

PEMBROKE PLANNING BOARD
APPROVED MINUTES OF MEETING
Tuesday, April 24 2006

MEMBERS PRESENT: Roland Lemoine, Chairman, Robert Bourque, Vice Chairman, Cindy Lewis, Selectman's Representative, Alan Topliff, Kevin Foss, Mark Zydel, and Todd Terrien

ALTERNATES PRESENT: Kathy Cruson

EXCUSED: Daniel Crean, Alternate

STAFF PRESENT: Laura Scott, Director of Planning, Jocelyn Carlucci, Recording Secretary

Chairman Lemoine called the meeting to order at 6:59 p.m.

Public Hearings – Continued Applications

Major Site Plan Application. Case #07-101. Map 632 Lot 18-5, located on Riverwood Drive in the Commercial/Light Industrial (C1) and the Aquifer Conservation (AC) Zoning Districts. The applicant Jeff Lewis, of Northpoint Engineering, on behalf Gladstone Brothers Construction (applicant) and Riverwood Commercial Properties (owner), is proposing a Planned Industrial Development with 4 buildings, each having a series of 20' wide by 60' deep units (30 total). Each unit contains a 300 sqft office area and a 900 sqft warehouse area for a total of 36,000 sqft of gross floor area proposed (9,000 sqft and 27,000 sqft warehouse).

Laura Scott, Director of Planning verified that each member was given a memo prior to the beginning of the meeting from the Pembroke Water Works dated April 24, 2007. The memo was received by Ms. Scott today, therefore not having been included in their packets. The applicant was also given a copy of the letter today.

Jeff Lewis, of Northpoint Engineering, introduced himself and indicated that Dave Ladeux of Gladstone Brothers Construction was also present. Mr. Lewis stated the applicant is hoping that their application will be accepted as complete. He also stated that the plans had been slightly revised in order to address the comments that were received from the Planning Board and KV Partners LLC.

Vice Chairman Bourque questioned the amount of parking spaces that would be necessary if the mezzanine's were completed as office space. Mr. Lewis said that it would depend on the size of the office space.

Ms. Scott pointed out that it is noted on the Plan and the condominium documents that, if the mezzanine's were changed to office space or storage, the condominium owner would be required to meet with the Planning Board, prior to receiving a permit, for the purpose of receiving planning approval and meeting all building codes and parking requirements.

Mr. Lewis said that the applicant would be willing to add specific language to the condominium documents to show that any change in the mezzanine area (i.e. office space) must be approved by the Planning Board.

Ms. Scott noted that every time there have been revisions in the condominium documents, the Planning Board members have receive revised copies. The document they presently have is the most recent document. She also noted that on her memo to Jeff Lewis dated April 16, 2007, Item 4a has been taken care of.

Vice Chairman Bourque asked if the condominium documents were explicit about not allowing storage of hazardous material/waste.

Dave Ladeux of Gladstone Brothers Construction indicated that they reflect the newest language of the Aquifer Conservation District adopted into the Zoning Ordinance at the 2007 Town Meeting.

Ms. Scott noted that the condominium documents mirror Pembroke's aquifer district rules and regulations.

Chairman Lemoine asked Ms. Scott to provide him with a complete set of condominium documents for his review.

Member Terrien questioned the ability for the property owner to check all condominium units for hazardous material/waste. Mr. Ladeux stated that the language which would allow the owner to inspect the units appears in Appendix D, 6(d) titled "Pass Key" of the Condominium Rules of the Knoll Crest-Trade's Province Condominium and also in the Bylaws.

MOTION: Selectman's Rep. Lewis moved to accept the Major Site Plan Application for review. Vice Chairman Bourque seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
 Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO ACCEPT THE MAJOR SITE PLAN APPLICATION FOR REVIEW PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

Chairman Lemoine opened the public hearing at 7:10 p.m.

Kevin Brasley, of Pembroke Water Works clarified that the Water Works' letter dated April 24, 2007 to the Planning Board contains suggestions with regard to storm water sampling and they recognize that there are no regulations presently in place to address the septic/leach field and aquifer concerns.

