



Upper Valley Lake Sunapee Regional Planning Commission

May 15, 2018

Lyme Community Development Committee
Lyme Planning Board
PO Box 126, Lyme NH 03768

Dear Town of Lyme Officials,

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) is pleased to offer the following as our response to your Request For Proposal to conduct a visioning process with regards to development within the Town. UVLSRPC has experience assisting communities with not only developing a consensus driven vision, but also supporting those communities as they strive to implement the vision. We are well versed in the complexities of municipal development. We currently are working with Lyme to inventory your culverts, and have submitted a residential build out analysis for the Lyme Common District.

As a former Town/City Manager with over 20 years experience, including 11+ in nearby Enfield, I fully appreciate the difficulties communities in our region face when it comes to development and how it may affect the tax base. UVLSRPC believes we are uniquely qualified to assist the Town of Lyme in creating a vision that is fully supported by Lyme taxpayers. We look forward to answering any questions you may have regarding our proposal.

Sincerely,

Steven Schneider, Executive Director
Upper Valley Lake Sunapee Regional Planning Commission

Lyme Community Development Vision

2018

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) welcomes the opportunity to offer our proposal to assist the Lyme Community Development Committee and Lyme Planning Board with forming a visioning process for the future development of Lyme.

Our proposal will be split into three areas:

- 1. Research and Data Analysis**
- 2. Meeting Facilitation**
- 3. Next steps for Lyme**

1. Research and Data Analysis:

You have asked for a detailed review of Lyme's current tax base along with other Town specific economic data, as well as how Lyme compares, economically, with your New Hampshire neighbors. Our staff of planners is well equipped to collect and analyze such data. There is plenty of historical demographic data available to help describe the diversity within Lyme, whether that is races, income, age, or some other category. The UVLSRPC assists communities yearly with collecting such data and then incorporating the results into a number of different plans.

What goes into determining the financial health of a community? As the Town Manager of Enfield I had a set of criteria I used to help assess the health, and that set I believe would be useful for Lyme. I would review monthly a few certain statistics and compare them to previous years, such as vehicle registrations, property sales, land use change tax applications, building permits, delinquent property tax payments, and human services requests. Annually I would also look at tax abatement requests, school population, rooms and meals tax receipts – specifically if they exceeded or were short of State projections, and any other non-property tax revenue the Town would receive. Together that data gave me a fairly good idea of how well our residents were performing financially. That data was used to help prepare the annual municipal budget, as well as throughout the year to help manage our annual operating budget. I believe a similar approach can be used in Lyme to help assess your economic situation.

UVLSRPC would also conduct a detailed review of Lyme's existing land use regulations, including, but not limited to, the Zoning Ordinance and Subdivision Regulations. UVLSRPC will also compare Lyme's development criteria within those regulations with neighboring and comparable New Hampshire communities. UVLSRPC also has the capacity to conduct an in-depth GIS review and analysis of other factors that may limit or promote development, such as, topography, natural resources or infrastructure like roads.

2. Meeting Facilitation:

While data collection and review are an essential part of this project, so is involving the public and facilitating their input and perspective. UVLSRPC is proposing at least three separate meetings focused on various development factors. One meeting will be to review and gather public input on the existing tax base. This type of exchange typically identifies general trends and assists in focusing other research and meeting topics. Another meeting will focus on Lyme community expenses. Specifically how Town appropriations impact the typical Lyme resident and how those expenses compare to neighboring communities. These conversations tend to focus on the level of services currently provided by the Town and what it would mean to those services if appropriation levels were changed. For example, if the Town no longer funded FAST Squad services what would that mean to the tax rate and how that would effect the level of service. This type of discussion is helpful in understanding the impact of funding services and what it would mean if changes were made. Finally a third meeting will be an introduction for the final phase of this proposal, that is, how to focus development with in Lyme that is both sustainable and beneficial for existing and future taxpayers.

3. Next Steps for Lyme:

This is where the real work and fun starts. If Lyme is serious about crafting a new vision for development, much more needs to occur. This current RFP should be just the beginning of a long term commitment by Lyme residents about determining what type of community they hope to have and create. It starts with getting a true sense of what development is appropriate for Lyme. UVLSRPC will assist in developing build out analyses based on criteria Lyme establishes. This is a process that takes time and requires significant public involvement. It is essential that the public have every opportunity to review and comment on all aspects of this final step, without their support and buy-in, this process will fail. There are no short-cuts in making major community visioning decisions such as these and we congratulate Lyme for taking the proactive step in recognizing that their current state of affairs is unsustainable.

Lyme Community Visioning

Proposed Budget and Work Tasks for Project Team Staff

SUMMARY HOURS BASED ON PROJECT SCOPE					
Key Project Team Members	Total Hours	Hourly Rate	Direct Labor		Total Labor
Steve Schneider, UVLSRPC	120.00	\$ 60.00	\$ 7,200.00		\$ 7,200.00
Adam Ricker, UVLSRPC	40.00	\$ 60.00	\$ 2,400.00		\$ 2,400.00
Meghan Butts, UVLSRPC	85.00	\$ 60.00	\$ 5,100.00		\$ 5,100.00
Estimated Travel Costs & Expenses					\$ 642.00
Totals					\$ 15,342.00

Staff Organization		SSCHNEIDER UVLSRPC	ARICKER UVLSRPC	MBUTTS UVLSRPC	Cost/Task	Direct Cost		Lyme Culvert Inventory Proposed Task Calendar				
Task												
		\$ 60.00	\$ 60.00	\$ 60.00		Cost	Expense					
Research & Data Analysis								May	June	July	Aug	Sept
Data Collection		40	15	15	\$ 4,200.00	\$ -			<div></div>			
Data Analysis		10	5	10	\$ 1,500.00		Mileage					
GIS Mapping				40	\$ 2,400.00	\$ 642.00			<div></div>			
Meeting Facilitation		40	10	10	\$ 3,600.00	\$ -	Printing and Supplies				<div></div>	
Next Steps Development		30	10	10	\$ 3,000.00						<div></div>	
Total Hours		120	40	85	14700.00	\$ 642.00						

**COMMUNITY DEVELOPMENT VISIONING SERVICE AGREEMENT
BETWEEN
UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION AND THE
TOWN OF LYME
DRAFT**

This agreement is made on the _____ of _____, 2018.

This agreement is between the Upper Valley Lake Sunapee Regional Planning Commission, 10 Water Street, Lebanon, NH 03766 (hereinafter referred to as "Commission"); and the Town of Lyme, PO Box 126 Lyme, NH (hereinafter referred to as the "City").

WHEREAS, the Town desires to engage the Commission to perform certain professional and technical services;

WHEREAS, the Commission and its subcontractors are qualified, and have agreed to perform such services;

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions and agreements herein contained and for other good and valuable consideration, the parties do hereby agree as follows:

1. SERVICES TO BE PERFORMED

The Town agrees to engage the Commission and the Commission agrees to provide professional planning and analytic services. These services are in accord with the RFP that the Town distributed in reference to conducting a visioning process regarding development within the Town.

2. PERIOD OF SERVICES

The period of services for this agreement lasts through December 31, 2018.

3. RENEWAL OPTION

This agreement may be renewed or amended by written agreement specifying the hours per month necessary to complete work, the duration of the contract, the maximum limit of cost and a payment schedule or other pertinent provisions. All other items shall carry forward into future periods of this agreement until such time as not extended or otherwise amended.

4. TERMINATION OF SERVICES

The Town may terminate this contract for any other reason, at any time with written notice to the Commission.

5. COSTS/PAYMENT SCHEDULE

This contract shall be based on Scope of services in Attachment 1

Other direct expenses incurred at the Town's office as a result of work conducted to fulfill this contract such as those associated with producing multiple copies, postage, printing, advertising and other costs shall be expensed upon approval of the Town.

6. LIMIT OF LIABILITY

The Commission agrees to execute the work diligently according to the terms of this contract using properly trained personnel. The Commission shall not be liable for errors resulting from the quality of data supplied to it by any outside sources.

7. ARBITRATION

In case of dispute between the Commission and the Town, arising out of this agreement, which cannot be settled between the Commission and the Town, an arbitrator shall be selected by mutual consent of both parties. The Commission and the Town shall divide the cost of such arbitration equally between them and are bound by the arbitrator's decision.

8. USE OF INFORMATION

All information, analyses and data prepared under this contract shall be the property of the Town. However, the Commission shall have the right to use any analyses and data collected in the normal operation of the Commission. The Commission shall not use any data in such a way as to reveal information about individuals, groups, applicants or applications which should reasonably be considered confidential.

This agreement and any Appendices attached hereto are the entire agreement between the Commission and the Town; and supersede any agreement, oral or written, pertaining hereto.

FOR THE TOWN OF LYME

TOWN OF LYME, SELECTBOARD CHAIR

FOR THE UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTOR

EXHIBIT A: SCOPE OF SERVICES GIS SUPPORT AND TECHNICAL ASSISTANCE

The GIS Analyst provided by the Commission will, within the time constraints of this agreement, perform services in any combination of the following areas as directed by the Director of the City's Planning and Development Department.

The Commission will assist the City in the routine performance of GIS mapping and analysis as well as City staff training and development for a maximum of 16 hours per month. This may include but is not limited to:

- Developing maps upon the request of any City Department, as forwarded through the Planning and Development Department;
- Performing GIS analysis for Planning and Development projects;
- Providing on-demand, personalized training to City staff as directed by the Planning and Development Director;
- Providing technical assistance to the Planning and Development Director to determine appropriate GIS training opportunities for City staff;
- Maintaining and updating the City's parcel data;
- Assist with maintenance of the City's online GIS map services as directed by the Planning and Development Director.

Upon initial consultation, the Commission's GIS Analyst and the City shall determine a general outline for work to be completed for each three-month period.

Should the City's demand for the Commission's GIS services exceed 16 hours per month, or the complexity of work extend beyond routine performance, the Commission will assist the City to develop a scope of services and/or a bid/qualifications process for selecting a third-party consultant to provide dedicated GIS support services to the City.

TOWN OF ENFIELD TIF DISTRICT BUILD OUT ANALYSIS



Prepared By:

Upper Valley Lake Sunapee Regional Planning Commission
30 Bank Street
Lebanon, NH 03766

Prepared For:

Town of Enfield
Tax Increment Finance District Committee
23 Main Street, PO Box 373
Enfield, NH 03748



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The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) submits this build-out analysis report to the Town of Enfield Tax Increment Finance (TIF) District Committee. In fall 2008, the Committee commissioned UVLSRPC to conduct a build-out analysis of the Enfield TIF District (see Appendix A- TIF District Base Map) to answer the following questions:

- What is the residential development potential of the Enfield TIF District under existing development patterns?
- What is the residential development potential of the Enfield TIF District as allowed under existing zoning?
- What is the non-residential development potential of the Enfield TIF District under existing development patterns?
- What is the non-residential development potential of the Enfield TIF District as allowed under existing zoning?

To answer these questions, UVLSRPC completed build-out analyses for the Enfield TIF District under two scenarios: 1) A scenario developed by the TIF District Committee that accounts for existing development trends; and 2) A scenario based on existing zoning in the TIF District. The results of both build-out scenarios are presented in this report. Generally speaking, the results of a build-out analysis can facilitate further discussion relative to the following issues:

- Are there areas projected for development that the community would prefer not to develop or to develop at a lower density?
- Are there areas that the community would prefer to develop at higher densities?
- What steps should the community take now to accommodate future growth?

- What impacts will be associated with the projected growth?
- What additional services, infrastructure, or facilities will be required to serve the needs of future residents and employees?

Postscript: In March 2009, the Laramie Farms Residential Area was removed from the Enfield TIF District as a result of a vote at Enfield's 2009 Town Meeting. Build-out results for the Laramie Farms Residential Area remain in this report and should be considered separate from the build-out results of the Enfield TIF District.

2.0 Build-out Terminology

As the build-out results for the Enfield TIF District are presented in the following sections of this report, terminology will be used that may be unfamiliar to some. The following definitions are provided to assist in interpreting this report.

Build-out: A reference to a hypothetical point in the future when all land in a given geographical area (in this case the Enfield TIF District) that can be developed has been developed.

CommunityViz: CommunityViz is a software package used in conjunction with ArcGIS to develop build-out analyses spatially. This is the software package that was used to develop the Enfield TIF District build-out analyses presented herein.

Numeric Build-out: A numeric build-out analysis consists of a series of mathematical calculations that determine the number of potential lots per existing parcel based solely on area. Numeric build-out analyses do not take into account the specific geography of the lots, as calculations are based only on the total buildable area of each lot. One might consider a numeric build-out analysis to be a "gross" calculation of development potential.

Spatial build-out: A spatial build-out analyses considers the geography of the lot with regards to building placement and setbacks from constraints. Whereas the numeric build-out analysis yields the "gross" development potential, the spatial build-out analysis yields the "net" development potential. The Enfield TIF District build-out results presented in this report are spatial build-out totals.

Floor Area Ratio: Floor Area Ratio is the ratio between the gross floor space in a building and the area of the land it is built on. CommunityViz uses Floor Area Ratio to specify density assumptions for non-residential buildings. Floor Area Ratio (FAR) is determined by the following formula:

$$\text{FAR} = \frac{\text{Total Building Floor Area}}{\text{Total Lot Area}}$$

Total Lot Area

3.0 Data Development

3.1 Tax Parcels

The Town of Enfield provided UVLSRPC with tax parcel data in a Geographic Information Systems (GIS) based format for use in this project.

3.2 Buildings and Assessing Data

To fully utilize *CommunityViz Scenario 360*, GIS building footprint and assessing data was required. The Town of Enfield provided a shapefile containing building footprints, that were digitized from local orthophotography. The shapefile, however, contained data representing garages, sheds, gas station canopies, and other ancillary buildings. For each parcel in the TIF District, UVLSRPC eliminated the ancillary buildings, and attached the appropriate assessing data for each building. In instances where a parcel contained more than one legitimate building, the Town of Enfield's online assessing database was consulted and the appropriate assessing information attached.

3.3 Development Constraints and Natural Features

UVLSRPC compiled existing data from various sources, including wetlands data from the National Wetlands Inventory, conserved lands data from the Society for the Protection of New Hampshire Forests, and steep slopes data from NH GRANIT. Digital floodplain data for each community was previously developed by UVLSRPC from Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps.

The following development constraints were considered in the *CommunityViz* build-out analysis (See Appendix A- Natural Constraints Map):

- A 400' sanitary radius around town wells.
- All National Wetlands Inventory (NWI) wetlands, including a town-mandated 50' protective buffer around all wetlands.
- All Federal Emergency Management Agency (FEMA) defined Regulatory Floodways
- All slopes of 25% or greater.
- A 50' protective buffer around protected shorelands, as mandated by the New Hampshire Comprehensive Shoreland Protection Act (CSPA).
- Other non-buildable parcels, including Huse Park and the Route 4 Cemetery.

These lands were removed from the analysis and considered to be unbuildable in both build-out scenarios.

4.0 Build-out Scenario #1

4.1 Build-out Scenario #1 Assumptions

Build-out Scenario #1 divides the Enfield TIF District into 12 sections (or sub-districts), each with unique assumptions (See Appendix A- Scenario #1 Build-out Assumptions Map):

Anderson Hill West Residential Area (2 DU/Acre)

This sub-district includes the area within the TIF District north of U.S. Route 4 and west of Anderson Hill Road, ending approximately 400 feet east of Maple Street. Historic development patterns in this area have been influenced primarily by steep grade changes, making higher density development a challenge. For these reasons, the TIF District Committee assumed a development density of 2 Dwelling Units per Acre for this sub-district.

Laramie Farms Residential Area (2 DU/Acre)

This sub-district includes the area delineated in the Laramie Farms development proposal previously submitted to the Enfield Planning Board. The Laramie Farms development proposal would develop this sub-district to a density of approximately 2 Dwelling Units per Acre.

Postscript: In March 2009, the Laramie Farms Residential Area was removed from the Enfield TIF District as a result of a vote at Enfield's 2009 Town Meeting. Build-out results for the Laramie Farms Residential Area remain in this report and should be considered separate from the build-out results of the Enfield TIF District.

Maple Street Residential Area (2 DU/Acre)

This sub-district includes the area within approximately 300 feet of Maple Street. There is an existing neighborhood along Maple Street developed to a density of approximately 2 Dwelling Units per Acre. It is envisioned that this neighborhood would continue to develop in its current fashion.

Mascoma River Greenbelt (No Development)

This sub-district is comprised of lands along the Mascoma River throughout the TIF District, including Huse Park and other public lands which are envisioned to create a "greenway" along the Mascoma River for recreational and environmental purposes. No development is envisioned to occur in this area.

Mixed-use Area- Baltic Mills (4 DU/Acre, FAR = 0.25)

This sub-district is envisioned to be a mixed-use area, with a 50/50 split of residential and non-residential development. This sub-district will serve as a transition area between the dense, mixed-use downtown core and the less dense commercial area along Route 4 East. Development assumptions include a moderate residential development density of 4 Dwelling Units per acre, and a Floor Area Ratio of 0.20 for non-residential development.

Mixed-use Area- Downtown (8 DU/Acre, FAR = 0.25)

This sub-district comprises Enfield's downtown core, including the entirety of Main Street within the TIF District. This area is envisioned to serve as the most densely developed sub-district of the TIF District, with a 50/50 split of residential and non-residential development. Development assumptions include 8 Dwelling Units per Acre for residential development, and a Floor Area Ratio of 0.25 for non-residential development.

Route 4 West of Oak Grove St- Commercial (FAR = 0.15)

This sub-district includes the areas south of U.S. Route 4 and west of Oak Grove Street. Historic development patterns in this area include primarily non-residential development, including the town's roller skating rink. This trend is envisioned to continue, and a Floor Area Ratio of 0.15 is assumed for future non-residential development in this area.

Route 4 West of Oak Grove St- Residential (4 DU/Acre)

This sub-district includes the areas north of U.S. Route 4 and west of Oak Grove Street to the start of the Laramie Farms Residential Area. Historic development patterns in this area reflect moderate density residential development, including a number of multi-family dwellings. This pattern is envisioned to continue. The TIF District Committee assumed a development density of 4 Dwelling Units per Acre in this sub-district.

Rural Residential Area (2 Acres/DU)

This sub-district is comprised of the lands between the proposed Laramie Farms development and the Maple Street residential area. It is envisioned to be a rural residential area, with limited residential development. The TIF District Committee assumed a development density of 1 Dwelling Unit per 2 Acres in this sub-district.

Southern TIF Residential Area (4 DU/Acre)

This sub-district is comprised of the two parcels south of the Mascoma River Greenway, where the town shed currently exists. It is envisioned that these parcels would be re-developed to a moderate residential density of 4 Dwelling Units per Acre.

U.S. Route 4 East (FAR = 0.15)

This sub-district is the largest by area in the TIF District, and extends along U.S. Route 4 from approximately 500 feet east of Baltic Street to the Canaan Town Line. The area currently features a mixture of residential and non-residential development, but is envisioned to transition into a primarily non-residential area. A mixture of commercial and light industrial uses is anticipated and a Floor Area Ratio of 0.15 was assumed for this sub-district.

Wellhead Protection Area (No Development)

The Wellhead Protection Area includes a 400' sanitary buffer around the town well to protect Enfield's water supply. The Wellhead Protection area also includes the entirety

of the parcel immediately east of the town well. No development is assumed in the Wellhead Protection Area.

4.2 Build-out Scenario #1 Results

The following five tables provide a summary of the build-out analysis for Scenario #1. A map depicting build-out results by sub-district for Scenario #1 can be found in Appendix A of this report (see Appendix A- Scenario #1 Results Map).

Table 4.2 (A): Provides summary build-out results for the entire TIF District.

Table 4.2 (B): Provides residential build-out results by development assumption.

Table 4.2 (C): Provides non-residential build-out results by development assumption.

Table 4.2 (D): Provides residential build-out results by sub-district.

Table 4.2 (E): Provides non-residential build-out results by sub-district.

