

Approved

Orford Planning Board

August 12, 2025 Meeting Minutes

**Town of Orford Planning Board  
Meeting Minutes - August 12, 2025, Meeting**

*Board members & staff present:* Mark Adamczyk-Chair; Paul Goundrey-Vice Chair; Caleb Day-Secretary; Ruth Hook-Member; Tom Thomson-Member; Ann Green-Member; Renee Theall-UVLSRPC; Charlie Smith-Selectboard member.

*Board members absent:* none

*Public attending in person:* Scott Marsh, Scott Sanborn, Cardigan Mountain Land Surveys LLC, Harry Burgess, Pioneer Land Surveying, Heidi Wilson, Ron Taylor, Alan Bean.

*Public attending virtually:* none

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

Mark A. designated Alternate Ann G. to fill the vacant member seat for the meeting. All in favor.

**Item 1: Review minutes from June 10th meeting:** Paul G. made a motion to approve the minutes. Ruth H seconded. All in favor.

**Item 2: Lot Line Adjustment Application for Map 8-31 Lot 8 Marsh/Bear Hill**

**Conservancy Trust:** Mark A. confirmed with the application checklist that all necessary items had been received. Renee T. presented the board with receipts from the remaining of all abutters and confirmed the public notice was given in the Valley News. Paul G. made a motion to accept the application as complete. Caleb D. seconded. All in favor. Mark A. opened the public hearing at 5:38PM. Scott S. Cardigan Mountain Surveys presented the application to the board—the proposed lot line adjustment of 90 acres from Bear Hill Conservancy to Deborah and Scott Marsh. The land being transferred is undeveloped and is not to be considered a separate lot of record and will be considered annexed from 008-31 Lot 6 to 008-31 Lot 8. Tom T. asked for a point of clarification. He had received an abutter notice but didn't see where his land abuts. Scott S. clarified that, given the Bear Hill Conservancy trust's large size in acreage, there are a lot of abutters that could be quite far from this proposed lot line adjustment. Paul G. made a motion to accept the Lot Line adjustment of 90 acres from Bear Hill Conservancy Trust (Map 8-31 Lot 6) to Deborah & Scott Marsh (Map 8-31 Lot 8). Tom T. seconded. All in favor. Public hearing closed and application approved at 5:41PM. The final mylar was presented to the board and signed.

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**Item 3: Minor Subdivision Application for Map 8-32 Lot 49, George Schwarz, and Lot Line Adjustment Map 8-32 Lot 53:**

Renee T. confirmed she received the complete deed for Map 008-32 Lot 49 as well as the deed for Map 008-32 Lot 53 for the lot line adjustment. The survey map was also updated to reflect all necessary abutters on the other side of Rt 25A. Renee T. also presented all receipts from the mailing of abutters and confirmed public notice was given. Mark A. confirmed with the checklist that all necessary items had been received. Ann G. asked for a point of clarification on when the last time this lot had been subdivided. She felt it had been done in the last 10 years and thus would warrant a major, not minor, subdivision per regulations. It also had a deed attached to it in 2023 which Renee T. confirmed that it was a quitclaim deed and was only a change of ownership, not a subdivision. Harry B. Pioneer Land Surveying presented the last subdivision survey map that was done in 2004 for this lot. Paul G. made a motion to accept the application as complete. Tom T. seconded. All in favor. Mark A. opened the public hearing at 5:52PM. Harry B. outlined the application from George Schwarz at 1937 Rt 25A for a minor subdivision to create 3 lots. Lot 49E (2.95 acres), Lot 49F (121.61 acres), and Lot 49 (15.86) with the applicant's house. Harry B. confirmed the perc test had been completed and approved on the proposed Lot 49E, as it is less than 5 acres. Harry B. also outlined the lot line adjustment the applicant was requesting as well. The lot line adjustment would take 0.28 acres from Lot 49 and add it to Lot 53, belonging to Karen Wertman. To include a shed and part of the driveway. Lot 53 currently has a deeded ROW (Right of Way) for access, as it is a landlocked lot. Ann G. asked for a point of clarification: should the mylar also state a lot line adjustment? The proposed survey map shows both the subdivision and the lot line adjustment, but does not have the adjustment stated in writing. Renee T. confirmed the application was properly noticed to the public as a minor subdivision and lot line adjustment. The board agreed as a condition of the approval, it should be stated in writing on the final mylar. Harry B. confirmed he would add to mylar. Ann G. confirmed no waivers were requested. The public hearing was closed at 5:57PM. Mark A. made a motion to approve the application for a minor subdivision and lot line adjustment with a condition of approval, adding in writing the lot line adjustment to the final mylar. Caleb D. seconded the motion. Paul G. stated he was in favor of the subdivision but was not in favor of a lot line adjustment on any lot that does not have road frontage on a class 5 or better road. Paul G. reminded the board that in recent years, the town has gotten into trouble with ROW access to landlocked lots. Harry B. confirmed with the board that he had spoken to the owner of Lot 53 (Karen Wertman), as the board members had brought up this concern at last month's conceptual meeting. At this time, she does not want to bring her lot up to the road. Renee T. reminded the board that the subdivision regulations require 50 feet of road frontage. So, at this time, this lot is technically non-conforming. Renee T. also reminded the board that they can always ask for a continuance on the application to next month to research this topic further. Harry B. stated he would accept a continuance to next month. Charlie S. asked for a point of clarification on Lot 53. Paul G. outlined that the lot is landlocked and doesn't have access to a class 5 or better road. The lot does have a deeded ROW through Lot 49 to Rt 25A. Tom T. and Ann G. asked when this lot was created and whether it was grandfathered in. Harry

