

Approved

Orford Planning Board

April, 14, 2026 Meeting Minutes

**Town of Orford Planning Board
Meeting Minutes - April 14, 2026, Meeting**

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

Board members absent: none

Public Attending: Kevin Follensbee, Lisa Camarra, Ann Green, Rick Ullrich, Amory Host, and Thomas Hahn - Forest Resource Consultants LLC.

Paul G. called the meeting to order at 5:35 PM. We have a quorum.

Paul G. recused himself as an abutter to both applications presented tonight. Ruth H. chaired the application portion of the meeting.

Item 1: Lot Line Adjustment Application for Map(s) 8-29 Lot 54B, 55, and 57, Indian Pond LLC: Ruth H. confirmed with Renee T. that the application checklist seemed complete. Renee T. confirmed the check has been received, abutters have been notified via certified mail, and the legal notice of a public hearing was posted in the Journal Opinion on 4/3/26. Renee T. also confirmed the curb cut for Lot 55 was approved by the road agent on 3/19/26. The board reviewed the application. Tom T. made a motion to accept the application as complete. Kelley M. seconded. All in favor. The public hearing opened at 5:41 PM. Thomas Hahn - Forest Resource Consultants LLC, representing Indian Pond LLC. presented the proposed Lot Line adjustment to the board. The current acreage is 8-29-55 (3.8 acres), 8-29-54B (16.88 acres), and 8-29-57 (3.64 acres with existing house, well, and septic). The proposed adjustment would be to add 4.21 acres from 8-29-54B to 8-29-55. As well as to add 2.18 acres from 8-29-54B to 8-29-57. The final total for each lot would be: 8-29-55 (8.01 acres), 8-29-54B (10.50 acres), 8-29-57 (5.82 acres). Tom H. also shared the curb cut approval for a shared driveway on Lot 55 to access both Lot 55 and 54B. Tom H. also outlined the deed language on a right-of-way easement for access to lot 54B via a shared driveway with lot 55. The language also explained a driveway maintenance plan. As well as a view easement on lot 54B to benefit lot 57. Renee T. confirmed language in the application for shared driveway and view easement. Public comment opened at 5:48 PM. No public comment. The public hearing closed at 5:49 PM. Ruth H. confirmed no waivers on this application. Tom T. made a motion to approve the Lot Line adjustments for 8-29 Lot 55, Lot 54B, and Lot 57. Heidi W seconded. All in favor. Tom H. presented the Mylar to be signed.

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Item 2: Minor Subdivision Application for Map 8-29 Lot 63, Indian Pond LLC: Ruth H.

confirmed with Renee T. that the application checklist seemed complete. Renee T. confirmed the check was received, abutters were notified via certified mail, and a legal notice of public hearing was posted in the Journal Opinion. One waiver was received for the scale of 1 inch = 150 ft. Proposed easements were outlined in the application packet. Curb cut approval was given on 3/19/26 by the road agent, and each lot does include 50 ft of road frontage. Paul G. asked for copies of the approved curb cuts. Tom H. offered copies of the 3 approved curb cut applications to be added to the packet. Renee T. clarified that curb cut approvals are under the planning board use section of the checklist, as they could still be pending and could be used for conditional approval. The board reviewed the curb cut applications for approval. Kelley M. made a motion to deem the application complete. Tom T. seconded. All in favor. Ruth H. opened the public hearing at 6:05 PM. Tom H. presented the proposed minor subdivision of Lot 63 (68.36 acres) to create 2 new lots. The proposed new lots would be: 8-29 Lot 63 (13.55 acres), Lot 63A (30.37 acres), and Lot 63B (24.44 acres). Lot 63 would have 589 ft of road frontage, Lot 63A would have 93.57 ft, and Lot 63B would have 798 ft of road frontage. Tom H. outlined the proposed easement to allow a driveway, log landing, and skid trail to access 8-29-63A via lot 63 for timber harvest and forest management. As well as a 100 ft no building setback on 8-29 Lot 63, 63A, and 63B. Tom H. also outlined the request for a change in scale 5.02 map scale no smaller than 1 = 100 ft. The map scale is 1 = 150ft, as the requirement of 1 = 100 ft would require multiple sheets. Caleb D. clarified with Tom H. the location of the proposed well and septic sites on the map. Public comment opened at 6:09 PM. No public comment. The public hearing closed at 6:10 PM. Heidi W. made a motion to approve the waiver for 5.02 map scale no smaller than 1 = 100ft. Tom T. seconded. All in favor. Tom T. made a motion to approve the minor subdivision for 8-29 Lot 63. Heidi W. seconded. All in favor. Tom H. presented the Mylar to be signed. The board thanked Tom H. and Amory Host for attending the meeting.