Table 4.2 (A): Scenario #1 Results Summary

Type of Development	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
Residential (Dwelling Units)	267	306	573
Non-Residential (Square Footage)	348,336	1,015,537	1,363,873

Table 4.2 (B): Scenario #1 Results by Assumption (Residential DU)

District	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
0.5 DU/Acre	N/A	19	19
2 DU/Acre	34	119	153
4 DU/Acre	10	54	64
FAR = 0.15	32	N/A	32
Mixed-use (Downtown)	161	70	231
Mixed-use (Baltic Mills)	29	44	73
No-Build Area	1	N/A	1
Total	267	306	573

Table 4.2 (C): Scenario #1 Results by Assumption (Non-Residential SF)

District	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
0.5 DU/Acre	N/A	N/A	N/A
2 DU/Acre	N/A	N/A	N/A

4 DU/Acre	8,212	N/A	8,212
FAR = 0.15	138,524	761,867	900,391
Mixed-use (Downtown)	83,618	144,876	228,494
Mixed-use (Baltic Mills)	112,942	108,794	221,736
No-Build Area	5,040	N/A	5,040
Total	348,336	1,015,537	1,363,873

Table 4.2 (D): Scenario #1 Results by Sub-District (Residential DU)

District	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
Anderson Hill West Residential Area	29	7	36
Laramie Farms Residential Area	N/A	98	98
Maple Street Residential Area	5	14	19
Mascoma River Greenbelt	1	N/A	1
Mixed-use (Baltic Mills)	29	44	73
Mixed-use (Downtown)	161	70	231
Route 4 West of Oak Grove St. (C)	4	N/A	4
Route 4 West of Oak Grove St. (R)	10	46	56
Rural Residential Area	N/A	19	19
Southern TIF Residential Area	N/A	8	8
U.S. Route 4 East	28	N/A	28
Wellhead Protection Area	N/A	N/A	N/A
Total	267	306	573

Table 4.2 (E): Scenario #1 Results by Sub-District (Non-Residential SF)

District	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
Anderson Hill West Residential Area	N/A	N/A	N/A
Laramie Farms Residential Area	N/A	N/A	N/A
Maple Street Residential Area	N/A	N/A	N/A
Mascoma River Greenbelt	5,040	N/A	5,040
Mixed-use (Baltic Mills)	112,942	108,794	221,736

Mixed-use (Downtown)	83,618	144,876	228,494
Route 4 West of Oak Grove St. (C)	23,296	88,361	111,657
Route 4 West of Oak Grove St. (R)	N/A	N/A	N/A
Rural Residential Area	N/A	N/A	N/A
Southern TIF Residential Area	8,212	N/A	8,212
U.S. Route 4 East	115,228	673,506	788,734
Wellhead Protection Area	N/A	N/A	N/A
Total	348,336	1,015,537	1,363,873

4.3 Build-out Scenario #1 Key Findings

Key Findings (General):

- The Enfield TIF District is 47% residentially built-out under Scenario #1 development assumptions.
- The Enfield TIF District is 26% non-residentially built-out under Scenario #1 development assumptions.

Key Findings (Residential):

- Downtown Enfield is 70% residentially built-out under Scenario #1 development assumptions. The majority of new residential development in Downtown Enfield will be the result of redevelopment of existing lots to higher densities.
- Nearly one-third of all new residential development in the TIF District will come from the Laramie Farms development.

Key Findings (Commercial):

- Downtown Enfield is 37% non-residentially built-out under Scenario #1 development assumptions. The majority of new non-residential development in Downtown Enfield will be the result of redevelopment of existing lots to higher densities.
- Nearly 75% of all new non-residential development in the Enfield TIF District will occur in the Route 4 East sub-district, with a large percentage of that development occurring in parcel 014-069.

5.0 Build-out Scenario #2

5.1 Build-out Scenario #2 Assumptions

Build-out Scenario #2 analyses development potential in the TIF District according to Existing Zoning regulations. Two zoning districts affect the TIF District: the Community Business District (CB) and the Residential One District (R1). Each district has unique development assumptions, according to what is allowed in the ordinance (see Appendix A- Scenario #2- Build-out Assumptions Map).

Residential One District (2 DU/Acre)

The maximum allowed development according to the normal provisions of the Enfield Zoning Ordinance for the Residential One District are:

- 1 Dwelling Unit per Acre (with on-lot water/sewer supply)
- 2 Dwelling Units per Acre (with municipal water/sewer supply)

The Enfield TIF District Committee recommended that the development density of 2 Dwelling Units per Acre be assumed for all Residential One areas of the TIF District.

Community Business District (2 DU/Acre, FAR = 0.36)

Enfield's Community Business District allows both residential and non-residential development. This is reflected in the fact that nearly all areas of the TIF District have a combination of existing residential and non-residential development. Given this reality, the Enfield TIF District Committee assumed a 50/50 split in residential and non-residential development for the Community Business District.

The maximum allowed residential development according to the normal provisions of the Enfield Zoning Ordinance for the Community Business District are:

- 1 Dwelling Unit per Acre (with on-lot water/sewer supply)
- 2 Dwelling Units per Acre (with municipal water/sewer supply)

The Enfield TIF District Committee recommended that the development density of 2 Dwelling Units per Acre be assumed for all residential development occurring in the Community Business District under Build-out Scenario #2.

The maximum allowed non-residential density according to the normal provisions of the Enfield Zoning Ordinance for the Community Business District vary depending on the type of parking accommodations used in the development. Developers could reach the following Floor Area Ratios:

- FAR = 0.46 (On-lot water/sewer, surface parking only)
- FAR = 1.52 (On-lot water/sewer, structured/underground parking only)
- FAR = 0.36 (Municipal water/sewer, surface parking only)
- FAR = 1.19 (Municipal water/sewer, structured/underground parking only)

Currently, the maximum Floor Area Ratio in the Enfield TIF District is approximately 0.75 (at the Copeland Block). Based on previous development trends, the Enfield TIF District Committee recommended that a Floor Area Ratio of 0.36 be assumed for non-residential development in the Community Business District. Future development in the Community Business District is likely to be served by municipal water/sewer and will likely feature surface parking accommodations only.

5.2 Build-out Scenario #2 Results

The following three tables provide a summary of the build-out analysis for Scenario #2. A map depicting build-out results by district for Scenario #2 can be found in Appendix A of this report (see Appendix A- Scenario #2 Results Map).

Table 5.2 (A): Provides summary build-out results for the entire TIF District.

Table 5.2 (B): Provides residential build-out results by zoning district.

Table 5.2 (C): Provides non-residential build-out results by zoning district.

Table 5.2 (A): Scenario #2 Results Summary

	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
Residential (Dwelling Units)	267	351	618
Non-Residential (Square Footage)	348,336	1,571,231	1,919,567

Table 5.2 (B): Scenario #2 Results by Zoning District (Residential DU)

District	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
Community Business (CB)	261	163	424
Residential One (R1)	6	188	194
Total	267	351	618

Table 5.2 (C): Scenario #2 Results By Zoning District (Non-Residential SF)

District	Existing	Spatial Build-out (Additional)	Total at Build-out (Existing + Spatial)
Community Business (CB)	340,124	1,571,231	1,911,355
Residential One (R1)	8,212	N/A	8,212
Total	348,336	1,571,231	1,919,567

5.3 Build-out Scenario #2 Key Findings

Key Findings (General):

- The Enfield TIF District is 43% residentially built-out under Scenario #2 development assumptions.
- The Enfield TIF District is 18% non-residentially built-out under Scenario #2 development assumptions.

Key Findings (Residential):

- The Residential One District will account for 54% of new residential development under Scenario #2 development assumptions. Much of this new residential development will occur in the Laramie Farms residential area.

- The Commercial Business District will account for 46% of new residential development under Scenario #2 development assumptions. This is a larger proportion than under Scenario #1, because the entire Commercial Business District (including the U.S. Route 4 East area) is assumed to be mixed-use in Scenario #2.

Key Findings (Commercial):

- The Commercial Business District will be home to all new non-residential development in the TIF District under Scenario #2 build-out assumptions. This totals more than 1.5 Million square feet of non-residential floor space. Putting this figure in a regional perspective, Centerra Park in Lebanon totals approximately 1.2 Million square feet.

6.0 Results Summary/Next Steps

The Enfield TIF District build-out analyses detailed in this report provide the two key building blocks for estimating the impacts of development: residential dwelling units and non-residential floor space. Table 6.1 below presents a summary of the results of the two build-out analysis scenarios.

Table 6.1: Summary of Scenario #1 and Scenario #2 Results

Scenario	Existing		Spatial Build-out (Additional)		Total at Build-out (Existing + Spatial)	
	Dwelling Units	Non-Residential SF	Dwelling Units	Non-Residential SF	Dwelling Units	Non-Residential SF
Scenario #1	267	348,336	306	1,015,537	573	1,363,873
Scenario #2	267	348,336	351	1,571,231	618	1,919,567

Using residential dwelling units and non-residential floor space, many development impacts can be estimated and planned for in the TIF District, including:

- Population
- School Children
- Employment
- Jobs-Housing Balance
- Water and Wastewater Demand
- Energy Consumption
- Tax Increment Revenues
- And Many More...

UVLSRPC recommends that the Enfield TIF District Committee carry this work forward and begin assessing these development impacts to plan for the future needs of the TIF

District. This may include assessing the additional services, infrastructure, or facilities needed to accommodate development in the TIF District.

Now that a CommunityViz model of the TIF District has been developed, many additional tools are available. The TIF District Committee may also consider utilizing the CommunityViz Timescope Analysis tool. A Timescope Analysis allows growth factors to be applied to the build-out results to estimate how development might occur over time in areas of the TIF District. Also, the program can estimate the date at which build-out may occur.

Given that the Town of Enfield has a functional GIS system in place, and has access to quality GIS data and a CommunityViz build-out model, the town may consider purchasing a copy of CommunityViz to continue this work. The Upper Valley Lake Sunapee Regional Planning Commission looks forward to continuing to work with the Town of Enfield in planning for the future needs of the TIF District.

Appendix A- Project Maps

Enfield TIF District Base Map

Enfield TIF District Natural Constraints Map

Scenario #1 Build-out Assumptions Map

Scenario #1 Build-out Results Map

Scenario #2 Build-out Assumptions Map

Scenario #2 Build-out Results Map

Appendix B- Floor Area Ratio Examples

Low Floor Area Ratio Example- Enfield Family Pharmacy (FAR = Approx. 0.10)



The Enfield Family Pharmacy building is typical of low-density, automobile-oriented commercial development. The building, which sits on a 1.35-acre parcel, has approximately 5,600 square feet of non-residential floor space. Most automobile-oriented commercial development in the Enfield TIF District has a Floor Area Ratio between 0.10 and 0.20.

Moderate Floor Area Ratio Example- Enfield Town Hall (FAR = Approx. 0.35)



The Enfield Town Hall, while an institutional use, reflects a moderate Floor Area Ratio. The building, which sits on a 0.56-acre parcel, has over 8,500 square feet of non-residential floor space. This density is envisioned for non-residential development in the downtown Enfield mixed-use area. This also represents the realistic “maximum density” that developers could reach while obeying on-site parking and setback requirements as delineated in the Enfield Zoning Ordinance.

High Floor Area Ratio Example- Copeland Block (FAR = Approx. 0.75)

The Copeland Block has the highest Floor Area Ratio (FAR) in the Enfield TIF District. The building, which sits on a 0.3-acre parcel, has over 9,000 square feet of non-residential floor space. The Copeland Block is one of the most recognizable buildings in the Enfield TIF District, and has a Floor Area Ratio of 0.75 because it was constructed before on-site parking standards and setback requirements were developed. Under the current Enfield Zoning Ordinance, developers cannot reach this level of density without constructing structured parking.

BUILD-OUT ANALYSIS
CHARLESTOWN, NEW HAMPSHIRE

***A Determination of the Maximum Amount
of Future Residential Development
Possible Under Current Land Use Regulations***

Prepared for the
Charlestown Planning Board

by
UPPER VALLEY LAKE SUNAPEE
REGIONAL PLANNING COMMISSION
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September 2004

INTRODUCTION

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) performed this build-out analysis at the request of the Charlestown Planning Board in conjunction with the Board's update of the town master plan. The build-out analysis is a tool for assessing the compatibility between the community's vision for the future and its current land use regulations. The term "build-out" is a planning reference to a hypothetical calculation of the maximum development allowed under the town's current zoning and subdivision regulations. The purpose of the build-out is to answer questions such as:

- How many new lots can be developed under existing land use regulations?
- How would this potential growth be distributed throughout town?
- How many dwelling units would these new lots represent?
- How much would the population increase?

The results of a build-out analysis often facilitate further discussion within the context of planning for the community's future, including:

- How will the projected growth affect the community?
- Are there areas projected for development which the community would prefer not to develop or to develop at a lower density?
- Are there areas that the community would prefer to develop at higher densities to concentrate growth where facilities and services will be more efficient and cost effective to provide?
- What additional facilities and services will be required to serve the needs of future residents?
- What steps should the community be initiating in the near future to accommodate future growth?

A build-out analysis is a model for calculating development potential. This build-out analysis estimates potential residential development in Charlestown under current land use controls. It is predicated on certain assumptions which are outlined in this report. A different set of assumptions would result in a different projected population. A build-out analysis, unless performed lot-by-lot, also relies on many generalizations. The underlying assumption is that factors which may bias the numbers in one direction or the other balance out; and that presenting

the numbers aggregated for larger areas of the community also balances out irregularities associated with data collected on smaller geographic areas.

Timing is not relevant to the build-out analysis as it is assumed that time is condensed to allow all possible development to occur today. The build-out analysis holds at today's conditions factors such as demographics, technology, zoning, municipal infrastructure and other variables that may affect development patterns.

METHODOLOGY AND ASSUMPTIONS

The UVLSRPC used its geographic information system (GIS) and data layers provided through GRANIT, the state's GIS system housed at the UNH Complex Systems Research Center, as well as those developed by UVLSRPC and others, to perform much of the analysis. Each of the GIS data layers and other data sources, as well as the assumptions associated with this analysis, is outlined below. The UVLSRPC utilized PC ARC/INFO 3.5.2 and Arcview 3.2 software to perform the GIS analyses. Spreadsheet analysis was performed using Quattro Pro v.11.

The town was analyzed in five study areas based on zoning and other logical dividing lines for study purposes. The five study areas are:

1. North Charlestown - NH 12A and 11/12
2. Watershed Protection Area
3. Village area north to limits of sewer service area
4. Southeast of village area - Acworth Road, Hackett Swamp
5. South Charlestown - NH 12 and 12A

Future residential development was calculated for each of these five sections of town and presented accordingly. The results are shown on Attachment A and on a large colored map available for viewing at the town office.

Zoning

Charlestown's zoning districts provided the foundation for the build-out analysis. These are listed below along with the minimum lot sizes allowed by the Zoning Ordinance.

Zoning District	Minimum Lot Size
A Town Center Residential/Professional	15,000 sq. ft. (0.34 ac)
A-1 Rural Residential	15,000 sq. ft. (0.34 ac)
B Business	No minimum lot size
C Fort #4	No new development
D Watershed Protection Area	5 acres
E-1 Mixed Use (Municipal Water and Sewer)	0.5 acre
E-2 Mixed Use (No Municipal Water or Sewer)	1 acre
F-1 Industrial/Business	80,000 sq. ft. (1.84 ac)
F-2 Industrial/Business	80,000 sq. ft. (1.84 ac)
G-1 Southwest Street Area	No minimum lot size
G-2 Multi-Use Zone	1 acre

UVLSRPC developed a PC ARC/INFO zoning map for Charlestown in 1999. This GIS coverage was updated and adjusted to fit the state's geographically referenced data layers utilized for this analysis rather than the original base developed by the town's tax map contractor in a nonGIS format.

Water and Sewer Service Areas

Properties within the Zone E - Mixed Use zoning district that are served by public water and/or sewer are subject to a smaller minimum lot size than those areas not served by either public water or sewer. Areas currently served by public water and sewer, and those most likely to be served if the systems were expanded in the future, were identified by Charlestown's Director of Public Works and digitized by UVLSRPC.

Surface Water

The area occupied by ponds and the Connecticut River was excluded from the developable land area. Surface water information was based on the USDA NRCS Soil Survey for Sullivan County.

Land Protected From Future Development

Publicly-owned conservation land and privately-owned land protected from development with conservation easements or other development restrictions was deducted from the land area available for future development. The GRANIT conservation land layer developed in 1995 by the Society for the Protection of NH Forests, updated in 2002 by UVLSRPC, was updated and used to identify conservation lands. In addition, land areas protected as a no building zone through power company agreements were also excluded.

Existing Land Use

Existing land use was identified and digitized by UVLSRPC using 1998 digital orthoquads provided through the NH Department of Transportation. The results were then reviewed by local officials. Lands identified as currently containing the following land uses were excluded from land considered developable:

- Single-family residential
- Multi-family residential
- Manufactured housing
- Industrial
- Commercial/retail, wholesale, services and lodging
- Institutional, government, educational
- Cemetery

Existing Road Rights-of-way

Road centerlines were based on 1:24000 digital line graph data provided through GRANIT. Centerlines were buffered twenty-five feet on either side to approximate

general right-of-way areas. These areas were then excluded from developable land calculations.

Future Roads

The area that would be taken up with future road rights-of-way associated with potential growth was deducted from the land area available to form new lots. The percentage of land needed for roads and other utilities increases with the density of development. Figures used for this analysis were developed by UVLSRPC based on previous sampling in the Region, as well as an examination of the percentage of land used for roads in already built-out areas of Charlestown. Each zoning district was assigned an average road right-of-way deduction based on allowable density as follows:

Minimum Lot Size	Deduction for Rights-of-way for Roads and Other Utilities
Less than 1 Acre	25 %
1 Acre to Less than 5 Acres	18 %
5 Acres	7.5 %

Residential vs. Nonresidential Land Area

The proportion of land area estimated to be developed for nonresidential uses in the future is listed below for each zoning district. These percentages are based primarily on current ratios derived from the GIS land use mapping. Some numbers were adjusted by the Planning Board based on local knowledge of development trends.

Zoning District	% of Development Currently Nonresidential	% of Future Development Assumed to be Nonresidential
A Town Center Residential/Professional	11%	11 %
A-1 Rural Residential	7%	7 %
B Business	60%	70 %
C Fort #4	94%	100 %
D Watershed Protection Area	<1%	1 %
E-1 Mixed Use	12%	25 %
F-1 Industrial/Business	89%	100 %
F-2 Industrial/Business	83%	100 %
G-1 Southwest Street Area	37%	37 %
G-2 Multi-Use Zone	39%	25 %

Wetlands and Steep Slopes

Charlestown's land use regulations do not preclude wetlands and steep slopes from being developed. However, in reality much land in the rural areas of town zoned for one acre density is not suitable for development at that density. To incorporate development limitations associated with the land into the analysis, soil-based lot sizes utilized by NH Department of Environmental Services for reviewing proposed residential subdivisions were used for the build-out analysis of Zone E where neither public water or sewer is available.

RESULTS

It is estimated that 5,747 additional lots could be developed for residential uses in Charlestown under current zoning. The distribution of potential residential development across town is listed below and shown on Attachment A. As shown, the growth potential of the rural areas of town under existing zoning far exceeds that of the village area. In terms of zoning districts, Zone D - Watershed Protection Area and Zone E - Mixed Use account for 5,342 or 93 % of the potential additional residential lots. Rather than concentrating development where facilities and services are available and more cost effective to provide and maintain, the town's land use controls will eventually serve to spread development out throughout the town.

Study Area	Additional Residential Lots Enabled by Existing Zoning
1. North Charlestown - NH 12A and 11/12	1,289
2. Watershed Protection Area	637
3. Village area - north to limits of sewer service area	993
4. Southeast of village area - Acworth Road, Hackett Swamp	2,047
5. South Charlestown - NH 12 and 12A	781
Total	5,747

Type and Occupancy of Housing Units

The next step in determining the potential future population of Charlestown as currently zoned is to calculate the number of dwelling units likely to be built on the potential residential lots. The 2000 U.S. Census estimated that of the 2,067 housing units counted in Charlestown, 4.4 % were in duplexes or other forms of attached single family residences, and 12.7 % were in multifamily buildings. Since multi-family dwellings are allowed on most of Charlestown's developable land area, i.e. as opposed to being limited to nearly built-out village area districts, the build-out analysis assumption that today's breakdown of housing will apply to the future is a feasible one even though development will shift toward the more rural areas of town. Multi-family buildings were assumed to contain an average of four dwelling units as provided in the Zoning Ordinance for the Town Center Residential/Professional and Rural Residential zones. These assumptions result in an estimated 315 % increase in housing units in Charlestown from 2,067 units in 2000 to a possible 8,579 at build-out.