Selectman's Rep. Lewis asked what Pembroke Water Works' suggestions would be with regard to storm water sampling and if DES had a standard plan?

Mr. Brasley said that DES has a standard plan but because it is so new, most towns have yet to adopt them into their regulations. He stated that any stormwater that can be regenerated into the ground is a benefit to the aquifer.

Chairman Lemoine asked how frequently stormwater sampling should occur and what the cost is.

Mr. Brasley said that the frequency and cost depends on the site because there are different tests performed depending on each site's situation or location. Costs could range between \$800-\$1200.

Norman Provencher of the Pembroke Water Works said that sampling should be done at least once a year.

Mr. Brasley applauded the applicant for having established a storm water treatment system.

Mr. Ladeux mentioned there have not been any definitive discussions regarding storm water sampling.

Vice Chairman Bourque asked who the Pembroke Water Works' felt should absorb the cost associated with the testing.

Mr. Brasley said that the landowner should be responsible for the cost.

Vice Chairman Bourque asked how long it would take for the state to mandate testing.

Mr. Provencher said that it could take between 1-5 yrs.

Chairman Lemoine asked if sampling would be retroactive to all sites in the aquifer district once DES mandated testing.

Mr. Brasley didn't feel that DES could make it retroactive.

Ms. Scott indicated that it is her opinion that DES is not looking to mandate the model for stormwater protection ordinance anywhere in the state. It was merely a sample that DES provided as guidance for those towns who had requested help in developing an ordinance. She clarified that the letter from the Pembroke Water Works dated April 24, 2007 was asking the Planning Board to put requirements on this applicant regardless of whether the Planning Board proposed a new ordinance.

Chairman Lemoine indicated that it would be helpful to the applicant and the Planning Board, if prior to the technical review, all documents were presented. Lately there have been documents which have not been received by the Board until the day of the review or meeting which has caused the Board to postpone decisions until they have been able to adequately review the document. He said that the Pembroke Water Works' letter is a perfect example of information that should have been received in advance of this meeting, so that the applicant would have ample time to comment and/or make provisions accordingly.

Mr. Provencher clarified that the intent of the April 24, 2007 letter was not to hold up development.

Vice Chairman Bourque stated that he was uncomfortable that the applicant would have to bear the burden of the total cost of sample testing.

Member Zydel suggested that since the Town is very much aware of its valuable resource, it would seem reasonable that the Town should consider its own storm water sampling program and not require the applicant to do it.

Chairman Lemoine asked Paulette Malo, Sewer Commissioner, to comment. Ms. Malo said that the Water Works Superintendent has requested that the Sewer Department approach DES for a sewer connection for this site. She stated that, in the past, they have approached DES regarding previous connections and have been denied and, therefore, the Sewer Department did not go to DES regarding this connection. Her recommendation to the Superintendent was that the Town require a more stringent septic design than what DES has in place since it involves the aquifer. It would be up to the Planning Board to implement those stricter rules. She also pointed out that the application came to technical review prior to meeting with Water and Sewer Departments and that the plans showed the septic already in place on the plan.

There being no further comments, Chairman Lemoine closed the public hearing at 7:28 p.m.

Vice Chairman Bourque asked how many outstanding issues remained on this application.

Ms. Scott referred to her memo of April 16, 2007 which indicated permit-related issues, very minor review issues, and some financial guarantee issues. There were also minor comments from KV Partners noted in their letter of April 16, 2007 and the Pembroke Water Works suggestions in their April 24, 2007 letter.

At the inquiry of Vice Chairman Bourque, Ms. Scott said that if the Planning Board wanted to approve the application with water sampling conditions, the Board would have to set those conditions at this time and note the frequency of storm water sampling, who is responsible for the cost, and to whom the result would be available.

There was a brief conversation regarding the uncertainty of the future costs associated with storm water sampling and whether that cost should be shared between the applicant and the Town with a cost of living adjustment.

