

Approved

Orford Planning Board

March 24, 2026 Meeting Minutes

**Town of Orford Planning Board  
Meeting Minutes - March 24, 2026, Meeting**

*Board members present:* Paul Goundrey-vice chair; Caleb Day-secretary; Ruth Hook-member; Kelley Monahan-member; Charlie Smith-selectboard member; Heidi Wilson-alternate; Harry Osmer-alternate; Renee Theall-UVLSRPC.

*Board members absent:* Tom Thomson

*Public attending:* none

Paul G. called the meeting to order at 5:34 PM. We have a quorum.

**Item 1: Organizational updates/Planning Board members/ Officer appointments:** Ruth H. made a motion to appoint Paul Goundrey as Chair. Caleb D. seconded. All in favor. Kelley M. made a motion to appoint Ruth Hook as Vice-Chair. Charlie S. seconded. All in favor. Kelley M. made a motion to appoint Caleb Day as Secretary. Paul G. seconded. All in favor. The board discussed the vacancy on the board left by Mark Adamczyk's resignation and asked the alternates if they would be interested in being appointed to fill the member seat till the next election. Heidi W. expressed interest. Kelley M. made a motion to appoint Heidi Wilson to the vacant member seat until the next election at Orford's town meeting in March 2027. Paul G. seconded. All in favor. The board also discussed the need for more alternates to serve on the board. Caleb D. confirmed he would post at the post office and on the list serve before next month's meeting.

**Item 2: Review Minutes from February 10th Meeting:** Caleb D. noted on page 2, line 6, the correct spelling should be "outlined", not outlines. The board also discussed the proposed agenda for the meeting date of March 17th, which the board had agreed upon. Due to the meeting dates being posted, the board ended up meeting on March 24th, as this date had already been posted on the town website. In the future, the board agreed that regular meetings will be on the 2nd Tuesday of each month. Except when town meetings and state/federal elections fall on the 2nd Tuesday. In this case, it would be the 3rd Tuesday of the month. Paul G. made a motion to approve the minutes with corrections. Kelley M. seconded. All in favor.

**Item 3: Cell Tower Subcommittee:** The board discussed the proposed subcommittee members: 3 planning board members and 2 members of the public. The board agreed Ruth H., Tom T., and Heidi W. should serve as the members from the planning board. Charlie S. confirmed he would step aside to let Heidi W. serve on the committee as a board member. The board acknowledged that John Adams and JoAnne Fratus had expressed interest in serving on the subcommittee. The

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board discussed that since the last posting on the list serv and the post office looking for members of the public for the committee had been done on Jan 24th, and felt the committee should still meet as they would lose another month as the deadline for a draft is September 2026. But the board requested Caleb D. to post again on the list serv for interested Orford citizens. Charlie S. passed out copies of Orford's current telecommunications ordinance, Mark A's rough draft of the updated telecommunications ordinance, and the NH deployment of PWSF guidelines. Charlie S. asked about the purpose of the subcommittee. Caleb D. quoted from January 13th Meeting Minutes: " To explore revisions to the February 5, 2001, Telecommunication Ordinance in response to the mailer completed by the citizens of Orford in the summer of 2024. And to make recommendations to the full Orford Planning Board. The committee will have 5 members: 3 planning board members and 2 citizens." Caleb D. confirmed that he stated the purpose of the committee in the post on the list serv and the poster put up at the post office. Charlie S. acknowledged Mark A's rough draft of an updated cell tower ordinance and requested that the subcommittee provide updates. Paul G. confirmed the cell tower ordinance would be kept on the agenda so the board could receive monthly updates from the subcommittee. Paul G. made a motion to appoint Tom Thomson, Ruth Hook, and Heidi Wilson to serve on the cell tower subcommittee as the 3 planning board members. Charlie S. seconded. All in favor. Paul G. made a motion to appoint John Adams to the cell tower subcommittee as a member of the public. Heidi W. seconded. All in favor. Charlie S. made a motion to appoint JoAnne Fratus to the cell tower subcommittee as a member of the public. No second motion received. Motion died. Heidi W. acknowledged from previous conversations with JoAnne F. that she is very sincere and a nice person. But her interest is in blocking cell towers for health reasons. Which may be perfectly reasonable. But it is illegal. And having her on the committee will be a delay. The board agreed and requested another posting for subcommittee members. Caleb D. confirmed he would post prior to next month's meeting on the list serve and post office for alternates and subcommittee members. Renee T. confirmed she would convert the document from PDF to Word to allow the subcommittee to review and possibly edit at their future meetings.

