

Approved

Orford Planning Board

November 18, 2025 Meeting Minutes

**Town of Orford Planning Board  
Meeting Minutes - November 18, 2025, Meeting**

*Board members present:* Mark Adamczyk-chair; Caleb Day-secretary; Tom Thomson-member; Ruth Hook-member; Renee Theall - UVLSRPC; Kevin Follensbee-selectboard member; Kelley Monahan-alternate; Heidi Wilson-alternate.

*Board members absent:* Paul Goundrey, Ann Green, and Charlie Smith.

*Public attending in person:* Harry Osmer

*Public attending virtually:* None.

Mark A. called the meeting to order at 5:30 PM. Mark A. appointed Kelley M. and Heidi W. to fill in for board members Paul G. and Ann G. We have a quorum.

**Item 1: Review the minutes from the October 14th Meeting:** Caleb D. noted a correction for the next meeting date from Nov 11th to Nov 18th. Tom T. made a motion to approve the minutes with corrections. Ruth H. seconded. All in favor.

**Item 2: Review the Proposed Planning Board Budget:** Mark A. outlined the proposed budget for 2026. The main change from 2024 to 2025 was the decrease in the use of legal/professional fees. Mark A. noted the importance of the legal professional help the board receives, but understands it fluctuates from year to year depending on the applications. The changes from last year's budget include: an increase in planning assistant from \$14,000 to \$16,000, an increase in advertising from \$250 to \$300, and an increase in postage from \$200 to \$400. The decreases in line items include: legal/professional fees decreased from \$6,000 to \$5,500, dues and subscriptions decreased from \$300 to \$200, and office supplies decreased from \$400 to \$200. Mark A. asked the board for input. Ruth H. asked if the secretarial position should return to being a paid position. Caleb D. stated he didn't want to be paid to take minutes at this time.

**Other Business:**

Ruth H. acknowledged Harry Osmer in the audience. Caleb D. had called and invited Harry O. at the board's request to join as an alternate. Ruth H. made a motion to appoint Harry Osmer as an alternate. Kelley M. seconded. All in favor.

Renee T. asked if the board would like to adjust the application filing deadline for the January 13th meeting. The usual deadline is 21 days before the meeting, which would put the application filing deadline of December 23rd. The new deadline would be December 16th to allow for more

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time to accommodate the slower mail during the holiday season. The board agreed to change the application filing deadline to December 16th.

**Cell Tower Ordinance Discussion:** Tom T. asked if there was any update on the cell tower discussion and mailer completed earlier in the year. Kevin F. clarified that updating the cell tower ordinance was started several years ago by the selectboard, but the town council stated it had to be done through the planning board. Ruth H. confirmed with Renee T. that there was a representative from a company that had worked with the town of Wilmot who could be reached out to for discussion on our town ordinance. Renee T. clarified that this representative would be from the company involved in the application for a cell tower in Wilmot. Kelley M. asked for clarification of the intent to repeal or modify the current ordinance. The board discussed how they would most likely make suggestions to alter the current ordinance, with a warrant article being voted on at the town meeting to make changes to the ordinance. Tom T. and Kevin F. discussed the safety concerns with no cell service being available past Townshed Rd., all the way to the Wentworth town line. Heidi W. asked for clarification on infrastructure needed for cell service being different from the infrastructure needed for calling the police. Kevin F. stated that the police department uses a UHF radio. A repeater could be placed or space rented on a hypothetical tower to allow for police calls and cell service. Which would be two different frequency setups. Kevin F. confirmed via tax records that U.S Cellular owns land in East Orford. Renee T. stated that often these cell companies do their research and often target “dead zones”. Mark A. and Tom T. confirmed there was overwhelming interest in modifying the cell tower ordinance. Mark A. did note one resident attending several past meetings to voice opposition to cell towers. Ruth H. asked that topics not completed be left on the agenda until completed. Kevin F. explained that the warrant article has to be submitted by January 27th, as that is when the public hearing is scheduled. Renee T. outlined that the warrant article to amend the ordinance would have to be discussed at a public hearing by the Jan 13th meeting. Renee T. and Kevin F. discussed researching who the appeal of the ordinance goes to, as there is no zoning board in Orford. The board discussed researching different cell tower ordinances in local towns prior to next month’s meeting to gather information to update the ordinance. Kevin F. to attend the NH municipal conference and will ask for some guidance on how to proceed with the ordinance.

**Closet Space:** Kevin F. asked to use the planning board’s closet space for the town treasurer at the request of the secretary of state. The board discussed and agreed that any important planning board materials could be consolidated and placed in a locked filing cabinet in another closet.

**-Review any invoices/mail:** No new invoices/mail  
Respectively submitted, Caleb Day, Orford Planning Board Secretary.

**Tentative Meeting Agenda for December 9, 2025, 5:30 PM Town Offices**

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- Cell Tower Ordinance Discussion

Ruth H. made a motion to adjourn the meeting at 6:12 PM. Kelley M. seconded. All in favor.