MOTION: Vice Chairman Bourque moved to approve the application with the following conditions: (a) That the Pembroke Water Works letter dated April 24, 2007 be included as part of the packet; (b) Items 1, 3, 4c and 5 listed on the memo from Laura Scott to Jeff Lewis, Northpoint Engineering dated April 16, 2007; and (c) the issues noted in KV Partners LLC's letter dated April 16, 2007. Member Terrien seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO APPROVE THE APPLICATION WITH THE FOLLOWING CONDITIONS: (A) THAT THE PEMBROKE WATER WORKS LETTER DATED APRIL 24, 2007 BE INCLUDED AS PART OF THE PACKET; (B) ITEMS 1, 3, 4C AND 5 LISTED ON THE MEMO FROM LAURA SCOTT TO JEFF LEWIS, NORTHPOINT ENGINEERING DATED APRIL 16, 2007; AND (C) THE ISSUES NOTED IN KV PARTNERS LLC'S LETTER DATED APRIL 16, 2007 PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

Ms. Scott wanted to state, for the record, that the applicant came in for a conceptual before they submitted their application and the Technical Review Committee gave comments on that. All departments had a TRC meeting on the conceptual as well as the full application.

Minor Site Plan Application. Case #07-102. Map 561 Lot 14 located at 129 Sheep Davis Road in the Commercial/Light Industrial (C1) and the Aquifer Conservation (AC) Zoning Districts. The applicant Holden Engineering, on behalf of A&B Lumber Company, LLC., is proposing the addition of a 1,200sqft office building and drainage, access, and parking improvements to the site.

Peter Holden, Holden Engineering addressed the Board. He reviewed the A & B Lumber site. They have a site specific permit and would like to pave the remaining area. He pointed out that the site plan indicates, not only the changed traffic pattern, but also the proposed 1200 sq. ft office addition.

Ms. Scott said that the Board accepted the plan at the last meeting and KV Partners LLC has reviewed the latest plan and has no issues. Ms. Scott has only one minor issue which she addressed as No. 1 on her memo to the Planning Board dated April 5, 2007. No. 2 on that memo is just for the Board's information.

Chairman Lemoine opened the public hearing at 7:46 p.m.

Vice Chairman Bourque asked for clarification regarding the office space change noted in Ms. Scott's memo listed as No. 2b.

Ms. Scott said that originally the office, that the Planning Board approved, was to be attached to the rear of the existing warehouse/sales building (as noted on the Plan), and was to extend the full width of the building. The present office was reduced to 528 sq. ft. and no longer is the width of the existing building.

Vice Chairman Bourque asked what traffic markings were done. Mr. Holden said that they have striping and directional arrows along the road, a center painted island to keep cars separated, both sides of the driving lanes are painted with directional arrows. The driving lane is 24 feet wide.

Ms. Scott pointed out that page 6 of 8 on the Plan shows the proposed traffic pattern.

There being no further comments, Chairman Lemoine closed the public hearing at 7:50 p.m.

Ms. Scott also noted that if the Planning Board approved this plan, it would supersede the first site plan. Instead of A & B Lumber doing an "as built" because they built differently than was proposed, this plan would become their "as built" plus Phase II.

Selectman's Rep. Lewis clarified that usually the applicant would return to the Planning Board for approval of a new site plan if there was a change that was not noted on the previously approved site plan. The Board is typically more concerned if the size of a structure is increased.

MOTION: Vice Chairman Bourque moved to approve the Minor Site Plan with the following condition: Item #1 listed on Laura Scott's memo to the Planning Board dated April 5, 2007. Kevin Foss seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO APPROVE THE MINOR SITE PLAN WITH THE FOLLOWING CONDITION: ITEM #1 LISTED ON LAURA SCOTT'S MEMO TO THE PLANNING BOARD DATED APRIL 5, 2007 PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

Public Hearings – New Applications

Minor Subdivision Application. Case #07-03. Map 563 Lot 8 & 9 located at 202 & 206 Beacon Hill Road in the Limited Office (LO), Home Business Overlay, and Architectural Overlay Zoning Districts. The applicant, Don Duval of Duval Survey, on behalf of Tilton Variety, Inc (Lot 8) George and Nancy J. Rodgers Irrevocable Trust of 2004 (Lot 9), is proposing a Lot Line Adjustment that would add 2,693 sqft to Lot 9 from Lot 8.