Housing Unit Type	2000 U.S. Census Estimate	% of Units	New Housing Units Possible Under Existing Zoning	Total Units Estimated at Build-out
Single Family, including Mobile Homes	1714	82.9 %	5,396	7,110
Duplex or Attached Single Family	91	4.4 %	288	379
Multi-Family	262	12.7 %	828	1,090
TOTAL	2,067	100 %	6,512	8,579

The next step in calculating a potential future year-round population for Charlestown under current zoning is to estimate the number of these residential units that would be occupied year-round. For the purposes of this analysis, the vacancy rate (4.7%) and percentage of housing units occupied seasonally (2.4%) were assumed to remain constant. These assumptions result in an estimated 7,970 housing units occupied year-round at build-out.

Occupancy Status	Housing Units Counted by 2000 U.S. Census	New Housing Units Possible Under Existing Zoning	Total Units Estimated at Build-out
Year-round occupied	1,920	6,050	7,970
Vacant	98	306	404
For seasonal use	49	156	205
Total housing units	2,067	6,512	8,579

Population

The U.S. Census reported a population of 4,749 for Charlestown in 2000. Assuming an average household size of 2.58 persons per household as reported by the 2000 U.S. Census, the population of Charlestown would increase about 300 % to approximately 20,586 at build-out. For comparison, the Region's largest two communities in 2000 were Claremont with 13,151 residents and Lebanon with 12,568. Across the River in Vermont, Springfield had 9,078 people in 2000. With a population of 22,563 in 2000, Keene is comparable to what Charlestown will be if built-out under existing zoning.

Seasonal dwellings represent an additional segment of the community requiring consideration for services as well. However, the number of seasonal residents or users of seasonal dwellings is difficult to estimate. Household size, length and frequency of stay, turnover of users, all affect the nature of the community's needs relative to these dwelling units.

The U.S. Census counted 1,012 school-age children (ages 5 through 19) in Charlestown in 2000. Assuming the age structure of the population remains the same at build-out, the potential school-age population for Charlestown under current zoning is 4,387. The U.S. Census counted 678 Charlestown residents age 65 or over in 2000. Again assuming the percentage of the total population comprised of older residents remains the same at build-out, the potential population of older adults in Charlestown under current zoning is 2,939. Both of these segments of the population require special considerations when planning for facilities and services needed in the future.

Traffic Generation

Traffic generation estimates are based on factors developed from nation-wide sampling and provided by the Institute of Transportation Engineers (Trip Generation, 6th Edition, ITE, Washington, D.C., 1997). The figure for single-family residences (9.57 trips per day) was applied to all year-round housing in Charlestown as multi-family housing in rural communities without public transit is also autodependent. This results in an estimated 18,374 trips per day associated with today's year-round residents increasing to about 76,273 trips per day at build-out.

Some considerations relative to the magnitude of this potential traffic increase are:

- Current zoning provides for a future in which growth is spread out all over town at relatively high densities, meaning the substantially increased traffic volume associated with this growth has the potential to also be widely distributed, posing a significant maintenance challenge for future local officials.
- The 76,273 figure reflects only locally-generated traffic. Non-local traffic will continue to increase as the regional population grows.
- Traffic generated by commercial and industrial growth can also be expected to grow.

Alternative Scenario

In addition to current conditions, the number of additional lots possible if certain extensions were made to the water and sewer service areas was also calculated. The areas most likely to be considered for future service were identified by town personnel. As shown on Attachment A, these areas were in the Watershed Protection Area, where the minimum lot size does not vary with the type of water supply or wastewater disposal, and in Zone E in the North Charlestown area. In Zone E, a minimum lot size of 1/2 acre is allowed if either public water or sewer are available. These extensions are estimated to increase the potential residential growth in Study Area 1 by 83 lots.

CONCLUSION

This analysis of the potential residential growth associated with undeveloped land in Charlestown indicates that under current zoning Charlestown has the potential to grow to a year-round population of at least 20,586. This represents a 300% increase over the 4,749 residents counted in the 2000 U.S. Census. An examination of developed land in Charlestown would likely reveal some in-fill potential which would increase this number further.

It should be kept in mind that a build-out analysis is a model based on a set of assumptions - a different "crystal ball" will yield different results. Whether the results predict the future with an accuracy of $\pm 0.1\%$ or $\pm 10\%$, they provide a basis for assisting the Planning Board as it continues to strive for a balance among growth, the community's vision for its future, and the municipality's ability to provide facilities and services.

The analysis lays a foundation for easily testing alternative regulatory schemes as part of the master plan process, such as various differentials between the minimum lot sizes of the village area and that required in the rural areas, to evaluate effects on total population and the distribution of population. Used in this way, a build-out analysis can serve not only as a catalyst for change if the impacts associated with the anticipated growth appear inconsistent with the community's desires and capacities, but also as a tool for examining options for affecting a different future.

Comparable Projects:

1. Enfield TIF District Build Out Analysis
2. Town of Orford Long-Range Community Facilities Plan
3. Build Out Analysis for Charleston NH
4. Build Out Analysis for Grantham NH
5. If Requested we can provide multiple municipal Master Plan documents for our Region

BUILD-OUT ANALYSIS
GRANTHAM, NEW HAMPSHIRE

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by

**Upper Valley Lake Sunapee
Regional Planning Commission
77 Bank Street
Lebanon, New Hampshire 03766**

August 2004

INTRODUCTION

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) submits this build-out analysis report in response to a request by the Town of Grantham. The Town initiated this study to explore certain land use and zoning issues, in conjunction with an update of the Master Plan. This report describes the methodology used to create the framework for the analysis and summarizes the results of the build-out analysis.

The term “build-out” is a planning reference to a hypothetical calculation of the maximum development allowed under current Town land use regulations. The purpose of the build-out is to answer questions including:

- How much land area can be developed under existing land use regulations and where will the growth occur?
- How many dwelling units could there be and how much will the population of Grantham increase at full build-out?

Generally, the results of a build-out analysis facilitate further discussion relative to issues such as:

- Are there areas projected for development which the community would prefer not to develop or to develop at a lower density?
- Are there areas that the community would prefer to develop at higher densities?
- What steps should the community be taking now to accommodate future growth?
- What impacts will be associated with the projected growth?
- What additional facilities and services will be required to serve the needs of future residents?

Essentially, the build-out analysis is a tool to identify full residential development capacity of the Town and to test different future growth scenarios. Further, it can serve as a catalyst for change if the anticipated impacts associated with future build-out under current regulations appear undesirable.

A build-out analysis is a model for predicting development possibilities. This build-out analysis estimates potential residential development in Grantham under current land use controls. The basis for the analysis is the town’s current Zoning Ordinance and Subdivision Regulations. The analysis is a tool for comparing future growth enabled by the current land use regulations with that desired by the community. Like all projections, it is predicated on certain assumptions which are outlined in this report. The analysis is based on a theoretical premise that all land in town, whether already developed or not, will eventually be developed according to the maximum density enabled by the Zoning

Ordinance, within the parameters of the analysis assumptions. In other words, no tracts of land remain for agriculture, forest or other open space use unless already protected for this purpose today.

The analysis looks at certain aspects of the town's current land use and uses that information as a basis to determine the potential for future development. These include such things as conservation land, steep slopes, wetlands and existing development.

Timing is not relevant to the build-out analysis as it is assumed that time is condensed to allow all development to occur today. The build-out analysis holds at today's conditions demographics (such as household size, age structure of population), technology, zoning, municipal infrastructure and other variables that may affect development patterns.

METHODOLOGY AND ASSUMPTIONS

The UVLSRPC used its geographic information system (GIS) and data layers developed for the Town of Grantham by Cartographic Associates, Inc., NH GRANIT, the UVLSRPC and others over the past several years to perform much of the analysis. Each of the GIS data layers and other data sources, as well as the assumptions associated with this analysis, is outlined below. The UVLSRPC utilized ArcView version 3.2 software and the Community Build-Out Analysis Tool version 1.10.00 extension, developed by Lewis Creek Association, to perform the GIS analyses. Data on existing residential units and the number of buildable lots provided by the Eastman Community Association were used for the portion of Grantham within the Eastman Community. Spreadsheet analysis was performed using Microsoft Excel version 9.0 for Windows.

Town officials and the Master Plan Committee have provided a variety of information and have helped to verify data and assumptions.

The town was analyzed in nine (9) analysis zones delineated based on zoning and other logical dividing lines for study purposes. Future development was calculated for each of these nine (9) sections of town and presented accordingly. Attachment A illustrates these analysis zones.

Zoning

Grantham's Zoning Ordinance includes the following zoning districts as used in this build-out analysis to determine potential future growth.

Zoning District	Minimum Lot Size (Acres)
Business District (BD)	1 Acre
Business/Light Industrial District (BLD)	1 Acre
Rural/Residential District (RRD)	1 Acre
Rural/Residential District Two (RRD2)	4 ½ Acres
Conservation District (CD)	10 Acres

The 2003 Grantham GIS zoning coverage developed for the Town by Cartographic Associates, Inc. was completed/corrected by UVLSRPC to meet the needs of this project. The Zoning Ordinance was used as the basis for many of the assumptions in this analysis. Attachment B illustrates these zoning districts.

Eastman

The portion of Grantham within the Eastman Community was digitized by the UVLSRPC (shown on maps as Analysis Zone 3). The build-out for this portion of Town was based on numbers of existing units and potential new units obtained from the Eastman Community Association. According to Ken Ryder, General Manager, half of the undeveloped lots cannot be developed because of wetland, steep slopes, ledge or other natural constraints.

Surface Water

The area occupied by all surface water, not including wetlands or vernal pools, was excluded from the developable land area throughout Grantham except in the Conservation District (consisting exclusively of floodplain areas). In the Conservation District, 20 percent of water bodies was included in the minimum lot size based on the Zoning Ordinance. Surface water information was based on 1:24000 digital line graph data provided through GRANIT.

Land Currently Protected From Future Development

Publicly-owned conservation land and privately-owned land protected from development with conservation easements or other development restrictions were deducted from the land area available for future development. The GRANIT conservation land layer developed in 1995, updated in 2001 and 2004 by the UVLSRPC, was used to identify conservation lands. Data for the newly acquired Reney Forest area was provided by the Society for the Protection of New Hampshire Forests.

Corbin Park was also deducted from the land area available for future development. Corbin Park GIS data was provided by the Society for the Protection of New Hampshire Forests. Attachment C shows Corbin Park and conserved lands.

In addition, several town-owned properties already dedicated to or planned for public purposes were excluded from the development calculation.

Parcels

Grantham tax map parcel data, as updated by Cartographic Associates, Inc. as of April 2003 and provided by the Town, were used in this analysis. Attachment D exhibits these data.

Building Structures

Building structures data, as updated by Cartographic Associates, Inc. as of April 2002 and provided by the Town, were used in this analysis. These data do not identify residential vs. nonresidential structures. In addition, although reported by Cartographic Associates, Inc. to include mainly primary buildings, local volunteers observed that most of the outbuildings in town, such as barns and garages, are also included. Nonetheless, this data layer does provide an accurate picture of today's development patterns. (See Attachment D.)

Existing Roads

State, town and private roads and their respective typical right-of-way land areas were deducted from the land area available for future development. Road information was based on 1:24000 digital line graph data provided through the New Hampshire Department of Transportation. It was assumed that the following rights-of-way exist for these roads.

- Interstate highways: 300 foot right-of-way
- State highways: 66 foot right-of-way
- Local and private roads: 50 foot right-of-way

Residential vs. Nonresidential Land Area For Future Growth

The build-out tool assumes all new development will be residential. However, the Zoning Ordinance allows for commercial uses in certain parts of Town. To account for this, the projected future breakdown between land area dedicated to residential use and that developed for nonresidential purposes (commercial, industrial, institutional) was based on ratios determined by local officials. To develop these figures, shown below, both current ratios and uses allowed by the Zoning Ordinance were considered.

Zoning District	% of Build-out Development Assumed to be for Nonresidential Use
Business District (BD)	75%
Business/Light Industrial (BLD) District	75%
Rural/Residential (RRD) District	1%
Rural/Residential (RRD2) District Two	1%
Conservation District – within RRD	1%
Conservation District – within BD or BLD	75%

Wetlands and Steep Slopes

The area occupied by wetlands was excluded from the developable land area throughout Grantham except in the Conservation District. In the Conservation District, the Zoning Ordinance provides that 20 percent of wetland areas can be included in the minimum lot size. Although the Zoning Ordinance definition of wetlands includes poorly drained and very poorly drained soils, it was agreed that National Wetland Inventory data provided a more accurate and realistic measure of wetland areas for the purposes of this analysis.

Steep slope areas of 20 percent or greater, digitized by the UVLSRPC from 1:24000 scale USGS topographic data, were excluded from the developable land area.

Attachment E illustrates wetland areas and steep slope areas.

Community Build-out Analysis Tool

The Community Build-Out Analysis Tool, developed by the Lewis Creek Association, utilizes an ArcView GIS environment to perform this analysis. The Tool combines parcels and zoning layers to identify buildable areas throughout Town. Additional layers, such as conserved lands and wetlands, are incorporated to identify areas where future development cannot occur. Based on the land area of each parcel and existing building structures, the Tool identifies parcels that can be subdivided. The potential number of new lots is then calculated based on the minimum lot size.

RESULTS

It is estimated that a total of 8,259 lots would be developed for residential and nonresidential purposes in Grantham under current zoning. The distribution of potential development across town is shown in the table on the following page and on Attachment F. As shown, it is estimated that more than half of the primary buildings currently existing in town are in Eastman. However, development potential in rural areas of town to the west of the Interstate, both north and south of the village area, far exceed that of Eastman.

Analysis Zone	Description	Estimate of Existing Primary Buildings	Existing Buildings in Zone as Percentage of Total	Estimate of Residential and Nonresidential Lots at Build-out	Percentage of Total Lots in Analysis Zone at Build-out
1	Rural/Residential - NW	126	6%	1935	23%
2	Rural/Residential - NE	104	5%	960	12%
3	Eastman	1111	57%	1303	16%
4	Rural/Residential Two - Olde Farms	73	4%	133	2%
5	Corbin Park	5	<1%	5	<1%
6	Rural/Residential - SE	227	12%	2896	35%
7	Business District	61	3%	115	1%
8	Rural/Residential - SE	220	11%	859	10%
9	Business/Light Industrial	27	1%	53	1%
Total		1954		8259	

Nonresidential Development

As described earlier, this build-out analysis projects the total number of developed residential vs. nonresidential lots and estimates a percentage of those in each zoning district that will be used for nonresidential purposes. (The number of nonresidential units in Eastman was not included.)

According to this analysis, 189 total nonresidential lots or “units” would be developed in Grantham at build-out under current zoning. Approximately 64 percent of this nonresidential development will be contained within the Business District and Business/Light Industrial District. The remaining nonresidential lots would be distributed through-out the rural areas of the community . This means that under this build-out scenario, Grantham has the potential for almost as many nonresidential lots outside of business districts (67) as are currently estimated to be in the entire community (74).

Residential Development

According to this analysis, 8,070 residential buildings could be developed in Grantham at full build-out under current zoning. For comparison, the town estimates the current number of primary residential structures in Grantham to be 1,880.

At the time of the 2000 U.S. Census, 79% of the dwelling units in Grantham were in single family detached homes, 21% were in duplexes or other forms of attached residences, and less than 1% were in multifamily structures. To approximate a figure of

1% of the residential structures in town at full build-out being multi-family, half of the potential number of residential lots in the two zoning districts that allow multifamily residential buildings, Business District and Business/Light Industrial District, were assumed to be developed as such. The maximum density of 4 units per building was also assumed in keeping with the concept of build-out as the maximum allowed under current zoning. This gives us a future estimate of approximately 96 multifamily dwellings in 24 buildings. Again to approximate current figures, 894 of the lots developed or developable for residential purposes were assumed to be developed with duplexes, and 7,152 with single family dwellings. This leads to an estimated build-out condition of 9,036 dwelling units in Grantham at build-out, compared with 1,518 counted in the 2000 U.S. Census, an increase of almost 500%.

TYPE OF RESIDENTIAL UNIT	NUMBER ESTIMATED BY 2000 U.S. CENSUS	TOTAL UNITS ESTIMATED AT FULL BUILD-OUT
Single Family - Detached	1,194	7,152
Duplex or Attached Single Family	315	1,788
Multi-family	9	96
TOTAL	1,518	9,036

The next step in calculating a potential future year-round population for Grantham under current zoning is to estimate the number of these residential units that would be occupied year-round. For the purposes of this analysis, the vacancy rate is assumed to be 3% as estimated by the 2000 U.S. Census.

To estimate the number of seasonal dwelling units, figures for Eastman were looked at separately from the rest of town. Grantham's unusually high percentage of seasonal dwelling units, estimated by the 2000 U.S. Census to be 36% for the entire town, would not be fairly applied to a future scenario that estimates the number of dwelling units outside of Eastman to be much higher than the number within Eastman in the future. Seasonal dwelling percentages in neighboring communities similar in nature to Grantham were considered for their applicability. Croydon was chosen as most closely resembling the nature of the non-Eastman Grantham landscape. When Croydon's figure of 17% was applied to the non-Eastman dwelling units counted in the 2000 U.S. Census, the remainder of the seasonal dwelling units accounted for by Eastman represented 42% of Eastman's units. A projection forward to the build-out scenario results in 1,857 of Grantham's total number of dwelling units being occupied seasonally. This leads to an increase in the potential number of year-round units proportionately larger than the potential increase in seasonal units.

RESIDENTIAL OCCUPANCY	NUMBER OF UNITS ESTIMATED BY 2000 U.S. CENSUS	NUMBER OF UNITS ESTIMATED AT BUILD-OUT
Year-round occupied housing units	925	6,908
Vacant housing units	45	271
Seasonal housing units	548	1,857
TOTAL	1,518	9,036

Population

The 2000 U.S. Census reported a population of 2,167. Assuming an average household size of 2.34 persons per household as reported by the 2000 U.S. Census, the population of Grantham would increase to approximately 16,165 at build-out. For comparison, the region's largest two communities in 2000 were Claremont with 13,151 residents, and Lebanon with 12,568.

Seasonal dwellings represent an additional segment of the community requiring consideration for certain services as well. However, the number of seasonal residents or users of seasonal dwellings is difficult to estimate. Household size, length and frequency of stay, turnover of users, all affect the nature of the community's needs relative to these dwelling units.

The 2000 estimate for the school-age population (ages 5 through 19) based on U.S. Census data for Grantham was 216 children. Assuming the age structure of the population remains the same at build-out, the potential school-age population for Grantham under current zoning is 1,612.

The 2000 estimate for the number of Grantham residents 65 and over based on U.S. Census data was 471 residents. Assuming this percentage of the total population for older residents remains the same at build-out, the potential population of older adults in Grantham under current zoning is 3,513.

Traffic Generation

Traffic generation estimates are based on factors developed from nation-wide sampling and provided by the Institute of Transportation Engineers (Trip Generation, 6th Edition, ITE, Washington, D.C., 1997). The figure for single-family residences was applied to all year-round housing in Grantham as multi-family housing in rural communities without public transit is also autodependent. The figure for planned unit developments was applied to all housing in Eastman. It was felt that this lower rate more accurately reflects this segment of the community. As with population, estimates of traffic associated with seasonal housing are a challenge. The ITE figure below is based on sampling that was conducted in resort communities where services and amenities are often incorporated in

the development, as opposed to scattered seasonal homes in this area where occupants have to drive for all of their needs. The calculation also presumes that all seasonal housing is occupied at the same time.

Type of Residential Use	Weekday Average Trip Rate Per Day Per Dwelling Unit	Locally-Generated Residential Traffic in 2000	Locally-Generated Residential Traffic Possible Under Current Zoning
Single-Family Residential - NonEastman	9.57	2,584	59,229
Planned Unit Development Eastman	6.63	7,598	8,347
Recreational Homes- NonEastman	3.16	180	4,162

Source: Trip Generation, 6th Edition, Institute of Transportation Engineers, Washington, D.C., 1997.