Item 3: Review Minutes from March 24th Meeting: Heidi W. noted on page 1, item 2, line 5 should say “except”, not “expect”. Kelley M. made a motion to approve the corrected minutes. Ruth H. seconded. All in favor.

Item 4: Cell Tower Subcommittee: Paul G. noted we still need another member of the public to serve on the subcommittee. Paul G. acknowledged Lisa Camarra, who had reached out after the recent list serv post seeking members. Heidi W. stated she has reached out to Ted Cooley to see if he knew of anyone with technical experience with cell towers, but hasn't heard back. Lisa C. introduced herself to the board and expressed interest in serving on the subcommittee. She is very interested, as she is a dispatcher and is very familiar with the dangers of medical emergencies in areas with no cell service. Charlie S. clarified with the board that the purpose is to update the ordinance. Tom T. reminded the board of the mailer sent to the citizens of Orford. The board discussed the purpose is to update the ordinance in response to the mailer sent out in the summer of 2024. Kelley M. reminded the board that there will be plenty of time for input

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from the public, as the board will have to have a public hearing prior to voting on updating the ordinance at the town meeting. The board also discussed that any updates recommended by the subcommittee shouldn't be more prohibitive than any rules already in place. Paul G. made a motion to appoint Lisa Camarra to the cell tower subcommittee. Ruth H. seconded. All in favor. Renee T. reminded the subcommittee members that all meetings are subject to RSA 91a and must have minutes and agendas with 24-hour public notice, and that the meetings are open to the public. Kelley M. clarified that John Adams was voted in as the other member of the public at the March meeting. Paul G. confirmed.

Item 4: Review Waiver Requests process review: Paul G. asked to move this to the May meeting as there may not be enough time to discuss. The board agreed.

Item 5: Flood Plain Ordinance: Renee T. clarified to the board that any ordinance that is created is done by the planning board. And the Zoning Board of Adjustment is there to seek relief from the ordinance. Renee T. to send out an OPD webinar on updates to the Flood Plain Ordinance. Charlie S. clarified that the selectboard recently had an interest in building in the flood plain, and the board is looking for members to serve on the ZBA. Kevin Follensbee confirmed the selectboard is looking at rebuilding the ZBA board. Kelley M. expressed interest in serving on the ZBA.

Item 5: Zoom Policy/Remote Participation: Paul G made a motion to make Zoom for viewing only and not for participation. Kelley M. seconded. Paul G. reminded the board of recent meetings in which participation on Zoom has brought about technical difficulties. Renee T. reminded the board that the agenda will have to be amended to state that Zoom is viewing only. Heidi W. asked if the public could submit questions ahead of time. Renee T. confirmed. Ann Green expressed concern with out of town abutters are not able to ask questions or voice concerns. The board voted on the motion 6 Yes 1 No.

Rick Ullrich introduced himself to the board and expressed interest in serving as an alternate. The board requested that he send a letter of interest to the board and come to next month's meeting.

Ann G. left her planning board binder for the board.

Paul G. called a Non Public session pursuant to RSA 91-A:3 II (L) at 7:20 PM.
Roll call vote to go into non - public: Charlie Smith - yes, Tom Thomson - yes, Heidi Wilson - yes, Kelley Monahan - yes, Ruth Hook - yes, Paul Goundrey - yes, Caleb Day - yes.

Paul G. made a motion to end the non-public session pursuant to RSA 91-A:3 II (L) and to seal the minutes at 7:38 PM. Heidi W. seconded. Roll call vote: Charlie Smith - yes, Tom Thomson -

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yes, Heidi Wilson - yes, Kelley Monahan - yes, Ruth Hook - yes, Paul Goundrey - yes, Caleb Day - yes.

Other Business:

-Review any invoices/mail: Paul G. signed the monthly retainer invoice.

Ruth H. and Caleb D. signed the mylar and left with Esther M.

Respectively submitted, Caleb Day, Orford Planning Board Secretary.

Tentative Meeting Agenda for May 12, 2026, 5:30 PM Town Offices

- **Telecommunications subcommittee update**
- **Review Waiver Requests process review**

Caleb D. made a motion to adjourn the meeting at 7:47 PM. Ruth H. seconded. All in favor