Ms. Scott noted that Mr. Duval was not present but the two property owners were in the audience. The member packet contained a memo from Ms. Scott dated April 6, 2007 which listed minor outstanding items. The Zoning Board granted the variance for this application. Applicant is requesting waivers listed on the memo received March 27, 2007 from Donald E. Duval LLS of Duval Survey, Inc., a copy of which was in the member packet. Applicant asks that true north, existing topography, and soil types be waived from the plan. There are no major issues.

MOTION: Selectman's Rep. Lewis moved to accept the Plan. Chairman Lemoine seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO ACCEPT THE PLAN PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

MOTION: Selectman's Rep. Lewis moved to waive e – true north, i – existing topography, and n – soil types. Vice Chairman Bourque seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO WAIVE E – TRUE NORTH, I – EXISTING TOPOGRAPHY, AND N – SOIL TYPES PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

Chairman Lemoine opened the public hearing at 7:58 p.m.

There being no comments, Chairman Lemoine closed the public hearing at 7:59 p.m.

At the inquiry of Member Topliff, Ms. Scott explained that the purpose of the lot line adjustment was to create a larger buffer between the residential property (Lot 9) and the potential commercial property (Lot 8).

MOTION: Alan Topliff moved to approve the application with the conditions listed on Laura Scott's memo to Don Duval dated April 6, 2007. Vice Chairman Bourque seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
 Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO APPROVE THE APPLICATION WITH THE CONDITIONS LISTED ON LAURA SCOTT'S MEMO TO DON DUVAL DATED APRIL 6, 2007 PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

Meeting Minutes

1) March 27, 2007 public session

Member Topliff asked that page 8, paragraph 9, line 1 be revised to read as follows: "Member Topliff suggested that, in view of past discussions regarding the condition of **Beacon Hill Road** and its . . ."

For future reference, Ms. Scott suggested that the Board should always take a formal vote when deciding to continue a review of an application and to note the date of the next meeting to which it is continued.

MOTION: Alan Topliff moved to accept the minutes of the March 27, 2007 meeting as amended. Member Terrien seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
 Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO ACCEPT THE MINUTES OF THE MARCH 27, 2007 MEETING AS AMENDED PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

2) March 27, 2007 non-public session

Selectman's Rep. Lewis announced that she gave the minutes to the non-public session to Troy Brown, Town Administrator. Ms. Scott said that Mr. Brown did not give them to her for Board approved. Chairman Lemoine said that the minutes to the non-public session will be reviewed at next meeting.

3) April 10, 2007 public session

Selectman's Rep. Lewis said that the last paragraph on page 7, should be corrected to read: ". . . ENPRO must have received a copy of the letter from the Pembroke Water Works because ENPRO then authorized Red Rock to represent ENPRO."

Member Cruson asked the spelling of her last name to be corrected on page 1, line 2 of paragraph 3.

MOTION: Todd Terrien moved to accept the minutes of the April 10, 2007 meeting as amended. Vice Chairman Bourque seconded.

VOTE: Alan T. – Y Todd T. – Y Robert B – Y Cindy L - Y
 Kevin F. – Y Mark Z– Y Roland L - Abstained

MOTION TO ACCEPT THE MINUTES OF THE APRIL 10, 2007 MEETING AS AMENDED PASSED ON A 6-0 VOTE WITH ONE ABSTENTION.

Correspondence

- **4/10/07 Planning Board meeting follow-up & next steps April 16th memo**

Ms. Scott noted her memo to the Board dated April 16, 2007 entitled “4/10/07 Planning Board Meeting Follow-up & Next Meeting” asks the Board to clarify what they would like Ms. Scott to work on.