What can be obtained from these figures is an understanding of the potential magnitude of the increases possible under current zoning. As shown above, the rural areas of town have the potential to experience a substantial increase in traffic under current zoning. Since the highest amount of growth potential in Grantham is in the types of housing with the highest trip generation rates, the traffic generated by year-round single family housing outside of Eastman has the potential to grow to almost twenty-three times the current estimate.

It is important to bear in mind that these figures reflect only locally-generated traffic. Non-local traffic will continue to increase as the regional population grows. In addition, traffic generated by commercial and industrial growth can also be expected to grow.

Additional Considerations

Since a build-out analysis is based on a set of assumptions and generalizations, there exists the possibility for errors that both underestimate and overestimate the potential future population. For example, the Build-Out Tool does not account for future roads or future road rights-of-way. Clearly, additional road development would be needed to develop all possible lots in the rural areas of town. UVLSRPC has found that roads and other utilities can reduce the land available for residential lots in one acre zoning districts anywhere from 4.5% to 25%.

The number of existing buildings assumed by the Tool to be primary uses is somewhat higher than the actual number due to the inclusion of some outbuildings in the Cartographics dataset. This will inflate figures only by the number of such occurrences that are on lots too small to subdivide. For example, if a house and barn on a two acre lot in a one acre zoning district are seen by the Tool as two homes, the calculation of a potential of two homes on the lot will be accurate. However, if this occurs on a one acre lot, the barn would be erroneously counted as a grandfathered use on a nonconforming lot. The amount of potential error produced by this factor is not considered to be of a magnitude significant for this analysis.

Several other factors may lead to a higher build-out population than estimated. The percentage of seasonal homes currently in Grantham was estimated for Eastman and for the rest of town, and that figure was applied to the build-out scenario. However, it is also possible that a higher percentage in the future could be year-round homes. This would increase the projected population and traffic volumes.

One aspect of the Build-out Tool that results in a slight undercounting is that, because it is lot-based, it does not calculate the potential to create additional lots by merging adjoining lots that are larger than the minimum lot size. For example, if owner A and owner B each have 1.5 acre lots with one house in a one acre zoning district, they have the ability to create a third lot with their "extra" half acres.

One factor with the potential to affect Grantham's future growth significantly is Corbin Park. Although it is considered at this time to be unlikely that land currently within Corbin Park will ever be developed, approximately 1,257 additional units could currently be built under existing land use regulations.

CONCLUSION

It is estimated that under current zoning Grantham has the potential to grow to a year-round population of 16,165, a 646% increase over the 2,167 residents counted in the 2000 U.S. Census.

It should be kept in mind that a build-out analysis is a model based on a set of assumptions and that a different "crystal ball" will yield different results. Whether figures presented are "on the nose" or just "in the ballpark", they provide a basis for assisting the Town as it continues to strive for a balance between growth and its impacts.

This build-out study has evaluated the growth potential of Grantham maintaining current land use regulations. Testing alternative future scenarios would enable local officials in the community to preview and consider the potential impacts associated with a regulatory change before making the change. One example would be testing various differentials between the minimum lot sizes of the village area and that required in the rural areas to evaluate effects on total population and the distribution of population. Build-out analysis results can also be of assistance in reviewing the need for and subsequent planning for certain types of capital improvements in the community.

Town of Orford Long-Range Community Facilities Plan



*Prepared with Assistance from the Upper Valley Lake Sunapee Regional
Planning Commission*

FINAL REPORT
April 2015

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1.0 Introduction

At the 2014 Orford Town Meeting, voters authorized the development of a Long-Range Community Facilities Plan for the Town of Orford. This plan is advisory in nature and effect. The purpose of the plan is to identify and prioritize the community's facilities needs over the next 20 years, and establish a framework for the adoption of a local Capital Improvement Plan. The plan addresses the following community facilities:

- Roads;
- Bridges;
- Culverts;
- Town Office;
- Police Department;
- Highway Department;
- Parks and Playgrounds;
- Cemeteries;
- Transfer Station;
- Libraries;
- Fire Department;
- Old Town Hall;
- Broadband Infrastructure.

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) provided staffing assistance to the town in the development of the plan. The plan includes an inventory of the current status of the town's community facilities, a needs assessment for community facilities over the next 20 years, and prioritized capital investment options (with preliminary cost estimates) to address those needs.

Preliminary cost estimates were developed based on two sources of information: 1) Existing and historical cost information available from Town sources; 2) General cost-per-square-foot estimates developed in conjunction with the Orford Facilities Advisory Committee by researching similar projects completed in nearby communities.

1.1 Orford Facilities Advisory Committee

To guide the development of the plan, the Orford Selectboard appointed a multi-disciplinary Committee comprised of elected officials, appointed officials, and citizens with unique expertise in the town's community facilities and services. The development of this plan would not have been possible without their commitment of time and knowledge.

Name	Affiliation
Terry Martin	At-Large (Chair)
Tom Steketee	Selectboard
Ann Green	Planning Board
Carl Cassel	Conservation Commission
Paul Messer	Cemetery Commission
Brad McCormack	Parks and Playgrounds
Mark Blanchard	Historical Society
Roger Hadlock	Road Agent
Charlie Waterbury	Road Agent (Former)
Terry Straight	Fire Department
Michael Gilbert	EMS

Chris Kilmer	Police
Cicely Richardson	School Board
Sue Kling	Free Library
Ted Cooley	Social Library
Sandra Marsh	Transfer Station
Bob Bacon	At-Large
Rob O'Donnell	At-Large
Paul Goundrey	At-Large
Pat Hammond	At-Large
Nate Miller	UVLSRPC (staff)
Vickie Davis	UVLSRPC (staff)
Adam Ricker	UVLSRPC (staff)

The Committee's meeting minutes are included in Appendix C of this plan. Committee meetings were held on the following dates:

May 12, 2014;
June 9, 2014;
July 14, 2014;
September 8, 2014;

October 13, 2014;
November 10, 2014;
November 24, 2014;
February 23, 2015.

1.2 Public Outreach

To solicit public input on the development of the plan, two Public Informational Meetings were held:

- August 11, 2014 at Rivendell Academy;
- March 30, 2015 at Rivendell Academy.

The Public Informational Meetings provided opportunities for members of the general public to share their thoughts about community facility needs and priorities in Orford (see Appendix D of this plan for additional information). Substantial public input was received and the Advisory Committee used this feedback to shape the plan's recommendations.

In addition to the Public Informational Meetings, UVLSRPC staff conducted key person interviews with town staff members, volunteers, and elected officials who regularly work in and utilize the town's community facilities.

PUBLIC INFORMATIONAL MEETING

**Town of Orford Long Range
Community Facilities Plan**

Date: Monday, August 11th, 2014
Time: 7:00 PM to 8:30 PM
Location: Rivendell Academy
(Multi-Purpose Room)
2972 NH Route 25A
Orford, NH 03777

Your ideas are important! Please participate and share your thoughts about:

- Town road and bridge improvement priorities in the Town of Orford;
- Community facility improvement needs in the Town of Orford.

Contacts: Terry Martin
Chairman
Orford Facilities Committee
603-353-9830
Terry.Martin@mascomabank.com

Nathan Miller (UVLSRPC)
10 Water Street
Lebanon, NH 03766
603-448-1680
nmiller@uvlsrpc.org

Infrastructure
Roads
Bridges
Broadband

Community Facilities
Town Offices
Highway Department
Transfer Station
Fire Department
Police Department
Emergency Operations Center
Parks and Playgrounds
Libraries
Cemeteries
Conservation Lands

Above: Outreach flyer promoting the August 11, 2014 Public Informational Meeting.

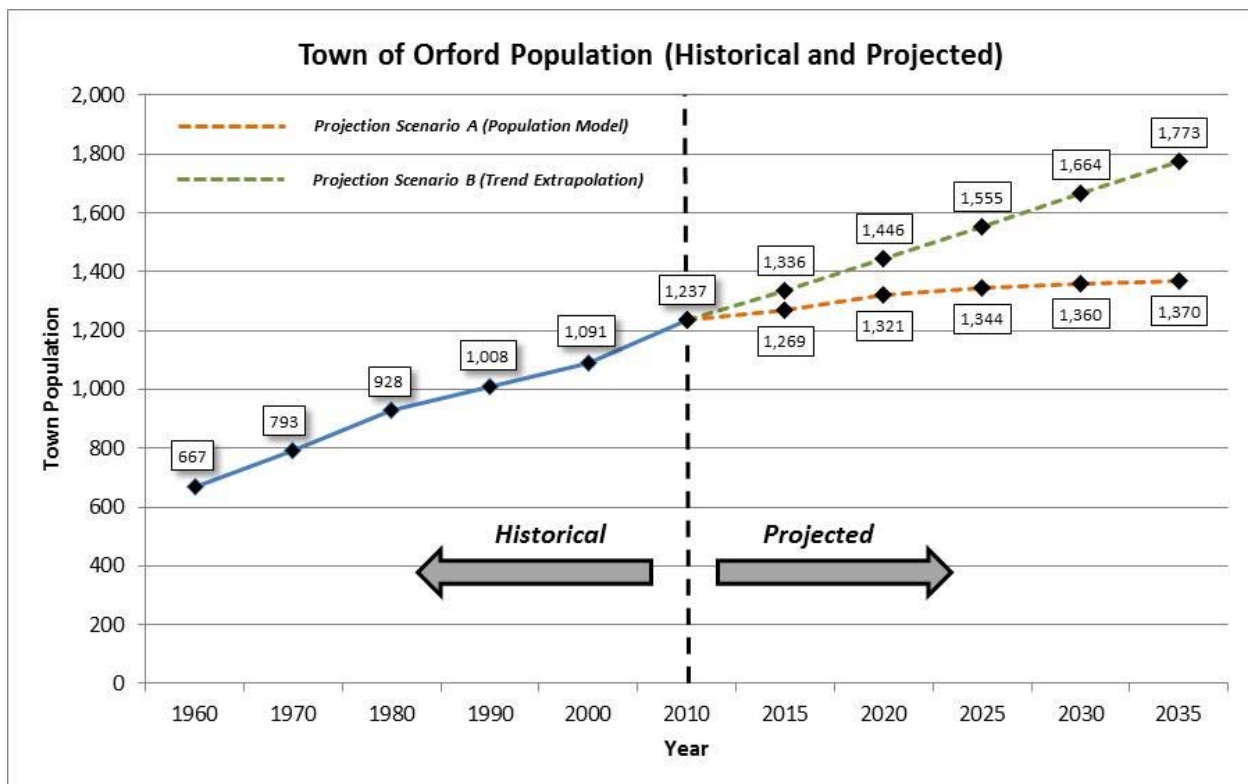
1.3 Growth Projections in the Town of Orford

To consider the future community facility needs of the town over the next twenty years, it is necessary to understand the likely future growth in the town's population over the same time period. A growing population directly correlates to increasing demand for community facilities and services.

In 2013, the state's nine regional planning commissions pooled funds to commission RLS Demographics, Inc. to develop statewide, county-level, and town-level population projections based on a cohort-component analysis. This is the same population model methodology historically utilized by the NH Office of Energy and Planning. The cohort-component analysis projects much slower growth in Orford in the next twenty years than the past fifty years. This is primarily due to the aging and natural decline of the "baby boom" population. As shown in Figure 1.3.1, this scenario forms the lower bound of Orford's expected growth over the next twenty years.

The upper bound of Orford's expected growth over the next twenty years was developed using an extrapolation of historical population growth trends in Orford over the past fifty years. The trend extrapolation analysis projects that the Town of Orford's population will grow to 1,773 persons by 2035, which constitutes an increase of approximately 43% over the next twenty years.

Figure 1.3.1- Town of Orford Population (Historical and Projected)



While limited growth is projected in Orford over the next twenty years, it is important to note that the town does not currently have land use regulations in place that govern the size and scope of future development. Growth patterns (and therefore demand for community services) in Orford could change substantially if sustained or large-scale unanticipated development occurs.

2.0 Transportation Infrastructure

Capital improvement needs related to three components of the Town of Orford's transportation infrastructure are assessed and prioritized in this plan: 1) Town Roads; 2) Town Bridges; and 3) Culverts.

2.1 Town Roads

To analyze town road conditions, UVLSRPC staff evaluated all town roads in Orford according to seven standard Road Surface Management System (RSMS) criteria. These criteria include the extent and severity of:

Alligator Cracking	Longitudinal Cracking
Edge Cracking	Potholes
Roughness	Rutting
Drainage	

There are approximately eight miles of paved town roads in the Town of Orford. UVLSRPC staff analyzed the condition of each paved road in quarter mile segments. This RSMS information was also provided to the Town Road Agent for use in prioritizing maintenance activities.

The image shows a 'Paved Road Survey Form' with fields for Road Name, Section ID, From Road, To Road, From Milepost, To Milepost, Width (ft.), Shoulder Width (if paved), Importance (1-5), and Traffic (1-5). It includes seven criteria, each with a 3x3 severity matrix (Severity: none, low, med, high; Extent: <10%, 10-30%, >30%). The criteria are: Alligator Cracking, Long/Transverse Cracking, Edge Cracking, Patches/Potholes, Roughness, Rutting, and Roadside Drainage. Each matrix has a color-coded header: none (white), low (yellow), med (orange), high (red).

Figure 2.1.1- Paved Town Road Condition and Needs in Orford

Need	Road	Segment
Reconstruction	Archertown Road	From Dublin Road to 0.75 miles east
	Archertown Road	From west of Blackberry Hill Road to Tillotson Falls Road
	Archertown Road	From Town Road #100 to 0.50 miles west
	Tannery Road	From Dublin Road to Archertown Road
Pavement Rehabilitation	Archertown Road	All segments not listed as needing reconstruction
	Brook Road	From NH Route 25A to 0.25 miles east
	Dublin Road	From NH Route 10 to Tannery Road
	Dublin Road Ext.	Entire length
	River Road	Entire length
	Townshed Road	From 0.50 miles south of Archertown Road to 0.75 miles south of Archertown Road
Preventative or Routine Maintenance	Grimes Hill Road	All paved sections
	Townshed Road	All segments not listed as needing rehabilitation
	Indian Pond Road	All paved sections
	Brook Road	All segments not listed as needing rehabilitation
	Upper Baker Pond Road	All paved sections

UVLSRPC staff also analyzed the condition of unpaved roads in Orford according to standard RSMS criteria. Unpaved roads in Orford were found to be in good repair needing only routine maintenance. As such, no capital improvement needs were identified for unpaved roads.

2.2.1 Town Road Capital Improvement Priorities

After reviewing the preceding data, the Orford Facilities Committee makes the following recommendations (detailed in Section 5.0 below):

- 1) That the town's paved roads be resurfaced on a regular ten-year cycle at an estimated ongoing cost of \$26,000-\$30,000 per year. This resurfacing and pavement maintenance will reduce the need for costly road reconstructions over the long-term.
- 2) That the three segments of Archertown Road (totaling approximately 1.25-1.5 miles) identified as needing reconstruction be reconstructed using modern techniques (e.g. with road fabric utilized in the base) within the next five years at an estimated cost of \$155,000-\$187,500.
- 3) That the segment of Tannery Road between Dublin Road and Archertown Road identified as needing reconstruction be reverted to an unpaved surface within the next five years at a negligible cost to the town.

2.3 Town Bridges

There are 13 town-owned bridges in Orford. Five of the town's thirteen bridges are on the municipal redlist, meaning that there is a structural deficiency or functional obsolescence that requires additional inspections by the New Hampshire Department of Transportation. In addition to the five bridges on the municipal redlist, a sixth bridge, on Archertown Road over Jacobs Brook, is approximately 85 years old and structurally deficient.

Five of the town's thirteen bridges are actually culverts with a length of greater than 10 feet. Culverts longer than 10 feet meet the New Hampshire Department of Transportation's definition of a bridge, and as such, are inspected (at least) annually.

To prioritize local bridge needs, the Orford Facilities Advisory Committee reviewed recent inspection data for each bridge in Orford. In addition to inspection data, the Committee reviewed the age, length, width, traffic volume, and detour length for each bridge in Orford. The committee evaluated each bridge according to a series of six weighted criteria, including:

- State of Good Repair/Existing Condition (25% weighting);
- Access to Residential Areas, Businesses, Services (15% weighting);
- Current Utilization (15% weighting);
- Safety/Emergency Response (15% weighting);
- Availability of Alternate Routes (15% weighting);
- Flood Hazard Mitigation (15% weighting).

2.3.1 Town Bridge Capital Improvement Priorities

The Committee considers Orford's bridges to be essential infrastructure, with the maintenance, repair, and/or replacement of local bridges being a mandate for the town rather than a choice. The Committee agreed upon the local bridge priorities detailed in Figure 2.3.1 below.

Figure 2.3.1- Town Bridge Priorities

Priority	Bridge	Location	Year Built	Redlist Status
1	095/118	Archertown Road over Archertown Brook	1990	Municipal Redlist
2	080/120	Archertown Road over Jacobs Brook	1930	Structurally Deficient
3	114/133	Town Road #100 over Archertown Brook	1997	Municipal Redlist
4	085/101	Creamery Road over Jacobs Brook	1950	Municipal Redlist
5	120/173	Grimes Hill Road over Indian Pond Brook	1964	Municipal Redlist
6	123/126	Archertown Road over Archertown Brook	1970	N/A
7	129/123	Indian Pond Road over Archertown Brook	2011	N/A
8	128/177	Bean Brook Road over Bean Brook	1995	N/A
9	087/108	High Bridge Road over Archertown Brook	1940	Municipal Redlist
10	145/067	Mousley Brook Road over Jacobs Brook	2011	N/A
11	154/066	Quinttown Road over Jacobs Brook	2007	N/A
12	102/085	Brook Road over Jacobs Brook	1930/1998	N/A
13	116/089	Town Road #79 over Jacobs Brook	1930/2006	N/A

During the development of this plan, the Orford Facilities Advisory Committee's top priority bridge (Archertown Road over Archertown Brook) washed out requiring an emergency reconstruction project. Thus, the necessary capital improvement to this bridge is in process. Similarly, recently completed structural improvements to the Creamery Road Bridge over Jacobs Brook (Priority #4) should result in the removal of this bridge from the municipal redlist.

Additionally, the 75-year old High Bridge over Archertown Brook (Priority #9) was identified as a candidate for conversion from vehicular traffic to bicycle/pedestrian traffic only. A final decision about this recommendation should only be reached after substantial consultation with nearby landowners and users of the bridge. Prior to conversion to a bicycle/pedestrian bridge, an assessment should be conducted by a civil engineer to determine the bridge's structural sufficiency for bicycle and pedestrian traffic.

Local bridge reconstruction or rehabilitation projects tend to be among the most expensive projects that rural communities in New Hampshire undertake. There are two potential programs that could provide funding assistance to the town. The first is the New Hampshire Department of Transportation's State Aid Bridge Program. The Town of Orford has participated in the State Aid Bridge Program in the past.

The State Aid Bridge Program can fund 80% of the qualifying design, construction, and construction engineering costs of a local bridge project. However, the program remains underfunded at the state-

level, and has a substantial waiting list. A new State Aid Bridge Project may wait ten years or more before construction. Additionally, the overall cost of State Aid Bridge projects tends to be substantially higher than bridge projects that are funded entirely locally. The cost differential is due to a variety of factors including state design standards, procurement and review processes, and close-to-full-time construction inspection requirements.

The other program that could potentially provide funding for local bridge replacement work is the Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) Program. The PDM Program funds infrastructure improvements before a flood hazard event. This helps the federal government reduce long-term repetitive flood damage expenses. In Orford, the Jacobs Brook watershed has experienced repetitive flood events resulting in infrastructure damage. Thus, bridges and culverts along Jacobs Brook could potentially be eligible for funding. However, the Town of Orford's current Hazard Mitigation Plan does not specifically note any bridges or culverts of concern. Until the town's Hazard Mitigation Plan is improved with these specifics, it is unlikely that any Pre-Disaster Mitigation Projects will be approved.

