

Approved

Orford Planning Board

February 10, 2026 Meeting Minutes

**Town of Orford Planning Board
Meeting Minutes - February 10, 2026, Meeting**

Board members present: Mark Adamczyk-chair; Paul Goundrey-vice chair; Caleb Day-secretary; Tom Thomson-member; Ruth Hook-member; Ann Green-member; Charlie Smith-selectboard member; Harry Osmer-alternate; Heidi Wilson-alternate; Kelley Monahan-alternate.

Board members absent: none

Public attending in person: Jacob Burgess - Pioneer Land Surveying, Thomas Hahn - Forest Resource Consultants LLC, Deborah McGoff, Alan Bean, Brianna Bean, Ron Taylor, Nick Thomson, Theresa Taylor, and JoAnne Fratus.

Public attending virtually: Renee Theall - UVLSRPC, Wendell Jesseman, Amory Host, Jarret Olsen.

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

Item 1: Minor Subdivision Application for Map 08-95 Lot 08, Deborah McGoff: Mark A. reviewed the application checklist and confirmed the application was complete. Renee T. confirmed abutters' notices were sent out, and public notice of hearing was posted in the Journal Opinion and posted at the Orford Post Office on January 29th. Mark A. made a motion to accept the application as complete. Tom T. seconded. All in favor. The board invited Jacob Burgess, Pioneer Land Surveying, to present the application. Jacob B. presented an updated survey map to the board. The proposed subdivision would be to take Map 08-95 Lot 8 and subdivide 2.62 acres from Lot 8, which currently houses a salvage yard. Jacob B. pointed out the proposed wells outlined on the map per the requirement of the state. Both lots (Lot 8-2.68 acres) and (Lot 8A-2.62 acres) are under 5 acres and required state approval, which was received on January 22nd. Jacob B. confirmed perc test locations in each proposed lot. Paul G. asked for a DES letter confirming the perc test in the application. Jacob B. confirmed it would have been sent to the selectmen's office and pointed out a note on the proposed survey when approval was received. Ann G. asked if UVLT had contacted the application or board, as they are an abutter (Map 8-95-Lot 5). The applicant and board confirmed no correspondence had been received. Mark A. opened the public hearing at 5:43 PM. No public comments. The public hearing closed at 5:44 PM. Ann G. made a motion to approve the minor subdivision of Map 08-95 Lot 8 to create two lots: Lot 8-2.68 acres and Lot 8A - 2.62 acres. Tom T. seconded. All in favor. Jacob B. presented the Mylar to be signed.

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Item 2: Minor Subdivision Application for Map 08-31 Lot 45, Connecticut Valley Trucking:

