

Approved

Orford Planning Board

September 09, 2025 Meeting Minutes

**Town of Orford Planning Board  
Meeting Minutes - September 09, 2025, Meeting**

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

*Board members absent:* Ruth Hook-Member; Kelley Monahan-Alternate.

*Public attending in person:* Harry Burgess, Pioneer Land Surveying; Anne Duncan Cooley.

*Public attending virtually:* none.

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

Mark A. designated Heidi W. to fill the vacant member seat for the meeting. All in favor.

**Item 1: Review minutes from August 12th Meeting:** Caleb D. & Paul G. stated corrections to the Aug 12th meeting minutes. Mark A. made a motion to approve the minutes with corrections. Paul G. seconded. All in favor.

**Item 2: Continued Public Hearing for Minor Subdivision for Map 8-32 Lot 49, George Schwarz, and LLA Map 8-32 Lot 53:** Mark A. reopened the public hearing at 5:35 PM and reminded the board of the proposed minor subdivision of 8-32 Lot 49 located at 1937 Rt 25A. The proposed minor subdivision would create two new lots: Lot 49E (2.95 acres) and Lot 49F (121.61 acres), and leave Lot 49 (15.86 acres) with existing structures. The application also included a lot line adjustment of 0.28 acres, transferring 0.28 acres from Lot 49 to Lot 53, owned by Karen Wertman. Harry B. Pioneer Land Surveying presented the board with a new proposal after meeting with owners Schwarz and Wertman. The applicants dropped the lot line adjustment of 0.28 acres, as there was some concern about altering lot 53, a parcel with a deeded ROW. Therefore, the corrected acreage for each proposed lot under the minor subdivision was as follows: lot 49E (2.95 acres), lot 49F (121.61 acres), and lot 49 (16.14 acres) with existing structures. The public hearing was closed at 5:48 PM. Tom T. made a motion to approve the minor subdivision for Map 8-32, Lot 49, to create two new lots. Mark A. seconded. All in favor. Mylar was presented and signed.

**Item 3: Lot Line Application for Map 8-31-82 Ruth Cserr Living Trust and Map 8-31-82A Edmond & Anne Duncan Cooley Trust:** Mark A. confirmed with the application checklist that

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all necessary items had been received. Renee T. presented the board with receipts from the mailing of all abutters and public notice. Mark A. acknowledged the waiver requested for base flood elevations on the map. Mark A. made a motion to accept the application as complete. Tom T. seconded. All in favor. Mark A. opened the public hearing at 5:53 PM. Anne Duncan Cooley presented the application for a lot line adjustment. The purpose of the lot line adjustment is to annex 2.3 acres, purchased by Edmond & Anne Duncan Cooley, from Map 8-31-82 to Map 8-31-82A. With the proposed lot line adjustment, the total acreage for 8-31-82A would increase to 4.2 acres. Anne C. outlined for the board where the boundary lines would change on the map. The board discussed the need for the proposed new boundary line on the final mylar. The public hearing was closed at 5:59 PM. Mark A. made a motion to accept the waiver of inclusion of base flood elevations on the map, as it is not applicable. Ann G. seconded. All in favor. Tom T. made a motion to approve the application for a lot line adjustment of 2.3 acres from 8-31-82 to 8-31-82A. Paul G. seconded. Mark A. proposed that the mylar should include a boundary legend to reflect the new boundary line. Mark A. made a motion to amend the motion for approval of the lot line adjustment on the condition of approval that the final mylar includes a boundary legend to reflect the proposed new boundary, and the old boundary is eliminated. Tom T. seconded. All in favor.

**Fee Schedule Update:** Renee T. presented the proposed new fee schedule properly formatted for the public. Paul G. updated the board on all the fees that weren't present on previous drafts, such as the public notice, abutter mailers, and interest holder notice fee. Tom T. confirmed the mailing of the mylar fee had been updated to reflect the proposed plan. The board plans to mail the mylar via certified mail to the Grafton County register of deeds. Heidi W. asked for clarification regarding the table outlining the cost breakdown of lots for a major subdivision. Renee T. confirmed she will add back the headers to prevent any further confusion. Charlie S. confirmed the checklist found on each application will be updated to reflect the new proposed fees. Renee T. also reminded the board that they would not need a public hearing to change the new fee schedule under RSA 673:16 III. Mark A. made a motion to approve the new fee structure effective September 17th. Caleb D. seconded. All in favor. Charlie S. made a motion to amend the previous vote. Mark A. seconded. All in favor. Mark made a motion to approve the new fee schedule effective September 24th. Caleb D. seconded. All in favor.

**Other Business:**

**New Zoning/Land Use Law:** Charlie S. presented to the board new NH zoning/land use laws he had come across. The board discussed Class VI roads RSA 674:41 I(c). The board also discussed updates to state regulations for Accessory Dwelling Units (ADU). Currently, there are no regulations on ADUs in Orford. The board discussed the need to review Orford regulations and determine if they need to be updated. Ann G. also pointed out that the website needs to be updated. Ann G. agreed to work on updating it with current members.

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

Respectively submitted, Caleb Day, Orford Planning Board Secretary.

**Tentative Meeting Agenda for October 14th, 5:30 PM Town Offices**

Mark A. made a motion to adjourn the meeting at 6:33 PM. Charlie S. seconded. All in favor.