- **Pembroke-Concord Cooperative Discussion: Aquifer Conservation/Wellhead Protection.**

It was agreed that Ms. Scott write a letter to the Concord Planning Board asking them for a copy of their Aquifer Conservation District ordinance and to invite them to a work session to discuss Pembroke and Concord’s ordinances

- **Discussion with Water Works Regarding Planning Board Plan Review Requests**

After a brief discussion, it was decided that Ms. Scott should find the DES website outlining their Best Management Practices and e-mail the website to all Board members for their review

- **Water Works Request – Dirt Doctor (709 Keith Ave.) Site Plan Approval Clarification**

Ms. Scott said that Troy Brown received a copy of the minutes dated March 28, 2006, a copy of the letter from the Pembroke Water Works dated March 23, 2006, and a copy of Ms. Scott’s summary of the discussion. Mr. Brown is asking for clarification on why the Board wants Town counsel to review this issue, when the Water Works’ counsel has already reviewed it. Chairman Lemoine said that Town counsel would give its opinion from a Planning Board’s point of view, whereas the Water Works’ counsel would look at the issue on a water department standpoint. It was agreed that the Board would like Ms. Scott to ask Town counsel if the memo is legally binding on the property owner.

Vice Chairman Bourque clarified that since the March 23, 2006 letter from the Pembroke Water Works was not in Red Rock’s file as part of their site plan approval, Red Rock does not feel responsible for water testing. Mr. Bourque said that by Red Rock authorizing ENPRO to act as their agent on a second site plan where this letter was introduced, he feels that Red Rock has agreed, by default, to any conditions agreed to by ENPRO. After further discussion, it was agreed that the Planning Board should ask for Town counsel’s opinion.

Once Town counsel has responded, then the Board will decide how to proceed. Ms. Scott was asked to get Mr. Brown's authorization to send this to counsel.

- **Financial Guarantees Procedure**

Member Topliff clarified that the Planning Board agreed that the Board of Selectmen should continue to have the authority to release the financial guarantees but since there is no formal procedure in place to enable them to do that, the Planning Board would create a policy to enable the Board of Selectmen to perform said financial release. The Board does not feel it is necessary to meet with the Board of Selectmen until they have developed the procedure.

Chairman Lemoine asked that the Board take a short recess at 8:40 p.m.

Chairman Lemoine called the meeting to order at 8:45 p.m.

- **Request for Meeting with ZBA**

Ms. Scott said that, at the Board's request, the member packets contained the ZBA 2006-2007 decisions. The ZBA agenda will be given to all Board members and she also pointed out that the agenda is also listed on the Town's website. The Board agreed to have Ms. Scott inquire as to whether the ZBA would be able to make the Board's May 8, 2007 work session.

- **Subdivision Regulations**

The Board confirmed that Ms. Scott should continue to work on the subdivision regulations regarding cul-de-sacs.

Alternate Member Cruson stated that, with the recent flooding, she has become more aware of the problems associated with dead-end roads or roads that have only one form of egress. She feels strongly that the Town should discourage the creation of dead-end roads or cul-de-sacs because of the danger that is created when emergency vehicles cannot access the area or when evacuation of an area is impossible because the only form of egress is made impassable, whether by flooding, downed trees, etc.

Chairman Lemoine agreed with Member Cruson and pointed out the importance of opening Third Range Road in order to allow a bypass to Route 3 in case Route 3 ever became impassable. He emphasized that the Town should keep this in mind.

- **4/16/07 Email from Kevin Krebs**

Ms. Scott noted Mr. Krebs e-mail to Troy Brown dated April 10, 2007 regarding the Stephen Cormier Subdivision approval and the copy of the ZBA's decision regarding Mr. Krebs appeal of the Planning Boards subdivision approval, both included in the member packets. She also noted a copy of the e-mail to Laura Scott and Den Aubin from Charles Cleary, the applicant's attorney, a copy of which she gave to each Board member.

Chairman Lemoine acknowledged the acceptance of the e-mail and stated that the Board would not discuss this issue on advice of counsel.