Mark A. reviewed the application checklist and confirmed the application was complete. Renee T. confirmed there are two waivers for the board to review. Renee T. also confirmed all abutters were notified of the public hearing, and legal public notice was given in the Journal Opinion and posted in the Orford Post Office on January 29th. Renee T. also confirmed that both of these proposed lots would be over 5 acres, and no state approval is needed. Mark A. outlined both waiver requests. Waiver 1, to relax 1 inch = 100 ft scale requirement (Section 5.02 - Map Documentation Subdivision Regulation). Waiver 2, relaxation of the required on-site sewage and wells (Section 5.03 - Survey; J. Location of existing and proposed wells and on-site sewage disposal systems, Orford Subdivision Regulations). Mark A. confirmed these would each be discussed and voted on separately before application approval. Mark A. made a motion to accept the application as complete. Ann G. seconded. All in favor. Mark A. opened the public hearing at 5:51 PM. Jacob B. presented a revised proposed survey map showing the DOT-approved 2 driveway access points for Map 08-95 Lot 45 and 1 DOT-approved driveway access point for proposed Lot 45A. The proposed subdivision would create 2 lots, Lot 45A - 25.25 acres and Lot 45 - 93.02 acres. Paul G. clarified with Jacob B. a stream running through the northern section of Lot 45 via the legend. Jacob B. explained the reason for waiver 1 as it is such a large lot that the current scale requirements would require several sheets of paper. This is why the waiver has been requested and why the survey scale is 1 inch = 200 ft. Waiver 2 has been requested because there are no current wells or sewage systems on either lot, and due to the size of both lots, any proposed wells or septic systems could be completely different from where they end up being placed. Jacob B. outlined both test pit locations for the proposed lots per subdivision regulations. Mark A. asked for public comment. Kelley M. was concerned with setting precedent on scale and well location. Wendell Jesseman identified himself via Zoom as an abutter 08-31 Lot 44 and asked if this subdivision was happening near Quintown Rd. and was concerned this subdivision would land-lock his lot, as his only access is off Quintown Rd. The board and Jacob B. confirmed with Wendell J. several times that this proposed subdivision was off NH Rt. 25A. Renee T. shared the proposed survey via Zoom to help clarify the location of the subdivision. The public hearing was closed at 6:07 PM. Paul G. made a motion to approve waiver 1: to relax the 1 inch = 100 ft scale. Tom T. seconded. All in favor. Tom T. made a motion to approve waiver 2: to relax the location of existing and proposed wells and sewage systems. Mark A. seconded. 6 Yes, Ann G. opposed and felt it would be taking a precedent. Paul G. and Tom T. recommended that the board review this requirement and discuss it for future applications. Mark A. made a motion to approve the application for a minor subdivision of 08-31 Lot 45 to create two lots: Lot 45A - 25.25 acres and Lot 45 93.02 acres. Tom T. seconded. All in favor. Jacob B. presented the Mylar. The board thanked Jacob B. for coming.

Item 3: Lot Line Adjustment Application for Map 08-29 Lot 63, Indian Pond, LLC., and

Map 08-29 Lot 64, Jarret & Caitlin Olsen: Paul G recused himself as an abutter. Caleb D. made a motion to seat Kelley M. to fill his seat for the application. Tom T. seconded. All in

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favor. Renee T. confirmed all abutters had been notified via certified mail, and legal public notice was given on January 29th in the Journal Opinion and posted in the Orford post office. The applicant has requested 3 waivers, and Indian Pond LLC has designated Thomas Hahn - Forest Resource Consultants LLC as their authorized agent, and Caitlin Olsen has been designated as Olsen's designated agent. Mark A. reviewed the application checklist for completeness. Ann G. made a motion to accept the application as complete. Kelley M. seconded. All in favor. The public hearing opened at 6:17 PM. Heidi Wilson, abutter asked for clarification on the survey map as she had previously conveyed 24.64 acres (08-29 Lot 69) to Indian Pond LLC (8-29 Lot 63) in 2022. The board, along with Tom H. clarified where the 24.64 acres had been conveyed. Tom H. clarified that it had been a surveying lot error. Tom H. explained Indian Pond LLC. (08-29 Lot 63 - 247.81 acres) was requesting a Lot Line Adjustment with Jarret & Caitlin Olsen (08-29 Lot 64 - 127 acres). The adjustment would be to annex 179.45 acres from 08-29 Lot 63 to 08-29 Lot 64. The final total for lot 63 would be 68.36 acres, and the final total for lot 64 would be 306.45 acres. Tom H. explained that the line drawn is based on topography, allowing for future timber harvest. Tom H. also explained the 3 waivers requested. Waiver 1, relax the scale requirements (5.02 Map scale no smaller than 1 inch = 100 ft) to allow 1 inch = 300 ft, as the size of the lots would require multiple sheets with the current scale regulations. Waiver 2, for a perimeter survey (5.03.C Perimeter survey for the entire survey) of parcel 08-29 Lot 64, as the bulk of the perimeter has frontage on Indian Pond & Archertown Rd. Waiver 3, (5.03.K Base flood elevations) Corner of 08-29 Lot 64 has Zone A flood area along Archertown Rd., and noted it in the application. Mark A. asked for public comment. None received. The public comment closed at 6:27 PM. Mark A. made a motion to approve Waiver 1 - 5.02 Map scale no smaller than 1 = 100 ft. Tom T. seconded. 6 Yes 1 No. Kelley M. opposed and stated that the purpose of this requirement is so it can be seen and reproduced, and with such a large lot with the potential for future subdivision, the requirement is there for communication and perpetuity for the record of what it is, and Kelley M. sees multiple sheets brought in all the time. Tom T. made a motion to approve waiver 2 - 5.03.C Perimeter survey for the entire survey. Kelley M. seconded. All in favor. Kelley M. made a motion to approve waiver 3 - 5.03.K Base flood elevations. Tom T. seconded. All in favor. Renee T. asked if there were any objections from the other property owner. Jarrett Olsen via Zoom stated he had no objections. Mark A. made a motion to approve the Lot Line Adjustment between 08-29 Lot 63 (Indian Pond LLC) and 08-29 Lot 64 (Jarret & Caitlin Olsen). Ann G. seconded. All in favor. The board thanked Kelley M. for filling the seat. Tom H. presented the mylar. The board thanked Tom H. for coming to the meeting. Ann G. asked for paper copies of certified mail to abutters to be placed in the applications folders. Renee T. to bring in.

