

Approved

Orford Planning Board

May 13, 2025 Meeting Minutes

**Town of Orford Planning Board
Meeting Minutes - May 13, 2025, Meeting**

Board members & Staff present: Mark Adamczyk-Chair; Paul Goundrey-Vice Chair; Caleb Day-Member; Ann Green-Alternate; Charles Smith-Selectboard Member.

Board members & Staff absent: Martha Rose, Ruth Hook, Tom Thomson, Renee Theall, UVLSRPC

Public attending in person: Harry Burgess, Pioneer Land Surveying LLC. representing Stacey Thomson Properties, JoAnn Fratus.

Public attending virtually: None

Mark A. called meeting to order at 5:33 PM. We have a quorum. Paul G. made a motion to seat alternate, Ann G. for Martha R seat. Caleb D seconded. All in favor.

Item 1: Review minutes from the April 8th meeting: Minutes from April meeting reviewed. Caleb D. noted Ann Green's name should be added to public attending in person. Mark A. made a motion to approve with correction. Paul G. seconded. All in favor.

Item 2: Lot Merger Application 1035 Rt 10 & 1009 Rt 10 Tax Map 000008 Lot 000093: Mark A. presented a lot merger application for 1035 Rt 10 & 1009 Rt 10. Tax Map 000008 Lot 000093. Ann G. asked what lots were being merged. Mark A. noted the applicant wrote the same tax map and lot number for both lots being merged. Application deemed incomplete. Mark A. to reach out to the applicant for clarification.

Item 3: Informal meeting on a Minor Subdivision to create a nonbuildable lot at 583 Rt 10. (8-108R-41):

Mark A. stated we received an application after the deadline and would be reviewed at next month's meeting. The application was submitted by Stacey Thomson Properties for a minor subdivision to create a non-buildable lot on the northern corner of Rt 10 and Bridge St. Mark A. asked if Harry Burgess had any updates he would like to share with the board. Harry B. Pioneer Land Surveying LLC - representing Stacey Thomson Properties stated he had come to the meeting to update and discuss the minor subdivision with the board. The subdivision would create a 0.03 acre non-buildable lot where a sign and tree currently stand. Harry B. stated the property was recently surveyed as it had not been surveyed in some time. This new survey reflects the sidewalk that runs in between the lot and Bridge St. Harry B. reiterated that this

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would be a non-buildable lot and pointed out to the board where it is stated on the proposed map. He also pointed out to the board the easements that they would be asking for: seasonal water, electricity, and access. Charlie S. asked if there should be no water, electricity, or sewage for nonbuildable lots. Harry B. explained the request for an electricity easement to light the sign. Charlie S. asked for clarification on how electricity would get to the sign. Harry B stated it currently runs underground to the sign. Paul G. asked if it is running to the sign or a receptacle. Harry B. unsure if there is an outlet there but knows that it runs to the sign. The access easement is in regards to the potential for maintenance needs on the sign. If needed, the owner would like access via the paved parking lot on Rt 10. This was marked on the proposed subdivision map. After discussion with the board, it was decided that Harry B. would still bring easement requests for electricity and access. The applicant would drop the seasonal water easement request as it is just a hose that is connected to a spigot off the building. Mark A. asked what waivers apply to this minor subdivision to create a non-buildable lot. Harry B. stated he will add the soils, topography, and base flood elevations to the map. Harry B pointed out to the board where the well is on the existing property, which is not currently being used as the building is on the Orford water district. The existing septic system and vent location for the building were also pointed out. Mark A. stated the board will have to check with UVLSRPC representative, Renee Theall for more clarification on non-buildable lots. The board thanked Harry B. for coming to the meeting. Harry B. left the meeting at 5:55PM.

Item 4: Fee Subcommittee Report & Discussion:

Paul G. handed out the proposed Orford Fee Schedule and Application receipt and outlined the changes the subcommittee had discussed on May 12th. The changes for the proposed fee schedule involve the names for the different levels of meetings (informal, preliminary, final). The new changes directly reflect the wording in the RSA 676:4, I (b) so it would be easier to understand. Charlie S. asked how the board would explain the different meetings to the public. Discussion followed and the committee will work on a description to be placed on the fee schedule document summarizing the different types of meetings. The committee also decided all fees should be non-refundable as they felt this would increase efficiency and cover the cost of Renee T. reviewing applications. Mark A. asked if the Board makes a mistake can we vote to refund? Also how soon would this become effective? The board decided these would be good questions to discuss at the public hearing. The changes for the Planning Board Fee Receipt include adding clarification under the description section (Preliminary vs. Final and Minor vs. Major). Ann G. asked if Orford currently has an application fee separate from the lot fee. Paul G. clarified the application fee would be new and the price per lot would increase. Charlie S. clarified that the Tax Map number under the Payment Information section of the receipt should also include the lot number. Paul G. stated it would be good to have a public hearing on a new fee schedule, but felt the board should wait till all members are able to attend. Ann G. asked the board to think about any regulations they feel need updating at the same time during the public hearing.

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Item 4: Telecommunications Ordinance Discussion:

Mark A. acknowledged JoAnn Fratus and thanked her for the articles and research she has sent to the board. JoAnn F. shared with the board the research on health effects she continues to do on 5G cell towers, and asked if there has been any more telecommunication discussion from the board. Mark A. noted that the board had not met to discuss Orford's Telecommunications Ordinance since last meeting. The board members present discussed if they really want to continue telecommunications discussion at this time. If state/federal regulations and the ordinance aren't necessarily stopping the installation of telecommunication towers in the state/country, does it make sense to continue the discussion? The board agreed that clarification is still needed from Renee T. at this time on state/federal regulations and how they relate to Orford's telecommunications ordinance.

Other Business:

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

Respectfully submitted Caleb Day, Orford Planning Board Member.

Tentative Meeting Agenda for June 10th, 5:30 PM Town Offices

Paul G. made a motion to adjourn the meeting at 6:35 PM. The motion was seconded by Caleb D. and unanimously approved.