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B. confirmed the lot was created in 1974, and it just states a deeded ROW; no width was given. Tom T. asked should the ROW be widened to 50 feet to conform to regulations. The board discussed whether a continuance is warranted, as the board has questions regarding the ROW to Lot 53. Mark A. made a motion to continue the deliberations for this application to the Sep. 9th meeting. Paul G. seconded. All in favor.

**Item 4: Lot Line Adjustment Application for Map 1-91 Lot 12 (Bischoff & Zabawa) & Map 1-91 Lot 15 (Matyka):** Mark A. confirmed with the application checklist that all necessary items have been received. Renee T. presented to the board all the receipts from the mailing to abutters, and public notice was given. Paul G. confirmed with Harry B. that a correction had been made to the proposed survey map in which 001-91 Lot 34 was shown twice on the same map with different owners, one being Miller, the other being Bischoff. The correct owner is Miller, and the final mylar will reflect that information. Harry B. presented the board with the updated, correct map reflecting the correct abutter names. Mark A. made a motion to accept the application as complete. Paul G. seconded. All in favor. The public hearing opened at 6:18PM. Harry B. presented the application for a lot line adjustment to the board. David Bischoff (Map 1-91 Lot 12) is looking to annex 0.06 acres on the corner of East Cemetery Rd and Town Rd #86 to John & Marie Matyka (Map 1-91 Lot 15). The public hearing closed at 6:19PM. Mark A. made a motion to approve the application for a lot line adjustment of 0.06 acre from 1-91-12 (Bischoff) to 1-91-15 (Matyka). Tom T. seconded. All in favor. The final mylar was presented to the board and signed.

**Item 6: Alternates & Appointments:** Caleb D. updated the board on the List Serve post looking for alternates to serve on the board. He received one response, Heidi Wilson and invited her to the meeting. Heidi W. introduced herself to the board and expressed interest in serving as an alternate. The board also discussed the letter received from Kelley Monahan expressing her interest in serving as an alternate. Mark A. made a motion to appoint Heidi W. as an alternate. Caleb D. seconded. All in favor. Ruth H. made a motion to appoint Kelley M. as an alternate. Mark A. seconded. Yes 5 No 1 Abstain 1. Mark A. confirmed he would send a letter to Kelley to let her know about the appointment as an alternate. The board then discussed the need to appoint someone to fill the open position left by Martha R. Charles S. made a motion to appoint Ann G. as a member of the board. Mark A. seconded. All in favor. Caleb D. also reminded the board that there was never an official appointment of secretary after Martha R. left. Paul G. made a motion to appoint Caleb D. as secretary. Mark A. seconded. All in favor.

**Item 5: Fee Subcommittee Update:** Renee T. updated the board as she had spoken with the attorney, and according to RSA 673:16, paragraph 3 allows the board to update the planning board fees without a public hearing. The board discussed the need to still add it to the agenda for next month's meeting. The board decided they would also discuss streamlining the completed application process at the same time.

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**Other Business:**

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

Respectively submitted, Caleb Day, Orford Planning Board Secretary.

**Tentative Meeting Agenda for September 9th, 5:30 PM Town Offices**

Paul G. made a motion to adjourn the meeting at 6:51PM. Mark A. seconded. All in favor.