Other Business:

Review Minutes from January 13th Meeting: Caleb D. noted the correct spelling of "Goundary" to "Goundrey". Paul G. noted in Item 4, changing the wording in line 23 from

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“board” to “subcommittee”. Also, to add to Harry O. clarification on meeting times on page 3 to include “Expect when town meetings and state/federal elections fall on the 2nd Tuesday. In this case, it would be the 3rd Tuesday of the month.” Ruth H. made a motion to approve the minutes with corrections. Tom T. seconded. All in favor.

Ruth H. asked for a non-public session to discuss and appoint members to the telecommunication subcommittee. Renee T. clarified RSA 91.A states that there needs to be a reason to go into non-public. Renee T. listed reasons for needing a non-public; the board has received legal counsel or advice, hiring, firing, or disciplining a public employee, or discussions that would likely adversely affect the reputation of any person other than a member of the public body itself. The board discussed the reasons for going non-public and felt RSA 91-A:3 “Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.” Fit the description for going non-public. But since the telecommunications subcommittee appointment and the option for a non-public meeting were not on the agenda, the board would move this to next month's meeting.

Ruth H. stated that after doing research, she understands that the planning board can appoint alternates, but the signing off of alternates goes before the selectboard. Also, once alternates are appointed, staff (Renee T.) must send a list to be approved by the selectboard. Heidi W. and Harry O confirmed they have since been sworn in by Deb Hadlock since last month's meeting. Renee T. to reach out to legal to confirm the board is following the correct procedure with the appointment of alternates.

Mark A. stated his resignation from the board, effective at the end of the meeting. The board thanked Mark A. for serving on the board. Kelley M. stated that with Mark A. resigning from the board that leaves a vacancy on the board, and with the town meeting coming up, that information needs to be communicated to the public if a write-in campaign is to be pursued. The board also discussed that an alternate could be appointed to fill the remainder of the term.

Heidi W. asked if the proper rules of procedure were not followed to appoint the alternates, and if anything they voted on counts? The board discussed that it would be important to get clarification from legal on the correct appointment procedure. But at this time, no alternate votes have been tie breaking votes when they have been appointed to fill a vacancy at meetings.

JoAnne F. asked if Renee T. had researched whether Heidi W. can serve on the telecommunications subcommittee as a member of the public, as she is an alternate. Renee T. to continue to research.

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-Review any invoices/mail: Mark A. confirmed and signed the invoice from the UVLSRPC for the monthly retainer/expenses.

Mark A. and Caleb D. signed mylar for the 3 applications completed at tonight's meeting, and left them with their applications with Esther M.

Respectively submitted, Caleb Day, Orford Planning Board Secretary.

Tentative Meeting Agenda for March 17, 2026, 5:30 PM Town Offices

- **Telecommunications subcommittee members appointment**
- **Non-public session**

Ruth H. made a motion to adjourn the meeting at 6:59 PM. Charlie S. seconded. All in favor