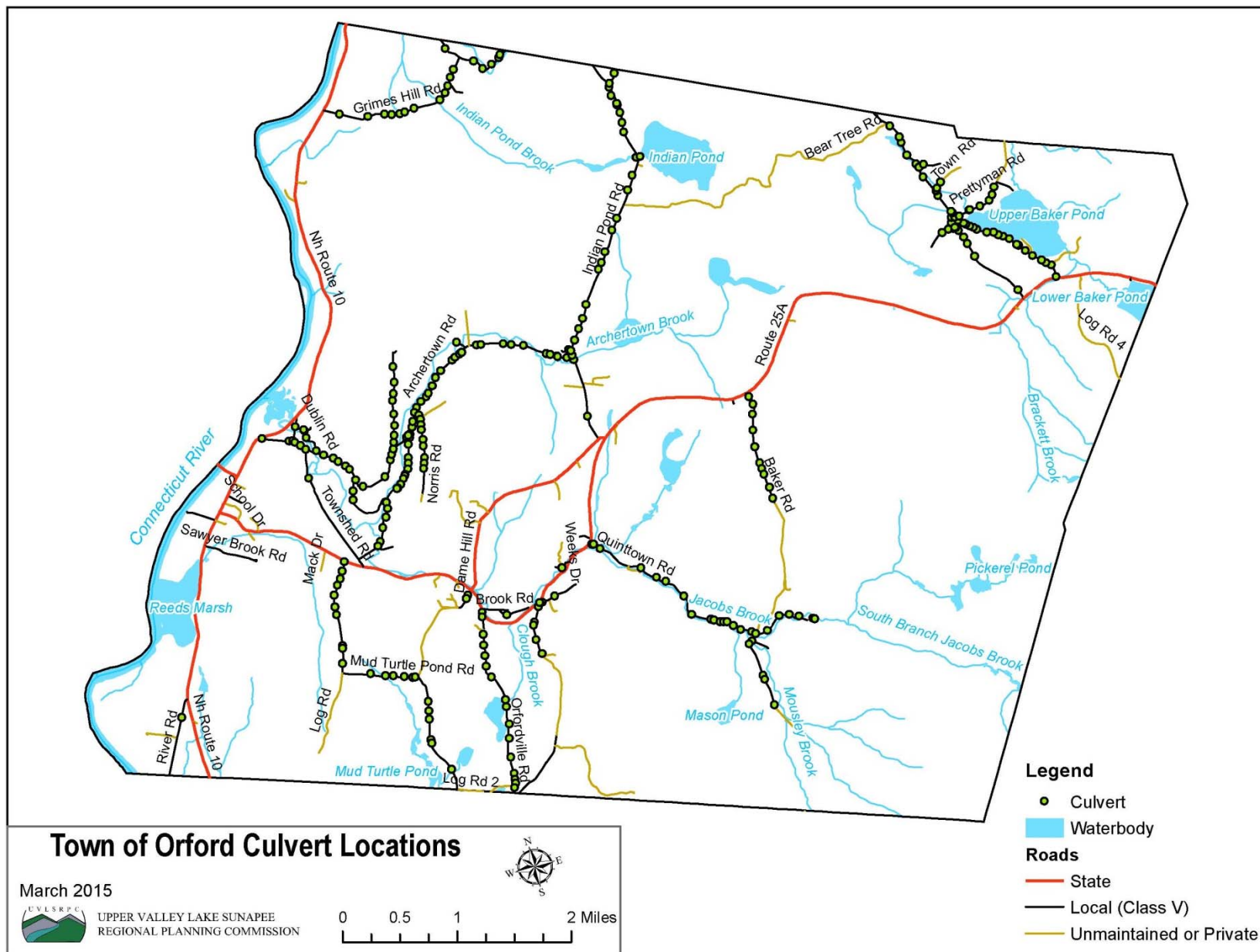
The Orford Facilities Committee makes the following recommendations (detailed in Section 5.0 below):

- 1) That the Archertown Road Bridge over Jacobs Brook (Priority #2) be rehabilitated or replaced in the next five-to-ten years at an estimated cost of \$250,000 to \$300,000.
- 2) That the Town Road #100 Bridge over Archertown Brook (Priority #3) be rehabilitated or replaced in the next five years at an estimated cost of \$150,000 to \$200,000.
- 3) That the Grimes Hill Road Bridge over Indian Pond Brook (Priority #5) be rehabilitated or replaced in the next five years at an estimated cost of \$100,000 to \$150,000.
- 4) That a civil engineer conduct an assessment of the High Bridge over Archertown Brook (Priority #9) to determine if it is structurally sufficient for bicycle and pedestrian travel.

2.4 Culverts

Culverts are an important component of the Town of Orford's transportation infrastructure. Unfortunately, the town does not yet have comprehensive data about the condition, size, and drainage bankfull width of the town's culverts. As such, a comprehensive local culvert inventory is needed to help the town prioritize the maintenance and replacement/upgrade of specific culverts. Trained volunteers could be recruited to assist in the collection of culvert inventory data. The town's culverts vary significantly in size and condition. Thus, it is difficult to estimate the cost of an ongoing culvert replacement program. Culverts over ten feet are classified as bridges by the New Hampshire Department of Transportation. However, the town has some culverts, including one on Mousley Brook Road that is approximately nine feet in length, that will be substantial stand-alone projects.

When UVLSRPC staff gathered RSMS data for local road evaluations, they also identified the locations of culverts using GPS technology. As Figure 2.4.1 shows, UVLSRPC staff identified the location of 281 culverts on town roads in Orford.



The Orford Facilities Committee makes the following recommendations (detailed in Section 5.0 below):

- 1) That an inventory of the size, condition, and drainage flow(s) of the town's culverts be completed within the next five years at an estimated cost of \$10,000 to \$12,500.
- 2) That approximately 10 culverts in Orford be replaced or upgraded annually on an ongoing basis at an estimated cost of \$17,500 to \$25,000 per year. This would result in a town-wide culvert replacement cycle of 25-30 years. When possible and cost-feasible, culvert infrastructure should be upgraded to high-density polyethylene (HDPE) or other pipe technology with a longer lifespan to save town resources over the long-term.

2.5 Other Transportation Infrastructure Considerations

At the Public Informational Meetings, and through comments submitted to the Orford Facilities Advisory Committee, three other transportation infrastructure suggestions were proposed: 1) Construction of a Local Park-and-Ride facility; 2) Construction of sidewalks along Main Street; and 3) Replacement or Rehabilitation of state-owned structurally-deficient bridges.

Local Park-and-Ride Facility

Public comments suggested that the town consider constructing a park-and-ride facility in the vicinity of the intersection of NH Route 10/NH Route 25A. The Orford Facilities Advisory Committee reviewed and discussed this suggestion. The Committee did not recommend inclusion of this project in the plan. However, the Committee suggested that the concept of a local park-and-ride facility be revisited when the plan is updated in the future.

Sidewalks

Public comments suggested that the town consider constructing sidewalks to improve pedestrian access within the Town of Orford, particularly on Main Street. Given that there is no planned reconstruction of Main Street by the New Hampshire Department of Transportation in the current Ten-2015-2024 Ten-Year Transportation Improvement Plan, there are very few funding programs that could offset the cost of constructing new sidewalks.

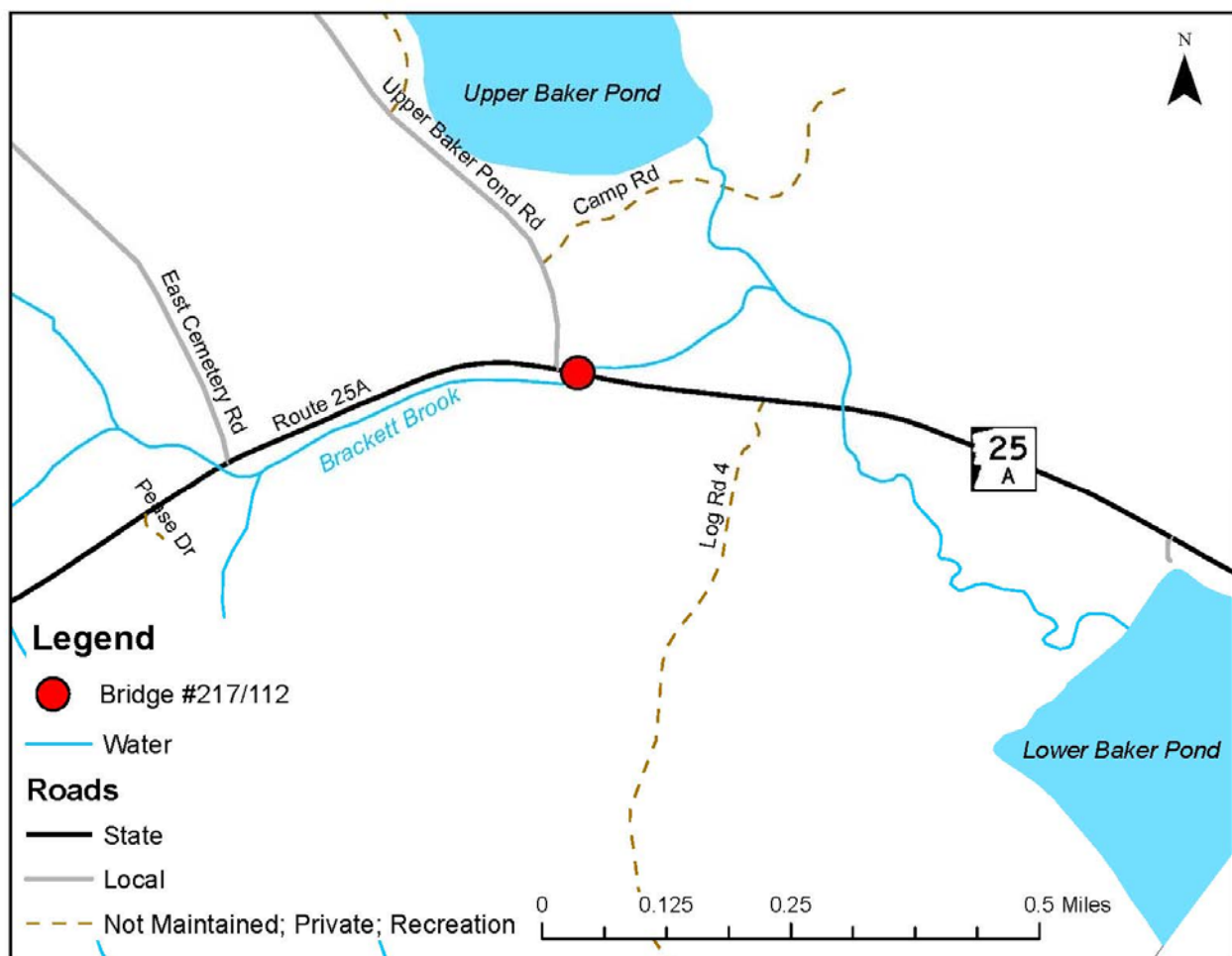
The Transportation Alternatives Program (TAP) is a federally-funded program administered by the New Hampshire Department of Transportation. The TAP program funds non-motorized transportation infrastructure, and is highly competitive amongst New Hampshire municipalities. The next anticipated solicitation of TAP funding would be in the spring/summer of 2016. The program provides 80% federal funding with a required 20% local cash match.

The Orford Facilities Advisory Committee did not recommend inclusion of a sidewalk project in the plan, but advised that the town should further discuss a potential TAP application for sidewalks on Main Street prior to the next solicitation of the TAP program in 2016.

Structurally-deficient State Bridges

During the course of reviewing and prioritizing local bridge needs, the Orford Facilities Advisory Committee identified that NHDOT-owned bridge #217/112 (NH Route 25A over Brackett Brook) has recently been placed on the State redlist due to structural deficiency. The Committee strongly recommends that the town coordinate with the Upper Valley Lake Sunapee Regional Planning Commission to propose that the reconstruction or rehabilitation of this bridge be included in the next (2017-2026) Ten-Year Transportation Improvement Plan. As this is a state-owned bridge, there is no direct cost to the town for its rehabilitation or replacement should it be included in the state's Ten-Year Transportation Improvement Plan.

Map 2.5- NH Route 25A over Brackett Brook Location Map



3.0 Town Office Building/Police Department

3.1 Existing and Future Conditions

The Orford Town Offices and Police Department are located within a two-story frame building with a wooden clapboard exterior. The Town Office building houses the Selectboard's office (with administrator); the Town Clerk's office, the Tax Assessor's office, the Town Treasurer's office, and Police Department. The Tax Collector's office is currently in a private home, although it is anticipated that this office (approximately 140 square feet) will be included with other town administrative offices at some point in the next twenty years. There are no Planning and Zoning Administrator (as there is no zoning ordinance in Orford) or Building Inspector offices. A variety of volunteer and community organizations use the building, including Town Boards and Committees. Voting is also conducted at the Town Offices.

There is a well in front of the building which might impede an addition to the building, and the septic system is across the street on private property. The town is responsible for any failure in the septic system, and shares the cost for septic tank pumping.

The Town Office building has a 2,100 square foot first floor, a 2,100 square foot second floor, a 1,400 square foot basement, and 700 square foot crawlspace. The first floor's approximately 2,100 square feet is as follows not including an entry hall:

Police Department	264 SF
Selectboard's Office/ Administrator	408 SF
Other Administrative Offices	540 SF
Vault	115 SF
Niles Conference Room	552 SF
Closets in Conference Room	36 SF
Bathroom	61 SF

The 2,100 square feet of space on the second floor is used for storage by the town administration, police department, emergency management director, and historical society. The basement is unfinished and covered in plastic sheeting to reduce air quality impacts to the above office workers and public. The Town Office Building is currently staffed as follows:

Selectboard's Administrator	40 hours/week
Town Clerk	22 hours/week
Deputy Town Clerk	1 hour/week
Tax Assessor (average 6 hours/week; higher in Apr-May)	12 hours/week
Town Treasurer	7 hours/week
Tax Collector	Unknown

Future Conditions- Scenario A

The town's administrative staff estimate that to serve a population increase of 11% (or 133 people),

the Deputy Town Clerk would have to increase her hours from one to eight per week, the Town Clerk would need an increase in hours from 22 to 30, and the Tax Assessor would need an additional five hours a week during the busy months of April and May. The Tax Collector did not feel more hours would be needed although she does not keep track of her current hours.

Future Conditions- Scenario B

The administrative staff estimate that with a population increase of 43% (or 536 people), the Selectmen's Administrator, the Administrative Assistant (new position), and the Town Clerk would all have to work 40 hours per week. The Deputy Town Clerk would need to work 30 hours per week. The Tax Collector did not feel more hours would be needed although she does not keep track of her current hours.

Deficiencies with Existing Town Office Building

Improvement needs at the Town Office/Police Department Building include the following:

- Remediating mold in the basement and extermination of animals nesting in the walls of the building.
- Improving exterior weatherproofing (e.g. replacing decaying exterior wood).
- Replacing the exterior windows, which do not function properly and are drafty.
- Improving insulation and implementing other energy efficiency measures as detailed in the Orford Town Office Energy Audit.
- Assessing and repairing the building's foundation.
- Upgrading the security of staff working at the town office.
- Providing ADA-compliant access to the second floor of the building (e.g. elevator).
- Fitting-up the second floor for future use as office, meeting, and storage space.
- Expanding the size of the Police Department from 264 square feet to at least 450 square feet to provide private interview space.
- Installing a fire suppression system.
- Enhancing the capacity of the Town Office parking lot.
- Improving air circulation.
- Adding additional storage space for administrative record keeping.



Above: Decaying wood on the exterior of the Orford Town Office Building.



Above: Foundation concerns at the Orford Town Office Building.

3.2 Town Office/Police Department Improvement Recommendations

The Orford Facilities Committee makes the following recommendations related to the Town Office/Police Department (as detailed in Section 5.0 below).

Short-term Needs

- 1) That a structural assessment of the Town Office Building be completed within the next five years at an estimated cost of \$4,000 to \$6,000. The structural assessment should detail the extent of the building's foundation repair needs.
- 2) That mold be remediated in the Town Office basement and animals nesting in the building's walls be exterminated (or relocated) within the next five years at an estimated cost of \$17,500 to \$22,500.
- 3) That exterior weatherproofing (e.g. replacing decaying exterior wood) be improved and the building's windows be replaced within the next five years at an estimated cost of \$20,000 to \$25,000.
- 4) That the energy efficiency recommendations detailed in the Orford Town Office Energy Audit be implemented within the next five years at an estimated cost of \$30,000 to \$35,000.
- 5) That the building's foundation be stabilized and repaired within the next five years at an estimated cost of \$80,000 to \$90,000.
- 6) That the security of the Town Clerk and other staff be improved within the next five years at an estimated cost of \$10,000 to \$20,000.

Long-term Needs

- 7) That an elevator be constructed to provide ADA-compliant access to the second floor of the Town Office Building within the next ten-to-twenty years at an estimated cost of \$80,000 to \$90,000.
- 8) That the 2,100 square foot second floor be fitted-up for office, storage, and public meeting space within the next ten-to-twenty years at an estimated cost of \$85,000 to \$125,000.
- 9) That a 200 square foot expansion of the Orford Police Department be constructed within the next ten-to-twenty years at an estimated cost of \$50,000 to \$75,000. Given the topographic challenges of such an expansion, architectural assistance will be needed.
- 10) That solar panels be installed at the Town Office building within the next ten-to-twenty years at an estimated cost of \$10,000 to \$15,000.

- 11) That a fire suppression system (e.g. sprinklers) be installed within the next ten-to-twenty years at an estimated cost of \$35,000 to \$40,000.

The Committee also considered expanding and paving the Town Office parking lot to increase parking capacity (through the formalization of a third row of parking) and improving the heating, ventilation, and air conditioning system by installing central air conditioning.

The Committee recommends that the town pursue funding opportunities from the USDA Rural Development Community Facilities Program when implementing improvements to the Town Office building. The program offers both grants and low interest direct loans to assist rural communities in purchasing, constructing, or improving essential community facilities (e.g. Town Offices). More information about the USDA Rural Development Community Facilities Program can be found online at: <http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>.

3.3 Improving vs. Relocating the Town Offices

Given that the Town Office building has pressing structural issues that need to be addressed, the Orford Facilities Advisory Committee considered the possibility of relocating or reconstructing the Town Office Building. The committee considered four key factors related to this question:

- 1) Potential Construction Cost of a New Town Office: In addition to potential land costs, the construction cost of a new town office building was assumed to be \$175 to \$225 per square foot.
- 2) Short-term Needs of Existing Town Office Building: The pressing structural and safety-related short-term needs identified by the Committee (e.g. structural assessment, mold remediation, animal extermination, exterior weatherproofing, window replacements, energy efficiency improvements, foundation repairs, and security upgrades) were estimated to cost between \$161,500 and \$198,500.
- 3) Private Investment Value of the Existing Town Office Building: Private investment interest in the existing Town Office Building would likely be limited to adaptive reuse as an apartment building with three or possibly four units. Given the potential fit-up costs that a private investor would expend to convert the building to apartments, the structural expenses detailed above, and the septic system improvements needed to accommodate apartments, the true private investment value of the Town Office Building is likely substantially lower than the assessed value (of land and building) of \$327,800. As such, revenue from a private purchase of the Town Office Building would only offset a fraction of the cost of new construction.
- 4) Long-term Expansion Potential of the Existing Town Office Building: The existing Town Office building does have substantial expansion potential, particularly on the second floor. While an elevator would be needed to ensure ADA-compliant public access, and fit-up costs would be incurred to renovate the space for offices, the cost of fitting-up and provided ADA-compliant

access to the 2,100 square foot second floor would still be substantially lower than the cost of new construction.

Thus, given the four factors discussed above, the Orford Facilities Advisory Committee recommends that the Town Office should remain in its current location and the building should be upgraded as detailed in this plan. This recommendation is largely contingent upon the findings of the structural assessment of the building's foundation. Should foundation repair costs substantially exceed the estimated costs presented in this plan, this recommendation shall be re-evaluated.

4.0 Departmental and Other Town Facility Needs

4.1 Highway Department

The Orford Highway Department facility is co-located with the Transfer Station on the 47.5-acre lot (8-91-39) on Townshed Road. The Highway Garage is 1,920 square feet and is staffed by the Road Agent and a crew of two maintenance workers. In addition to storage bay space, the Highway Department Facility has a small office, refrigerator, microwave, and bathroom (with shower). The site also has accessory buildings including a salt storage shed.



Above: The Orford, NH Highway Garage.

