included in the application. Martha R. then summarized the items the board feels are missing: curb cut permits, notification of all abutters, water permit/letter, percolation test documentation, reasoning for the waivers, and the NH DES approval. Jake B. agreed with the list. The board thanked the applicants and Jake B and Nick C. left the meeting at 6:23 PM. At this point it was noted there was a question from Nicole P. on Zoom. She wondered if all three entities on Hebb Dr. needed to be notified and if Pastures Campground had been notified. The board noted that Pastures had been notified and that the board would notify both Alan and Jeff Hebb of the public hearing. Tom T. noted the tax map shows a 10ft right-of-way between the Light property and tract 2 of 8-108R Lot 58. The board also discussed the floodplain and wondered if this is the up-to-date floodplain line. Renee T reminded the board these were questions to bring up during the public hearing and to limit discussion. Tom T. asked if the 100-year floodplain line had been reviewed and where the data came from to determine the line. Chase K. stated it was from the FEMA map. At this point in the meeting, Chase K. presented a FEMA map of Orford and Chase K. and Tom T. reviewed the flood plain. Tom T. pointed out that the FEMA map and the 100-year flood line on the survey

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didn't match up. Renee T. will clarify with Jake B. on the flood plain and about the 10ft right-of-way on the south side of the property between the Lights property and Tract 2.

**Item 3: 2025 Proposed Orford Planning Board Budget:** Martha R. and Paul G. presented the proposed Orford Planning Board budget for 2025. The proposed 2025 budget was \$21,250 up from \$17,250. Recording Fees, Advertising, and Office supplies would stay the same. Secretarial would be \$0. The increases would be Planning Assistant from \$11,500 to \$14,000, Legal/Professional fees from \$4,000 to \$6,000, Dues/Subscriptions from \$100 to \$300 to purchase a Zoom account, and Postage from \$100 to \$200. The board then discussed raising some of the planning board fees to offset the proposed budget. Martha R. asked if the board would like to increase the fees by a certain percentage. Ann G. stated there would have to be a public hearing if the board wanted to increase fees. Renee T. to confirm fees needs a public hearing. Paul G. agreed to work on an increased fee schedule to present at a public hearing at the February meeting.

**Other Business:**

Chase K. reminded the board of the election filing period as two members of the board are up for reelection. He also reminded the board of the deadline for the Planning Board report for the annual town report. Mark A. to work on the Planning board report.

**Review any Invoices/Mail:** None received.

**New Applications:** No new applications

Respectfully submitted, Caleb Day, Orford Planning Board Member

**Tentative Meeting Agenda for February 11th, 5:30 PM Town Offices**

Ann G. made the motion to adjourn the meeting at 7:20 PM, seconded by Martha R. Unanimous agreement followed.