### **Other Business:**

Paul G. asked the board to review recent waiver requests from past applications and discuss them at next month's meeting.

Paul G. asked if every member had an Orford Planning Board Handbook. Renee T. to print updated schedule, members, and fees for the members that already have handbooks, and will print 3 new Orford Planning Board Handbooks.

Kelley M. acknowledged the Planning Board in New Hampshire handbook and advised any board members unfamiliar or needing a refresher to complete the open-book certification offered on the website.

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Kelley M. acknowledged the technical difficulty of an abutter on Zoom at the previous meeting. The public had difficulty hearing him via Zoom, and the abutter had difficulty hearing the board members. Kelley M. asked if the board should invest in a microphone for the middle of the table and a speaker for future Zoom meetings. Paul G. felt participation should be in person and that the board should discuss the rules of procedure for Zoom, as well as purchasing a speaker and microphone at next month's meeting. Charlie S. asked what happens when abutters are not local? Ruth H. acknowledged that some abutters from last month's applications only received their legal notice one day before the public hearing. The board discussed that this was due to difficulties with the mail service. Renee T. reminded the board that they could move up their deadline from 21 days. Charlie S. confirmed with Renee T. that this is an Orford policy. Charlie S. made a motion to extend the deadline for applications from 21 days to 28 days. Ruth H. seconded. Heidi W. asked if this could be voted on without being on the agenda. The board agreed it was under "Other Business". Paul G. reminded the board that there still needs to be a public hearing to adopt this deadline extension. Renee T. confirmed in Orford's rules of procedure and subdivision regulations that the deadline for applications is "at least 21 days" prior. Renee T. will check with legal, but as long as there is an application schedule, then the board should be able to amend the application schedule without a public hearing because regulations state "at least 21 days". Charlie S. withdrew the previous motion. Charlie S. made a motion to change the application deadline from 21 days to 28 days before the meeting. Ruth H. seconded. All in favor.

Paul G. let the board know he had spoken with Esther M. about getting a smaller set of property tax maps for the planning board to be kept in the planning board closet. The board agreed that it was a good idea. Esther M. recommended waiting till the tax maps have been updated, as there have been a lot of changes recently.

Renee T. reminded the board has 2 applications for the April meeting. Renee T. brought up the Flood Plain Ordinance and recommended that the Planning Board review the current Flood Plain Ordinance. Currently, the applications to build in the flood plain go before the selectboard. Renee T. to attend a seminar on 3/26 with updates from FEMA. Charlie S. acknowledged Shawn Washburn as the only member of Orford's Zoning Board of Adjustment. Renee T. felt the board should discuss the Zoning Board of Adjustment at a later meeting, as they are the board to seek relief from ordinances. Kelley M. asked if there can be crossover members from the Planning Board to the ZBA. Renee T. confirmed there can be one crossover member.

Charlie S. asked if there was just a person updating Orford's tax maps to reflect subdivisions. Kelley M. reminded the board that the tax map is just a reference. Charlie S. asked who would take over the position? Charlie S. to bring up at selectboard meeting. Charlie S. asked if updating the Master Plan is the planning board's job, as the last one was completed in 2017. The board

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confirmed it was their job, and the board discussed whether it needs to be updated every 10 years. The board decided to discuss at a later date.

Heidi W. asked Renee T. to send the municipal association document for a guide to the cell tower ordinance. Renee T. will send it to the entire board.

**Review any invoices/mail:** Paul G. confirmed and signed the invoice from the UVLSRPC for the monthly retainer/expenses.

Respectfully submitted, Caleb Day, Orford Planning Board Secretary

**Tentative Meeting Agenda for April 14th, 2026, 5:30 PM Town Offices**

- **Previous Application Waivers**
- **Zoom Rules of Procedure/ Mic & Speaker**

Caleb D. made a motion to adjourn the meeting at 6:51 PM. Ruth H. seconded. All in favor