Through key-person interviews with Highway Department staff, and on-site field assessments, the following issues were identified:

- The building's electrical system is outdated and the panel box is full.
- There is no exhaust system for indoor welding.
- The windows are drafty and the building has inadequate insulation.
- There are no lockers for the staff to store uniforms and clean clothes.
- The office does not have adequate space for document storage.
- The salt shed is aging and is too low to dump sand into the shed.
- Storage bay space is limited and expensive equipment is stored outside in the weather.

The Orford Facilities Committee makes the following recommendations (detailed in Section 5.0 below):

- 1) That the Highway Department electrical system be upgraded within the next five years at an estimated cost of \$5,000 to \$10,000.
- 2) That a 20' x 60' storage facility (with pole barn design) be constructed in the next five years at an estimated cost of \$40,000 to \$50,000.
- 3) That the salt storage shed be improved or replaced within the next ten-to-twenty years at an estimated cost of \$30,000 to \$45,000.
- 4) That an additional truck for Highway Department operations is not needed at this time, and can be reconsidered when this plan is updated.

- 5) That an exhaust system for welding is not needed at this time, and can be reconsidered when this plan is updated.
- 6) That exterior weatherproofing and window replacements at the Highway Department facility are not needed at this time, and can be reconsidered when this plan is updated.

4.2 Parks and Playgrounds

The Parks and Playgrounds Committee is a volunteer organization that oversees nine recreational properties in Orford, including:

- An 8-acre lot off of NH Route 10 (8-108R-61) where a playground is currently being developed;
- The 1.15-acre “West Common” (8-108R-30);
- The 3-acre “East Common” (8-108R-23);
- A 0.5-acre triangular parcel on Huckins Hill Road (8-91B-25);
- A 1-acre boat landing on the Connecticut River, which is leased to the State of New Hampshire (8-108R-62);
- The 4-acre Upper Baker Pond boat launch and picnic area (1-91-54);
- The 0.26-acre Lower Baker Pond boat launch (1-93-12);
- The 1.1-acre public beach and picnic area at Indian Pond (7-34-2);
- The 9.5-acre community field on NH Route 25A (8-108R-4).



Above: A view of Upper Baker Pond from the Boat Launch and Picnic Area.

While capital improvement projects overseen by the Parks and Playgrounds Committee are largely dependent on volunteer donations of labor and materials, the Committee has found it difficult to recruit volunteers to work on the aforementioned playground project on lot 8-108R-61.

The Orford Facilities Committee makes the following recommendations:

- 1) That, following the completion of the playground, a bandstand may be constructed on the East Common (lot 8-108R-23) using donated labor and materials. The Town of Orford should provide in-kind services (e.g. insurance coverage, construction equipment, storage, etc) to support the development of the bandstand. Depending on design, the bandstand could cost between \$35,000 and \$75,000. However, given that the project would be constructed using donated labor and equipment, it is not included in the summary of capital improvements detailed in Section 5.0.

4.3 Cemeteries

The Town of Orford has three public cemeteries: 1) West Cemetery; 2) Davistown Cemetery; and 3) Dame Hill Cemetery. There are no private cemeteries in Orford. The Davistown Cemetery is now closed and has limited expansion potential due to the surrounding terrain. The Dame Hill Cemetery is also closed, although it may be possible to add a limited number of burial sites for additional neighborhood family members.

The West Cemetery totals 8.82 acres. With three acres of newly opened space, the West Cemetery should serve the community's needs for at least the next 20 years.



Above: The West Cemetery in Orford, NH.

Cemetery Commission volunteers perform maintenance activities for Orford's cemeteries. However, the current equipment storage shed is inadequate and is not supplied with electricity or water service.

The Orford Facilities Committee makes the following recommendations (detailed in Section 5.0 below):

- 1) That a 24' x 24' cemetery maintenance shed with water and electric service be constructed in the next five years at an estimated cost of \$20,000 to \$30,000.
- 2) That is not necessary to budget for the purchase of additional property adjacent to the West Cemetery, as the newly-opened three acre space at the West Cemetery should meet the community's needs for at least the next 20 years.

4.4 Transfer Station

The Orford Transfer Station is owned by the Town and is privately operated. The transfer station office is in the home of the contractor. The facility is co-located with the Orford Highway Garage on the 47.5-acre lot (8-91-39) on Townshed Road.

There is a 40' x 24' wooden shed and 45' x 8' metal trailer are used for on-site storage. There is also an on-site brush pile, scrap metal pile and used oil collection container. Annually, the Orford Transfer Station processes approximately 82 tons of garbage, 500 tons of recyclable paper, and 17 tons of other recyclable materials (e.g. aluminum, steel cans, glass, and plastic).

The waste oil containment system at the Transfer Station is insufficient. The system needs to be improved through the acquisition and installation of an improved secondary containment system, spill kit, and shed. There are grants available through NHDES to offset the costs of these improvements. The

Upper Valley Lake Sunapee Regional Planning Commission can provide technical assistance to the town in the development of a grant application. The next grant application period opens on July 1, 2015.

The Committee also considered the feasibility of relocating the waste oil system to the Highway Garage (where the oil is used). However, given that residents are used to dropping off waste oil with their refuse and recyclables, the Committee recommends that it not be relocated at this time.



Above: The Orford, NH Transfer Station.

Additionally, the scrap metal pile at the Transfer Station currently sits on bare ground. As some scrap metal items can contain fluid, a container is needed along with a platform and stairs to access the container.

The Orford Facilities Committee makes the following recommendations (as detailed in Section 5.0 below):

- 1) That the containment system for waste oil be improved with a secondary containment system, spill kit, and shed at an estimated cost of \$1,250 to \$1,500 within the next five years. The Town of Orford should pursue a grant application to NHDES to offset this cost, with assistance from the Upper Valley Lake Sunapee Regional Planning Commission.
- 2) That scrap metal be stored in an appropriate container, with a platform and stairs constructed for container access, at an estimated cost of \$1,250 to \$1,750 within the next five years.
- 3) That an on-site office trailer for the Transfer Station attendant is not needed, and can be reconsidered when this plan is updated.

4.5 Libraries

The Town of Orford is home to two libraries: The Orford Free Library and the Orford Social Library.

The Orford Free Library

The Orford Free Library is a town-owned facility situated on a 0.18-acre lot (8-91B-23) on NH Route 25A. The first floor of the Free Library is 1,388 square feet. The Free Library has a small reading room and a vault for storage. One librarian works at the facility 12 hours/week with other support provided by volunteer staff. The Free Library does not have running water or a septic system, but does have an incinerator toilet.



Above: The Free Library in Orford, NH.

Public events are sometimes held in the Free Library, but the maximum capacity for public events ranges from 15-20 people. The Free Library struggles from a lack of parking capacity, storage space, and office space. The small lot size and lack of running water/septic service limit the building's expansion potential.

The Orford Social Library

The Orford Social Library is a privately-owned facility situated on a 0.17-acre lot (8-108R-43) on NH Route 10. The first floor of the Social Library is 1,232 square feet, and the building has a basement of 1,232 square feet. The Social Library building also has an attic of 416 square feet. The Social Library receives approximately half of its funding from the Town and hosts art exhibits and public events. One librarian works at the facility approximately 25 hours/week with other support provided by volunteer staff.



Above: The Social Library in Orford, NH.

Similar to the Free Library, the Social Library struggles with its space limitations, lack of storage space, and lack of parking capacity. The Social Library does, however, have a ½ bathroom with private septic system.

Consolidation of the Libraries

Given the similar needs and constraints of the two libraries, in addition to the similar services provided, the Orford Facilities Advisory Committee recommends that the Library Trustees from both the Free Library and Social Library begin formally discussing the possibility of consolidating the two libraries. The Committee recognizes that there may be legal obstacles to consolidating the libraries, and that some Town residents may oppose this idea.

The Committee encourages the Library Trustees to consider possible locations within Orford for a future consolidated library, and to evaluate the adaptive reuse or sale of the two existing library facilities to offset costs incurred in the development of a consolidated library.

Committee Recommendations

The Orford Facilities Committee makes the following recommendations (detailed in Section 5.0 below):

- 1) That the Library Trustees from the Free Library and Social Library begin formally evaluating a potential library consolidation as described previously in this section.
- 2) That re-grading and drainage improvements at the Social Library entrance walkway be constructed within the next five years at an estimated cost of \$750 to \$1,500.
- 3) That plumbing and septic improvements at the Free Library are not practical, and can be reconsidered when this plan is updated or upon a recommendation for the Library Trustees for the adaptive reuse of the building.

4.6 Fire Department

The Orford Fire Department facility is located at 476 NH Route 10 and is owned by the Orford Volunteer Fire Department, Inc on a 2.4-acre parcel that also includes a Little League baseball field. The Fire Department Building is 2,880 square feet and is staffed by a 20 hour/week Fire Chief and 12 volunteer firefighters. In addition to storage bay space, the Fire Department facility has a kitchen and restroom.

Through key-person interviews with Fire Department staff, and on-site field assessments, the following issues were identified:



Above: The Interior of the Orford, NH Fire Department Building.

- The 10' x 10' apparatus bay doors are becoming too small as the fire trucks are getting larger.
- A forest fire unit, multi-purpose six wheeled vehicle, and mini-pumper unit for narrow driveways were all identified as needs by Fire Department staff.
- The building's septic system needs to be upgraded.
- The personal protective equipment used by the town's firefighters needs to be upgraded.
- A generator is needed to run the building in the event of an emergency.
- An exhaust system (specific to truck exhaust for Fire Departments) is needed for ventilation.
- The Fire Department staff indicated that the Fire Chief will need a utility vehicle as the town grows and additional fire inspections are needed.
- As the town grows in the future, a two bay substation may be needed in Orfordville. The Orford Volunteer Fire Department, Inc already owns a 1.7-acre parcel of land on NH Route 25A (8-29-1A) for this purpose.

It costs approximately \$22,000 annually to operate the Fire Department building. The Town of Orford pays annual rent to the Orford Volunteer Fire Department, Inc to offset a portion of these costs. Through the development of this plan, the Orford Facilities Advisory Committee identified five potential options for the future of the Fire Department and its facilities in Orford.

- OPTION 1: Negotiate a long-term lease with the owner of the Fire Department Building
- OPTION 2: Purchase the Fire Department Building
- OPTION 3: Construct a new Fire Department Building
- OPTION 4: Utilize another building as the Fire Department Building
- OPTION 5: Pursue a Regional Fire Department arrangement with neighboring communities.

The Orford Facilities Committee makes the following recommendations (as detailed in Section 5.0 below):

- 1) That the Orford Selectboard should engage in discussions with representatives of the Fire Department and the building's owner to cooperatively evaluate the feasibility of the options previously outlined in this section.
- 2) That a mini-pumper unit with a capacity of 300-400 gallons be purchased within the next five years at an estimated cost of \$180,000 to \$220,000.
- 3) That a utility vehicle for fire inspections be purchased within the next ten-to-twenty years at an estimated cost of \$25,000 to \$35,000.
- 4) That the septic system upgrade, apparatus bay door replacement, exhaust system installation, and generator purchase not be included in the plan as these items are the responsibility of the owner of the Fire Department building, the Orford Volunteer Fire Department, Inc.
- 5) That the substation in Orfordville is not needed at this time, and can be reconsidered when this plan is updated.

- 6) That a forest fire unit is not needed at this time, and can be reconsidered when this plan is updated.
- 7) That personal protective equipment upgrades are needed, but should not be included in the plan as this can be funded by external grants or by Fire Department capital reserve dollars.
- 8) That a multi-purpose six-wheeled vehicle may be needed in the future, but should not be included in the plan as this can be funded by external grants.

4.7 Old Town Hall

During the course of the development of this plan, the Town of Orford purchased the “Old Town Hall” on NH Route 25A in Orfordville. The building will be utilized by the Orford Historical Society, and under a shared maintenance agreement, the Town of Orford will maintain the building’s exterior while the Orford Historical Society will maintain the building’s interior and pay the cost of utility service.

The Orford Facilities Committee makes the following recommendations (as detailed in Section 5.0 below):

- 1) That a long-term reserve for “Old Town Hall” exterior maintenance be established at an initial cost of \$5,000 to \$7,000.

4.8 Broadband Infrastructure

While not a component of the scope of work for the Orford Long-Range Community Facilities and Services Plan, expanding broadband availability has been mentioned repeatedly as a key issue in Orford. In the fall of 2014, a group of Orford residents convened to form a local Task Force on broadband expansion. The UVLSRPC provided staffing assistance to the Task Force.

To gather information about residents’ concerns about broadband expansion, and barriers that stand in the way of broadband expansion in Orford, the Task Force has conducted a survey of town residents. The survey was developed using guidance from the University of New Hampshire Cooperative Extension, and will provide important information about what Orford residents currently have for internet service, how they use the internet, and what internet capacity residents would like.

The survey was circulated to all town residents by U.S. Mail in December of 2014. A copy of the survey is available in Appendix B of this report.

The information collected from residents through the survey will allow the Task Force and town officials to plan for their next steps in increasing broadband coverage throughout Orford. Following the compilation of survey results, a probable next step is to conduct a town-wide build out study that would provide an analysis of what the build out of broadband infrastructure in Orford would cost, and

how broadband could be deployed to all corners of the town. The study would allow the town to plan the build out in phases and strategically raise construction funding.

Orford is currently served by the NH FastRoads fiber backbone that runs along NH Route 10. The NH FastRoads fiber provides a natural conduit for broadband expansion in the town due to the robust capacity of the fiber system. The data from the town wide survey will provide information about what capacity the system needs and what residents are willing to spend per month on internet service, which can help to determine the financial feasibility of expanding broadband service in Orford.

5.0 Summary of Capital Improvement Needs

CATEGORY	CAPITAL IMPROVEMENT	COST		PRIORITY LEVEL			
		Low Estimate (2015 Dollars)	High Estimate (2015 Dollars)	Ongoing Need (Annual)	Short-Term Priority (Next Five Years)	Medium-Term Priority (Next 5-10 Years)	Long-Term Priority (Next 10-20 Years)
TRANSPORTATION	Conduct an Inventory of Town Culverts	\$10,000	\$12,500		X		
	Replace/Upgrade Culverts (Approx. 10 Culverts per Year)	\$17,500	\$25,000	X			
	Reconstruct 1.25-1.5 miles of Archertown Road	\$155,000	\$187,500		X		
	Resurface All Town Roads on a Ten-Year Cycle	\$26,000	\$30,000	X			
	Convert Tannery Road (from Dublin Road to Archertown Road) from Paved to Gravel Surface	Negligible	Negligible		X		
	Reconstruct Archertown Road Bridge over Jacobs Brook	\$250,000	\$300,000			X	
	Reconstruct Town Road #100 Bridge over Archertown Brook	\$150,000	\$200,000		X		
	Reconstruct Grimes Hill Road Bridge over Indian Pond Brook	\$100,000	\$150,000		X		
	Structural Assessment of High Bridge over Archertown Brook	\$3,000	\$5,000		X		
TOWN OFFICE/POLICE DEPARTMENT	Complete a Structural Assessment of the Building and Foundation	\$4,000	\$6,000		X		
	Remediate Mold and Exterminate Animals	\$17,500	\$22,500		X		
	Improve Exterior Weatherproofing and Replace Windows	\$20,000	\$25,000		X		
	Implement Energy Efficiency Recommendations Outlined in Orford Town Office Energy Audit	\$30,000	\$35,000		X		
	Repair Foundation	\$80,000	\$90,000		X		
	Upgrade Office Security	\$10,000	\$20,000		X		
	Construct Elevator for Public Access to Second Floor	\$80,000	\$90,000				X
	Fit-up Second Floor for Office, Storage, and Meeting Space	\$85,000	\$125,000				X
	Construct 200 SF Addition to the Police Department	\$50,000	\$75,000				X
	Install Solar Panels to Reduce Long-term Energy Costs	\$10,000	\$15,000				X
HIGHWAY DEPARTMENT	Install Fire Suppression System	\$35,000	\$40,000				X
	Upgrade Electrical System	\$5,000	\$10,000		X		
	Construct 20 x 60 Storage Facility (Pole Barn)	\$40,000	\$50,000		X		
CEMETERIES	Improve/Replace Salt Storage Shed	\$30,000	\$45,000				X
	Construct a Storage Shed with Water and Electric Service for Cemetery Maintenance	\$20,000	\$30,000		X		
TRANSFER STATION	Improve Secondary Containment System for Waste Oil Including Spill Kit and Shed	\$1,250	\$1,500		X		
	Construct a Platform and Stairs for Scrap Metal Disposal	\$1,250	\$1,750		X		
LIBRARIES	Improve Walkway Drainage at the Social Library	\$750	\$1,500		X		
FIRE	Purchase 300-400 Mini-Pumper for Narrow Driveways	\$180,000	\$220,000		X		
	Purchase Utility Truck for Fire Inspections	\$25,000	\$35,000				X
OLD TOWN HALL	Reserve for Exterior Maintenance	\$5,000	\$7,000				X

Priority	Jurisdiction	Number	Location	Year Built	Last Inspected	Length	Width	FSR	Deck	Superstructure	Substructure	Culvert	AADT	Detour Length	Redlist Status	Notes	Program
1	Orford	095/118	Archertown Road over Archertown Brook	1990	Oct-13	16	N/A (Culvert)	41	N/A	N/A	N/A	2 (Critical)	150	1 Mile	Municipal Redlist	N/A	SAB- \$654,000
2	Orford	080/120	Archertown Road over Jacobs Brook	1930	Sep-13	52	18.3	29.2	5 (Fair)	6 (Satisfactory)	5 (Fair)	N/A	420	1 Mile	N/A	Structurally Deficient	SAB (Estimate)- \$820,000
3	Orford	114/133	Town Road #100 over Archertown Brook	1997	Oct-13	13	N/A (Culvert)	44.2	N/A	N/A	N/A	3 (Serious)	70	N/A	Municipal Redlist	N/A	\$520,000
4	Orford	085/101	Creamery Road over Jacobs Brook	1950	Sep-13	40	13	23.7	4 (Poor)	7 (Good)	5 (Fair)	N/A	150	3 Miles	Municipal Redlist	Structurally Deficient	\$450,000
5	Orford	120/173	Grimes Hill Road over Indian Pond Brook	1964	Oct-13	19	12.8	18.5	5 (Fair)	4 (Poor)	2 (Critical)	N/A	150	2 Miles	Municipal Redlist	N/A	\$210,000
6	Orford	123/126	Archertown Road over Archertown Brook	1970	Sep-13	14	N/A (Culvert)	97	N/A	N/A	N/A	8 (Very Good)	150	3 Miles	N/A	N/A	\$560,000
7	Orford	129/123	Indian Pond Road over Archertown Brook	2011	Sep-13	14	N/A (Culvert)	98.9	N/A	N/A	N/A	8 (Very Good)	180	4 Miles	N/A	Not Deficient	\$560,000
8	Orford	128/177	Bean Brook Road over Bean Brook	1995	Sep-13	20	N/A (Culvert)	86.9	N/A	N/A	N/A	5 (Fair)	150	7 Miles	N/A	N/A	\$800,000
9	Orford	087/108	High Bridge Road over Archertown Brook	1940	Oct-13	24	14	21	4 (Poor)	6 (Satisfactory)	4 (Poor)	N/A	<50	<1 Mile	Municipal Redlist	Structurally Deficient	\$290,000
10	Orford	145/067	Mousley Brook Road over Jacobs Brook	2011	Oct-13	61	16	65.9	9 (Excellent)	8 (Very Good)	9 (Excellent)	N/A	<50	N/A	N/A	Not Deficient	\$840,000
11	Orford	154/066	Quinttown Road over Jacobs Brook	2007	Oct-13	38	16	69.1	6 (Satisfactory)	6 (Satisfactory)	7 (Good)	N/A	<50	N/A	N/A	Not Deficient	\$525,000
12	Orford	102/085	Brook Road over Jacobs Brook	1930/1998	Sep-13	40	16	72.9	8 (Very Good)	8 (Very Good)	6 (Satisfactory)	N/A	60	N/A	N/A	Not Deficient	\$550,000
13	Orford	116/089	Town Road #79 over Jacobs Brook	1930/2006	Sep-13	38	15.8	77.5	7 (Good)	7 (Good)	6 (Satisfactory)	N/A	50	N/A	N/A	Not Deficient	\$520,000
N/A	NHDOT	055/108	NH 10 over Sawyer Brook	1974	Jun-13	12	N/A (Culvert)	94.8	N/A	N/A	N/A	6 (Satisfactory)	1700	17 Miles	N/A	N/A	N/A
N/A	NHDOT	062/124	NH 25A over Connecticut River	1937/2002	Jul-13	434	25.7	69.7	8 (Very Good)	6 (Satisfactory)	7 (Good)	N/A	3900	16 Miles	N/A	Functionally Obsolete	N/A
N/A	NHDOT	075/126	NH 10 over Jacobs Brook	1938/1981	Jun-13	38	N/A (Culvert)	96.9	N/A	N/A	N/A	7 (Good)	1500	1 Mile	N/A	Not Deficient	N/A
N/A	NHDOT	100/090	Dame Hill Road over Jacobs Brook	1947	Mar-12	29	28.2	88.5	7 (Good)	7 (Good)	6 (Satisfactory)	N/A	280	1 Mile	N/A	Not Deficient	N/A
N/A	NHDOT	121/091	NH 25A over Jacobs Brook	1925/1986	Apr-12	39	35	96.7	8 (Very Good)	8 (Very Good)	7 (Good)	N/A	1300	3 Miles	N/A	Not Deficient	N/A
N/A	NHDOT	204/107	NH 25A over Brackett Brook	1929/1980	Apr-12	18	36.1	95.7	7 (Good)	7 (Good)	6 (Satisfactory)	N/A	950	18 Miles	N/A	N/A	N/A
N/A	NHDOT	207/109	NH 25A over Brackett Brook	1927/1978	Aug-13	20	35.7	85.7	6 (Satisfactory)	6 (Satisfactory)	6 (Satisfactory)	N/A	950	18 Miles	N/A	N/A	N/A
N/A	NHDOT	217/112	NH 25A over Brackett Brook	1929/1979	Dec-13	40	35.7	53.8	5 (Fair)	5 (Fair)	4 (Poor)	N/A	950	18 Miles	State Redlist	Structurally Deficient	N/A
N/A	NHDOT	219/112	NH 25A over Baker Pond Brook	1929/1980	Apr-12	24	35.7	77.2	5 (Fair)	5 (Fair)	5 (Fair)	N/A	950	19 Miles	N/A	Not Deficient	N/A

Data Sources: UVLSRPC and the NH Department of Transportation (2014).

Orford Broadband Internet Survey

PURPOSE— A small task force has formed in Orford to research current usage, future need and desire for High Speed Internet Service. The task force needs your help in determining how many homes and businesses would be interested in attaining internet access or acquiring better access and service.

Currently, DSL service (Fairpoint), some wireless service (Topsham Communications, Wavecom), satellite links (HughesNet), and for a few, fiber optic service (Fairpoint). Most of these are low to moderate speed, and reliability issues exist. Download speeds below 3 Mbps are typical (Mbps = megabits per second). You can check your existing speed at: http://iwantbroadbandnh.org/speed_test.

The New Hampshire FastRoads project has installed a fiber optic pipeline in Orford along the southern portion of Route 5 into the village area. At this time, no one is hooked up to this line. Orford may at some point in the future be able to attract funding so that fiber optic service through FastRoads is available to some of the town with the hope of someday having it available to all of the town.

We need to know how many homes and businesses are likely to sign up for the service and whether the anticipated monthly costs are acceptable to subscribers. The information you provide will be used to help determine whether there is enough potential and interest in town to continue to pursue a build-out at this time. Answers are voluntary and no personal information is needed.

Thank you so much for your participation!!!

1. What kind of Internet service do you have? (Please circle)

None Dial-Up DSL Wireless Satellite Fiber-Optic

If None, why not?

2. What is your typical download speed (Mbps)? (Please circle)

You can check your speed at: http://iwantbroadbandnh.org/speed_test

Less than 1 1-5 Greater than 5 Don't know

3. Are you satisfied with your current LEVEL of Internet access?

Very Satisfied Somewhat satisfied Satisfied Somewhat dissatisfied Very dissatisfied

4. How often do you use the internet?

Daily 2-3 time/week Weekly Monthly I don't

5. Do you telecommute from home? **Yes No Occasionally**

6. What do you/would you use the Internet for? (check all that apply):

Email..... ☐

Video (Ex. Skype/Facetime)..... ☐

Phone calls from your computer/
smartphone/tablet..... ☐

Shopping..... ☐

Online multiplayer games..... ☐

Streaming media
(watching movies/TV on computer/phone/tablet)..... ☐

VPN into other networks
(often used by telecommuters)..... ☐

Education..... ☐

Telemedicine..... ☐

Manage a business..... ☐

Connect parts of your home/business to the Internet to manage
remotely (e.g. garage door opener or lights)..... ☐

Other _____

7. If reliable fiber-optic service was available to your door, circle the service you would be likely to subscribe to:

10 Mbps download/upload bundled with phone at \$90-100/mo.

20 Mbps download/upload bundled with phone at \$130-150/mo.

None of the above—why?

8. How much are you currently paying monthly for Internet access?

\$ _____

9. Who bills you for your Internet service? (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> I don't have Internet service | <input type="checkbox"/> US Cellular |
| <input type="checkbox"/> AT&T | <input type="checkbox"/> Verizon Wireless |
| <input type="checkbox"/> Fairpoint | <input type="checkbox"/> DirectTV |
| <input type="checkbox"/> HughesNet | <input type="checkbox"/> Topsham |
| <input type="checkbox"/> Wavecom | <input type="checkbox"/> I only use free Internet wireless hotspots |

10. If you were to buy, sell, or rent a home, would Internet access be a factor?

Very Strong factor	Strong factor	Somewhat of a factor	Not much of a factor	Not a factor
-------------------------------	--------------------------	---------------------------------	---------------------------------	-------------------------

11. Do you own or rent your home or office? **Own** **Rent/Lease**

Thank you for your participation!!

**Please return your survey to either location: Town Office,
Post Office, Orford Social Library, or the Orford Free Library
by January 15, 2015**

Suggested Internet Speed for Particular Tasks

Email & basic Web browsing: 1 Mbps
Streaming video content & photo upload: > 3 Mbps
Medical-related applications: > 10 Mbps
Home office applications: > 10 Mbps
Cloud-based server & gaming applications: > 20 Mbps

ECRWSS
PRSRSTD
US Postage Paid
Permit #4
Orford, NH
03777

**Boxholder
Orford, NH 03777**

Town of Orford
2529 Route 25A
Orford, NH 03777

Appendix C- Committee Meeting Minutes

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

May 12, 2014

Attendees:

Terry Martin, At-Large
Tom Steketee, Selectboard
Dave Smith, Fire Department
Terry Straight, Fire Department
Ted Cooley, Social Library
Brad McCormack, Parks and Playgrounds
Carl Cassel, Conservation Commission
Mark Blanchard, Historical Society

Charlie Waterbury, Road Agent
Chris Kilmer, Police
Cicely Richardson, School Board
Sue Kling, Free Library
Rob O'Donnell, At-Large
Pat Hammond, At-Large
Ann Green, Planning Board
Nate Miller (UVLSRPC)

Nate Miller called the meeting to order at 7:00 PM.

Elect Chair of Advisory Committee:

Nate Miller asked that the Committee consider electing a Chairperson to coordinate with UVLSRPC staff and lead the meetings. Following discussion, Terry Martin was elected Chairman by acclamation. Ann Green volunteered to serve as the Committee's recorder.

Overview of the Project:

Nate Miller advised that the purpose of the project is to develop a Long-Range Plan for Community Facilities and Services in the Town of Orford by November 2014. This includes:

- Inventory of Current of Community Facilities and Services.
- Needs Assessment for Community Facilities and Services over next 20 Years.
- Development of Capital Improvement Options/Scenarios to be prioritized and form the basis of the Town's Capital Improvement Plan.

Community facilities and services to be considered in this plan include bridges, roads, general government, public works, police, fire/EMS, solid waste, libraries, recreational facilities, and cemeteries.

Nate Miller reviewed a draft population projection for the Town of Orford, based on a statewide population model using the same methodology historically used by the NH Office of Energy and Planning for developing population projections. The model projects that, from 2010-2035, Orford's population will increase from 1,237 to 1,370 (an increase of 11%). This projection is based on the aging, and eventual decline, of the baby boomer population. This is a trend projected both statewide and nationwide.

Committee members suggested that this model be considered a “lower-growth” scenario, and that a “higher-growth” scenario be developed based on an extrapolation of historic population trends. Nate Miller advised that he would develop the additional scenario and present it at the June meeting.

Discussion of Road and Bridge Prioritization Process:

Nate Miller provided Committee members with an inventory of town-owned bridges, and suggested a prioritization framework based on six factors: 1) State of Good Repair/Existing Condition; 2) Access to Residential Areas, Businesses, and Services; 3) Current Utilization/Traffic Volume; 4) Safety; 5) Availability of Alternate Routes; and 6) Flood Hazard Mitigation.

Committee members suggested the following:

- Increasing the weighting of safety to 15%, and considering bridge width as a safety factor;
- Increasing the weighting of Availability of Alternate Routes to 15%;
- Increasing the weighting of Flood Hazard Mitigation to 15%.

Nate Miller advised that road priorities will be developed using both paved and unpaved condition surveys for ¼ mile segments of every road in the Town of Orford. Fieldwork will be conducted during the month of June.

Community Facility Inventory and Needs Assessment:

Nate Miller reviewed the facility functions of General Government, Public Works/Utilities, Police, Fire/EMS, Solid Waste, Libraries, Recreational Facilities, and Cemeteries. UVLSRPC staff will be doing fieldwork and key person interviews during the month of June to develop a draft community facility inventory and needs assessment.

Committee members offered the following comments:

- Technology (e.g. electronic archiving) may impact space needs.
- Fuel storage tanks should be considered in the review of Public Works facility needs.
- Broadband/communications facilities are essential to the future development of the town.
- The Orford Senior Center, while not a town-owned facility, should be considered in this plan.
- Parking limitations are prevalent at nearly every community facility in town.

Other Business:

The Committee confirmed their next meeting for June 9, 2014 at 7:00 PM in the Niles Room.

Minutes Prepared by:

Nate Miller

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

June 9, 2014

Attendees:

Terry Martin, At-Large (Chair)

Tom Steketee, Selectboard

Dave Smith, Fire Department

Terry Straight, Fire Department

Ted Cooley, Social Library

Brad McCormack, Parks and Playgrounds

Paul Goundrey, At-Large

Mark Blanchard, Historical Society

Sandra Marsh, Transfer Station

Cicely Richardson, School Board

Carol Boynton, Free Library

Pat Hammond, At-Large

Ann Green, Planning Board

Nate Miller (UVLSRPC)

Call to Order:

Chairman Terry Martin called the meeting to order at 7:00 PM. Consideration of the May meeting minutes was tabled to the Committee's next meeting.

Review of Population Growth Scenarios:

Nate Miller reported that UVLSRPC has developed a second population growth scenario for the Town of Orford, based on the Committee's feedback at the May meeting. Scenario A is based on a statewide population model using the same methodology historically used by the NH Office of Energy and Planning for developing population projections. Scenario B is based on an extrapolation of historical population trends.

For the purpose of the Long-Range Community Facilities Plan, we will consider both scenarios. Scenario A projects that, from 2010-2035, Orford's population will increase from 1,237 to 1,370 (an increase of 11%). Scenario B projects that, from 2010 to 2035, Orford's population will increase from 1,237 to 1,773 (an increase of 43%). Committee members noted that a key part of this planning process is determining what facilities and services the town will need to support this increase.

Review of Draft Town Bridge Priorities:

Nate Miller advised that, using the Committee's feedback at the last meeting, town bridges were prioritized using a simple scoring system based on the following factors:

- Bridge condition (25%);
- Access to residential areas, businesses, and essential facilities (15%);
- Current utilization (15%);
- Safety (15%);
- Availability of alternate routes (15%);

- Flood hazard mitigation (15%).

This analysis considered each bridge's NHDOT municipal "red list" status, Federal Sufficiency Rating (FSR), history of vehicle accidents, bridge width, consideration in the town's 2010 Hazard Mitigation Plan, availability and length alternate routes, access to critical town facilities, and traffic volume. Committee members noted that the Indian Pond Road Bridge over Archertown Brook, which was recently replaced, has the highest FSR. Currently, there are no bridges specifically identified in the town's 2010 Hazard Mitigation Plan. Nate recommended that this be addressed when updating the Plan. A draft report of the town bridge priorities was shared and discussed.

DRAFT Priority	Number	Location
1	080/120	Archertown Road over Jacobs Brook
2	114/133	Town Road #100 over Archertown Brook
3	095/118	Archertown Road over Archertown Brook
4	085/101	Creamery Road over Jacobs Brook
5	087/108	High Bridge Road over Archertown Brook
6	120/173	Grimes Hill Road over Indian Pond Brook
7	145/067	Mousley Brook Road over Jacobs Brook
8	154/066	Town Road over Jacobs Brook
9	123/126	Archertown Road over Archertown Brook
10	129/123	Indian Pond Road over Archertown Brook
11	128/177	Bean Brook Road over Bean Brook
12	102/085	Brook Road over Jacobs Brook
13	116/089	Town Road #79 over Jacobs Brook

Committee members suggested the following:

- Shrinking the scale of the utilization criterion (AADT) to better reflect traffic volumes on town bridges.
- Re-evaluating the importance of the High Bridge Road over Archertown Brook bridge for access to essential facilities.
- Including an additional column in the table with funding strategies.

Update on Town Road Assessments:

Nate Miller reported that field work is ongoing for the town road assessments, and initial results will be presented at the Committee's July meeting.

Update on Community Facility Inventory and Needs Assessments:

Nate Miller reported that, throughout the month of June, UVLSRPC staff (Vickie Davis and Adam Ricker) will be conducting interviews of department heads for the purpose of gathering information and preparing an initial needs assessment for Orford's community facilities. Initial results will be reported at the Committee's July meeting. UVLSRPC staff will also look at strategies to expand Broadband services throughout town.

Other Business:

- Terry Martin provided a summary of the activities of a subcommittee of the Rivendell Interstate School Board. The subcommittee has been researching uses for the former Academy Building. Engineers have pronounced the building structurally sound. In the past, the Town has rejected a proposal to use the building for affordable housing. Currently, the subcommittee is considering a proposal to use the building for senior housing and medical office space. The subcommittee is hoping to have a proposal to present to the Rivendell Interstate School Board in the next six months. It is likely that the School District will retain ownership of the building because of common utilities.
- Nate Miller advised that Primex, the Town's insurance provider, offers a program of completing building assessments and risk assessments free of charge. A question was raised about possible conflicts with the agency's present relationship with the town, and whether providing this service would lead to higher premiums. Terry Martin volunteered to research the matter, and the Committee agreed to table a decision to the July meeting.
- Nate Miller asked whether the Garage Across from the Free Library should be considered in the study. Committee members advised that a police cruiser is typically stored there. It was suggested to be a low priority, but should be discussed with Chief of Police Kilmer. Some level of security may be needed.
- Nate Miller asked about the status of the Old Town Hall. Committee members advised that the Town is currently discussing a purchase of the building, and tabled discussion of the matter until the July meeting.

The Committee confirmed their next meeting for July 14, 2014 at 7:00 PM in the Niles Room. Nate Miller advised that a Public Informational Meeting would be scheduled for late July or early August.

Minutes Prepared by:

Ann Green and Nate Miller

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

July 14, 2014

Attendees:

Terry Martin, At-Large (Chair)

Tom Steketee, Selectboard

Terry Straight, Fire Department

Tim Cole, Emergency Management

Carl Cassel, Conservation Commission

Ted Cooley, Social Library

Sue Kling, Free Library

Cicely Richardson, School Board

Paul Goundrey, At-Large

Pat Hammond, At-Large

Ann Green, Planning Board

Sheri Clifford, Administration

Nate Miller (UVLSRPC)

Call to Order:

Chair Terry Martin opened the meeting at 7:00 PM. Ann Green moved to accept the minutes of May 19, 2014 and June 9, 2014 with two minor amendments. Tom Sketetee seconded and the motion passed unanimously.

Revised Town Bridge Priorities

Nate Miller reviewed the revised Town bridge priorities, which have been amended due to an adjustment in the traffic volume criterion. Terry asked about the estimated costs of repairs. Nate will develop estimates based on NHDOT data. Tom Steketee advised that Creamery Rd is a priority for re-decking at an estimated cost of \$15,000.

A summary of the bridge priorities is included in the meeting presentation, which is affixed to these minutes.

Review of Draft Road Assessment and Road Priorities

Nate advised that all town roads were surveyed by his staff in ¼ mile segments. Improvement needs fell into four categories: reconstruction, rehabilitation, preventive maintenance, and routine maintenance. Paul Goundrey felt that reconstructing Tannery Road does not make much sense due there being only one seasonal home on the road. Committee members suggested that Tannery Road could revert to a gravel road.

Proactive pavement rehabilitation will prevent the need for reconstruction and therefore is more economical. Nate will develop cost estimates that will be factored in the report. For the Capital Improvement Plan, the focus should be on the needs on paved roads. Sections of Archertown Road are in need of reconstruction.

A summary of the identified road improvement needs is included in the meeting presentation, which is affixed to these minutes.

Review of Draft Community Facility Inventory and Needs Assessment

Nate shared results of staff interviews with employees/volunteers and field visits by UVLSRPC staff to different community facilities in Orford. A summary of this information is included in the meeting presentation, which is affixed to these minutes.

Committee members offered the following comments:

- The Highway Department does not currently have a 4th worker, although a 4th worker may be needed in the future;
- Staff should verify whether a majority of Orford residents actually have curbside pickup of trash;
- A third, pet-friendly emergency shelter location should be considered;
- The free swimming program is open to both Orford and Piermont residents;
- An average of 48 people per week use the Orford Senior Center's services;
- Both libraries are landlocked by small lot size and the Social Library walkway floods;
- Need to determine the capacity of the three-acre addition to the cemetery.

Old Business

The Old Town Hall has now been purchased. The long term needs of the Old Town Hall should be determined.

Terry is interested in contacting a few towns that have had a facility assessment done by Primex.

Nate suggested that a public informational meeting be held at the next regularly scheduled meeting time on Monday, August 11 at 7:00 pm at Rivendell Academy. Committee members concurred with this suggestion.

Minutes Prepared by:

Ann Green and Nate Miller

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

September 8, 2014

Attendees:

Terry Martin, At-Large (Chair)

Tom Steketee, Selectboard

Carl Cassel, Conservation Commission

Ted Cooley, Social Library

Sue Kling, Free Library

Cicely Richardson, School Board

Rob O'Donnell, At-Large

Pat Hammond, At-Large

Ann Green, Planning Board

Brad McCormack, Parks and Playgrounds

Cameron Day

Tom Thomson

Nate Miller (UVLSRPC)

Call to Order:

Chair Terry Martin opened the meeting at 7:00 PM. Pat Hammond moved to approve the minutes of July 14, 2014. Cicely Richardson seconded and the motion passed unanimously.

Nate Miller advised that he would send meeting notes from the August 11th Public Informational Meeting to the Committee for review at the next meeting.

Review of Comments from Public Informational Meeting

Nate Miller reviewed comments from the Public Informational Meeting held on August 11th with the Committee. The Committee was encouraged to determine wants vs. needs, and develop a balanced plan that meets the needs of the town in a way that is respectful of the tax payers. Suggestions from the public included considering ongoing maintenance costs in the plan, constructing roads and bridges using cost-saving technology, developing public transportation, and considering a park-and-ride facility.

Other comments from the public included considering additional pedestrian walkways, encouraging a gas station/country store to locate in town, keeping seniors in the community via the development of elderly housing, and better engaging students in town decision-making.

Discussion of Community Facilities Priorities

Using keypad polling technology, the Committee provided initial feedback on the community facility needs identified so far in the planning process. The results of that process are affixed to these minutes.

The Committee did not reach consensus on the following items:

- Determining town bridge priorities to include in the twenty-year planning horizon;
- Constructing new sidewalks or multi-use paths;
- Improving Heating, Ventilation, and Air Condition in the Town Office;

- Considering a “Town Office Campus” in a new location that serves multiple departments;
- Installing additional garage bays and lockers at the Highway Department;
- Acquiring a forest fire unit;
- Expanding bay doors and installing a larger generator at the Fire Department building;
- Developing a Fire Substation in Orfordville;
- Completing the playground;
- Constructing a bandstand on the East Common;
- Developing office space at the Free Library;
- Installing running water and a septic system the Free Library;
- Constructing a 24’ x 24’ storage shed with power and water for Cemeteries;
- Purchasing property next to the West Cemetery for future expansion.

Chair Terry Martin advised that he will convene a Subcommittee to resolve the questions and make recommendations on these items.

Next Meeting Date

The next meeting will be held on Monday October 13, 2014 at 7pm at Town Office (Niles Room).

The meeting was adjourned at 8:40 PM.

Minutes Prepared by:

Ann Green and Nate Miller

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

October 13, 2014

Attendees:

Terry Martin, At-Large (Chair)

Tom Steketee, Selectboard

Carl Cassel, Conservation Commission

Ted Cooley, Social Library

Sue Kling, Free Library

Cicely Richardson, School Board

Pat Hammond, At-Large

Ann Green, Planning Board

Brad McCormack, Parks and Playgrounds

Tom Thomson

Nate Miller (UVLSRPC)

Call to Order:

Chair Terry Martin opened the meeting at 7:00 PM. Pat Hammond moved to approve the minutes of October 13, 2014 with one amendment. Ann Green seconded and the motion passed unanimously.

Nate Miller advised that he would check the status of the Quinttown Road Bridge with the NHDOT and ensure that it is included on the Town Bridge Inventory.

Continue Discussion of Community Facilities Priorities

The Committee continued discussion of community facilities needs and priorities, including the following items:

- A budget for a culvert inventory and annual culvert replacement should be included in the plan.
- The Creamery Road Bridge has had recent deck and superstructure improvements and should not need to be addressed in the next twenty years. While the bridge will require routine maintenance, it should not be included in the plan as a capital improvement need.
- The Selectboard will discuss the potential conversion of the High Bridge to bicycle/pedestrian uses only with nearby landowners. Tom Steketee will report back to the Committee on this item.
- There are no known local sidewalk needs to be included in the plan. Committee members did note a need for improved sidewalks and a crosswalk on NH Route 10. These improvements would likely necessitate a Transportation Alternatives Program grant application by the Town, which would require a 20% local match.
- The East Common Bandstand should be funded by donations. The Town could commit to providing insurance and maintaining the bandstand, but it should not be included as a capital improvement need in the plan.
- The Cemetery storage shed with power and water should be included in the plan at an estimated cost of \$25,000-\$30,000.

- Discussion of Fire Department related items was tabled pending additional information from the Fire Chief.

Discussion of Town Office Needs

Terry Martin distributed an analysis of Town Office building needs. Terry's analysis considered 11 items:

- Mold Remediation in Basement;
- Exterior Weatherproofing and Window Improvements;
- Insulation and Energy Measures;
- HVAC Improvements;
- Additional Police Space;
- Security Upgrades to the Town Clerk's Office;
- Foundation Repair;
- Elevator for ADA Compliance (if the second floor of the building is utilized);
- Fire Suppression System;
- Additional Meeting Space;
- Solar Power.

If only immediate needs are considered (e.g. mold remediation, exterior/window improvements, insulation/energy measures, security upgrades, and foundation repair), the minimum estimated cost would be \$155,000. If all eleven improvements are considered, the cost estimate could reach as much as \$540,000. Terry noted that new construction averages between \$175 and \$225 per square foot.

Terry advised that the current Town Office Building has limited private investment appeal other than for use as apartments. Based on an analysis of apartment conversion costs and potential rent revenue, Terry estimated that the value of the building to a private investor would be between \$150,000 and \$200,000. Tom Thomson advised that with the septic system improvements that would be needed to accommodate apartments, the private investment value would be even lower.

Next Meeting Date

The next meeting will be held on Monday, November 10, 2014 at 7pm at Town Office (Niles Room).

The meeting was adjourned at 8:40 PM.

Minutes Prepared by:

Nate Miller

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

November 10, 2014

Attendees:

Terry Martin, At-Large (Chair)

Tom Steketee, Selectboard

Ted Cooley, Social Library

Sue Kling, Free Library

Cicely Richardson, School Board

Pat Hammond, At-Large

Paul Goundrey, At-Large

Ann Green, Planning Board

Brad McCormack, Parks and Playgrounds

Tom Thomson

David Bischoff

Nate Miller (UVLSRPC)

Call to Order:

Chair Terry Martin opened the meeting at 7:00 PM. Ted Cooley moved to approve the minutes of October 13, 2014 with three amendments. Pat Hammond seconded and the motion passed unanimously.

Discussion of Community Facilities Priorities:

The Committee reached consensus on the community facilities needs and priorities:

- The paved roads section of the plan will include the reconstruction of approximately 1.25-1.5 miles of Archertown Road. The budget estimate for that work (\$125,000-\$150,000) should be increased to include road fabric at a cost of approximately \$1.50 per linear foot. This project was identified as a short-term (next five years) priority.
- Resurfacing of paved roads in Orford should occur on a ten-year cycle in the plan, at an estimated annual cost of \$28,000-\$30,000 per year. This project was identified as a short-term (next five years) and ongoing priority.
- Tannery Road, from Dublin Road to Archertown road should revert from a paved surface to a gravel surface. The cost of this reversion would be negligible to the town. This project was identified as a short-term (next five years) priority.
- Three bridge reconstruction/rehabilitation projects will be included in the plan: 1) Archertown Road over Jacobs Brook at an estimated cost of \$270,000; 2) Town Road #100 over Archertown Brook at an estimated cost of \$170,000; and Grimes Hill Road over Indian Pond Brook at an estimated cost of \$100,000. All three bridges are structurally deficient and were identified as short or medium-term priorities.
- The completion of an inventory of the town's culverts (approximately 280 culverts) will be included in the plan at an estimated cost of \$10,000-\$12,500.

- Replacement or upgrading of approximately ten culverts per year will be included in the plan at an estimated cost of \$17,500-\$25,000 per year. This project was identified as a short-term (next five years) and ongoing priority.
- No local sidewalk needs were identified as priorities for inclusion in the plan.
- Regarding state-owned infrastructure, the Committee agreed that the Town of Orford should request that a rehabilitation or reconstruction project for the NH Route 25A Bridge over Brackett Brook be considered for inclusion in the next Ten-Year Plan update cycle. There would be no direct cost to the Town of Orford for this project.
- The Committee agreed that a local park-and-ride facility was not determined to be a priority for inclusion in the plan.
- The Committee agreed that, given the cost of new construction and the limited private investment value/potential uses of the existing Town Office building, the Town Office should remain in its current location and the building should be upgraded as appropriate.
- A structural assessment of the Town Office building, including the foundation will be included in the plan at an estimated cost of \$5,000. This project was identified as a short-term (next five years) priority.
- Remediation of mold in the Town Office basement and extermination of animals in the walls of the Town Office will be included in the plan at an estimated cost of \$17,500-\$22,500. This project was identified as a short-term (next five years) priority.
- Exterior weatherproofing and window replacements at the Town Office will be included in the plan at an estimated cost of \$20,000-\$25,000. This project was identified as a short-term (next five years) priority.
- Insulation and energy efficiency improvements at the Town Office will be included in the plan at an estimated cost of \$30,000-\$35,000. This project was identified as a short-term (next five years) priority.
- Foundation repairs at the Town Office will be included in the plan at an estimated cost of \$85,000-\$90,000. This project was identified as a short-term (next five years) priority.
- Security upgrades for Town Office staff will be included in the plan at an estimated cost of \$10,000-\$20,000. This project was identified as a short-term (next five years) priority.
- Installation of an elevator to provide ADA-compliant access to the second floor of the Town Office will be included in the plan at an estimated cost of \$80,000-\$90,000. This project was identified as a long-term (next 10 to 20 years) need.
- Fit-up of the second floor of the Town Office for offices, storage, and meeting space will be included in the plan at an estimated cost of \$85,000-\$125,000. This project was identified as a long-term (next 10 to 20 years) need.
- A 200 SF expansion of the Police Department to provide additional office space and private interview space will be included in the plan at an estimated cost of \$50,000-\$75,000. This project was identified as a long-term (next 10 to 20 years) need.
- Paving and striping of the Town Office parking lot to accommodate a third row of parking was not identified as a priority for inclusion in the plan.
- The installation of a fire suppression system at the Town Office will be included in the plan at an estimated cost of \$35,000-\$40,000. This project was identified as a long-term (next 10 to 20 years) need.

- Installation of solar panels at the Town Office to reduce energy costs will be included in the plan at an estimated cost of \$10,000-\$15,000. This project was identified as a long-term (next 10 to 20 years) need.

Discussion of the Fire Department building was tabled pending additional information from the Fire Department. The Committee discussed five conceptual options for the future of the Fire Department building, including:

- Negotiating a long-term lease with the owner of the Fire Department building;
- Purchasing the Fire Department building;
- Constructing a new Fire Department building;
- Finding another building in Town that could serve as the Fire Department building;
- Considering developing a regional Fire Department in coordination with neighboring communities.

Next Meeting Date

The next meeting will be held on Monday, November 24, 2014 at 7pm at Town Office (Niles Room).

The meeting was adjourned at 8:40 PM.

Minutes Prepared by:

Nate Miller

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

November 24, 2014

Committee Members & Staff Present: Terry Martin, Chair; Cicely Richardson, School Board; Sue Kling, Free Library; Ted Cooley, Social Library; Tom Steketee, Selectboard; Carl Cassel, Conservation Commission; Brad McCormack, Parks & Playgrounds; Roger Hadlock, Road Agent; Paul Goundrey, member-at-large; Terry Straight, Fire Chief (arrived at 8 pm); ; and Victoria Davis, UVLSRPC Planner

Members of the Public: Tom Thomson and David Bischoff

Review of Meeting Minutes: The Committee reviewed the minutes of the November 10, 2014 meeting. Sue Kling asked that her name be added as a member present. Tom Thomson stated he would like to clarify information provided at the previous meeting that he did not feel was part of the November 10, 2014 minutes. The culvert on Mousley Brook Road over Mousley Brook is a culvert and not a bridge. The structure at the end of Quinttown Road over Jacobs Brook is a bridge and not a culvert and was inspected by the State. He wanted to know if this was on the State list or not. The Committee approved the minutes with this change by voice vote.

Review of Past Decisions and Remaining Decisions to be Made:

Highway Department:

Roger Hadlock agreed with the Committee that a new truck was not needed. He added that they did not need to have additional ventilation for welding as they do not do much welding and can simply open the doors for added ventilation. He also did not feel the weatherization was needed for the building. He discussed the need to get equipment under cover by a pole barn with one wall and a roof rather than additional bays for the garage building. After discussion, it was determined that a 20' x 60' pole barn should be constructed in the next spring or summer to house the backhoe and grader. Hadlock stated the salt shed is fine for now though "tired," and they should put in a cement floor and walls in the future, perhaps in 10 years. He felt the size of the shed is adequate. He also stated that lockers are not needed.

- Acquire Additional Truck – Delete from list
- Upgrade Electrical System – Keep on short-term list
- HVAC Upgrades – Delete from list
- Weatherproofing and Insulation Improvements – Delete from list
- Improve/Replace Salt Storage Shed – Change to Long Term or 10 years to replace building in similar size with concrete floor and walls. Price to be determined.
- Add Additional Bay Space – Delete this item and replace with new 20' x 60' pole barn for storage to be done in short-term of 1-5 years for approximately \$42,000 as calculated by Terry Martin
- Install Lockers – Delete from list

Parks & Playgrounds:

The Parks and Playgrounds items will be done by volunteer labor and donations so can be removed from the town's facilities plan.

Cemeteries:

The Committee maintained the need to construct a storage shed with water and power within 5-10 years for \$20-30,000.

Transfer Station:

Vickie emphasized the need to provide waste oil secondary containment as the present system is illegal and hazardous. She provided information to Tom Steketee on annual grants for up to \$2,500 from NH DES to improve this system with secondary containment (estimated cost \$250); spill kit (estimated cost \$150-250); and shed (estimated cost \$750-1,000). The grant application is due in mid-2015. The Committee determined this is a short-term project to be completed as soon as possible. She also provided cost estimates for a platform and stairs to access a 40 cubic yard container for scrap metal: \$1,500 for pressure-treated wood with sauna tubes. The Committee felt the container used to estimate the platform/stairs requirement was too large. Vickie will contact Sandra Marsh at the transfer station to see what size container she would be using. There was a question if this platform would belong to the Town or if the transfer station contractor, Sandra Marsh would need to provide it. This was not resolved.

When asked if the oil collection system should be moved to the Highway Garage where the oil is used, Roger Hadlock stated he felt it should stay in the existing location as residents are used to dropping off oil with their trash and recyclables.

There will be no office provided at the transfer station as Sandra Marsh had told the Committee that she does not need one. This will be deleted from the list.

Libraries:

There was a consensus of the Committee that the Free Library and the Social Library should be consolidated. Both libraries have inadequate storage and parking. Sue Kling stated there would be many legal hoops to go through to close the libraries. The Committee agreed that there are a few residents who would be adamantly opposed to consolidation of the libraries. The Committee determined to have the library trustees from the two libraries to continue to work together to resolve the issue of future consolidation. Carl Cassel suggested that a fund should be started so if an appropriate property became available, the Town would be ready to act in purchasing a future library facility. The Committee recommended the Trustees should make the decision.

The Committee will not be addressing the septic and water issues for the Free Library or parking issues for either library. Terry Martin passed out a cost list he had developed for selling the existing libraries and building a new library.

The Committee did decide to address the drainage issue at the Social Library. They will build up the sidewalk with paver blocks and sand for about \$1,500. This will be done within the next year.

Fire Department:

Tom Steketee suggested that the fire department, the corporation, and the town have a meeting to discuss the future of the fire station. He added that he had called the NH Attorney General's and did not find that the Orford Volunteer Fire Department, Inc. is a 501(c)(3) organization.

Fire Chief Terry Straight joined the Facilities meeting at 8:00 pm after a fire department meeting. Chief Straight verified that the building is owned by the Orford Volunteer Fire Department, Incorporated. He stated that the members of the corporation are Fire Department volunteers who have worked for the Fire Department for at least one year. He said he was not sure if it was a 501(c)(3) or not.

The Chief stated that there have been 98 runs from the Fire Department since January 1: 80% medical assistance for the ambulance (one auto accident); 20% were fire related such as mutual aid, wires down, chimney fires. There hasn't been a structural fire in Orford for a few years.

The Chief and the Committee reviewed the list of possible items for the Facilities Plan. They will delete the following items from the list since the fire station is not town property: septic system upgrade, new bay doors, exhaust system, generator. In addition, the Chief stated the following were not needed and should be deleted from the list: Orfordville substation and forest fire unit. The personal protection equipment is still needed, but the Chief stated this will be covered by a grant or the fire department capital reserve funds so this can be deleted from the Committee's list. A multi-purpose 6-wheeler may be purchased in the future with a grant so this can be deleted from the list. The Chief emphasized the need for a utility truck or SUV for fire inspections and meetings. Chief Straight puts on about 100 miles a week for the fire department. This vehicle should be purchased in 10-15 years and might cost about \$30,000. He also indicated a need for the mini-pumper for narrow driveways. This would hold 3-400 gallons of water and would have a 4" supply line. This would be needed within 1-5 years with a cost of about \$180-220,000.

Future Meetings: The next Committee meeting will be held on December 8, 2014. This is a Monday which is the same night for fire department meetings, but Chief Straight said he could come to the meeting late.

The Committee discussed when to have the next public informational meeting, and it will be held sometime in January. Tom Steketee will check the notice requirements and the town schedule to help determine the date.

The meeting adjourned at 8:45 pm.

Submitted by,
Victoria Davis, Planner
Upper Valley Lake Sunapee Regional Planning Commission

Town of Orford

Long-Range Community Facilities and Services Plan Advisory Committee

MEETING MINUTES

February 23, 2015

Attendees:

Terry Martin, At-Large (Chair)
Tom Steketee, Selectboard
Cicely Richardson, School Board
Pat Hammond, At-Large
David Smith
Nate Miller (UVLSRPC)

Call to Order:

Chair Terry Martin opened the meeting at 7:05 PM. Cicely Richardson moved to approve the minutes of November 24, 2014. Pat Hammond seconded and the motion passed unanimously.

Work Session- Review of Draft Orford Long-Range Community Facilities Plan:

The Committee reviewed the draft Long-Range Community Facilities Plan and reached consensus on the following edits:

- General- Adding a section to the plan detailing the efforts of a local Task Force to expand broadband infrastructure in Orford;
- Section 1.2- Citing the relevant appendix providing information about the Public Informational Meeting;
- Section 1.3- Noting that population growth assumptions come with the caveat that the Town of Orford does not have land use regulations in place that control the size and scope of future development;
- Section 2.3.1- Noting that the Committee views the town's bridges as essential infrastructure, and that the Committee considers the maintenance, repair, and/or replacement of structurally-deficient local bridges as a mandate rather than a choice;
- Section 2.3.1- Correcting a reference to the Town Road #100 Bridge over Archertown Brook;
- Section 2.4- Making the culvert location map a full page and adding a legend to the map;
- Section 2.5- Making miscellaneous typographical corrections;
- Section 3.2- Noting the potential for the Town to apply for USDA Rural Development Community Facilities grant program funding to offset some of the costs of improving the Town Office building;
- Section 4.1- Clarifying that the Highway Department is staffed by the Road Agent and two maintenance workers;

- Section 4.2- Adding a caption to a photo and making a typographical correction;
- Section 4.3- Clarifying that the Committee views the construction of a 24' x 24' cemetery maintenance shed as a short-term need (next five years);
- Section 4.4- Making a typographical correction;
- Section 4.6- Correcting the “LLC” references to the Fire Department Corporation to “Inc”;
- Section 4.6- Clarifying that the Fire Department exhaust system is for truck fumes in the building;
- Section 4.7- Clarifying that the Committee’s Old Town Hall recommendation should be considered a reserve for future exterior maintenance in the long-term (next 10 to 20 years).

The Committee asked Nate Miller to make the agreed upon edits and print five display copies of the revised plan to have available at Orford’s upcoming Town Meeting.

Terry Martin reviewed a one-page list of observations from the planning process that could serve as the basis for an introductory letter from the Committee or Executive Summary for the Plan. Committee members agreed that this would be helpful, and Terry advised that he would also have this information available at Town Meeting.

Final Public Informational Meeting

The Committee set Monday, March 30th at 7:00 PM as the date for the final Public Informational Meeting. Nate Miller advised that he would work to book the Rivendell Multi-purpose Room for the meeting and draft a flyer that could be used for public outreach. Terry Martin volunteered to work with Ted Cooley on a mailing a postcard to residents with information about the meeting.

The meeting was adjourned at 8:45 PM.

Minutes Prepared by:

Nate Miller

Appendix D- Public Informational Meeting Materials



PUBLIC INFORMATIONAL MEETING

Town of Orford Long Range Community Facilities Plan

Date: Monday, August 11th, 2014

Time: 7:00 PM to 8:30 PM

Location: Rivendell Academy

(Multi-Purpose Room)

2972 NH Route 25A

Orford, NH 03777

Infrastructure

Roads
Bridges
Broadband

Community Facilities

Town Offices
Highway Department
Transfer Station
Fire Department
Police Department
Emergency Operations
Center
Parks and Playgrounds
Libraries
Cemeteries
Conservation Lands

Your ideas are important! Please participate and share your thoughts about:

- ♦ Town road and bridge improvement priorities in the Town of Orford;
- ♦ Community facility improvement needs in the Town of Orford.

Contacts: Terry Martin
Chairman
Orford Facilities Committee
603-353-9830
Terry.Martin@mascomabank.com

Nathan Miller (UVLSRPC)
10 Water Street
Lebanon, NH 03766
603-448-1680
nmiller@uvlsrpc.org



PUBLIC INFORMATIONAL MEETING

Town of Orford Long Range Community Facilities Plan

Date: Monday, March 30, 2015

Time: 7:00 PM to 8:30 PM

Location: Rivendell Academy
(Multi-Purpose Room)
2972 NH Route 25A
Orford, NH 03777

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