- **Memo from Troy Brown: Follow-up from BOS 4/11/07 meeting re: Planning Board 3/27/07 non-public session**

Ms. Scott noted a memo from Troy Brown dated April 18, 2007 which was a follow-up from the Board of Selectmen meeting regarding a letter that was sent, at the request of the Planning Board, by Robert Bourque, then Chairman of the Planning Board, to the Board of Selectmen regarding a complaint that was discussed at a non-public session on March 27, 2007

Member Topliff felt that someone having a conceptual idea of a project should be able to communicate with the fire chief, road agent, or police chief to discuss the potential project prior to a technical review. He recognizes the value of funneling everything through the Planning Department but feels uncomfortable with a policy that says that an applicant cannot call the fire chief or police, etc. to discuss a generic question regarding a possible project.

Member Zydel stated that Paul Whittemore, Superintendent of the Pembroke Water Works, was in favor of an applicant meeting with the water and sewer departments before proceeding to Technical Review. Member Topliff suggested that the applicant be given the opportunity for an informal discussion with the police and fire departments prior to Technical Review.

Vice Chairman Bourque stated that he feels the Town Administrator should dictate how he wants his Department Heads to react to the applicants. It is not up to the Planning Board to decide how to tell the Town Department Heads how to react.

Chairman Lemoine suggested that the subject should be addressed at a work session.

Ms. Scott explained that whenever an applicant approaches her with a project that will require water and sewer, she always advises them to meet with the water and sewer departments. She also pointed out that there have been conceptuials brought before a Technical Review Committee for comments at the request of an applicant prior to creating full sets of plans. This option is also given to each applicant.

Chairman Lemoine felt that it would be beneficial to review the planning procedures at a work session and possibly have Town counsel there to make suggestions. Ms. Scott recommended that the Board attend the OEP conference on April 28, 2007 which would review Planning Board procedures, the role of the Board, and, in effect, answer those questions that the Board might have otherwise asked Town counsel. She noted that the conference would be less expensive than having Town counsel at a work session. She would also like to have the four members who are planning to attend the conference to share the information that they receive with the Board at a future work session.

Chairman Lemoine asked that Ms. Scott provide him with a report, from January 2007 through April 2007, on how much money in legal costs have been spent on Planning Board related issues.

Miscellaneous

- **Member Binder Information - Member List**

Ms. Scott asked all members to review their specific information for accuracy.

- **4/5/07 Design Review Application Memo**

Ms. Scott indicated her memo to Barloe Properties dated April 5, 2007 regarding Third Range Road & Beacon Hill Road design review. Mr. Barloe is planning to meet with the Board of Selectmen. The Board of Selectmen will focus on the upgrade of Beacon Hill Road from a Class VI to a Class V road. The applicant will have to make a case as to why the Selectmen should allow the upgrade.

Chairman Lemoine asked that Ms. Scott send a letter to all department heads, committees, and boards indicating that the Planning Board requests that any information to be reviewed by the Planning Board must be received by the Director of Planning in advance of the member packets being mailed to the Board members. It is imperative that the Board be able to review all information regarding an applicant prior to the public meetings. Ms. Scott pointed out that if information is received after the packets have been mailed, she is required to pass that information along to the Board, although it is not required that the Board respond to the new information at the time of a particular public session. It was suggested by Member Topliff that the departments should also be encouraged to bring any new information to the TRC in advance of the public hearing.

Ms. Scott said that applicants are advised not to submit new plans on the night of the meetings and they are aware that the packets are mailed one week in advance of the public meeting. If the packets were mailed earlier, the departments, KV Partners and Ms. Scott would not have enough time to review the information and comment on the project in time for the meeting in addition to posting the public hearing notices, sending abutters' notices. Chairman Lemoine suggested that the timing of the packet mailing should be reviewed at a work session.

Chairman Lemoine asked how much time in a week Ms. Scott devoted to the Planning Board. Ms. Scott said 75%. She also takes care of Conservation twice a month, ZBA, until a code Enforcement Officer is hired, works periodically for the Board of Selectmen, other departments, and takes care of the people who randomly walk-in to the Planning Department. Chairman Lemoine asked Ms. Scott to elaborate on what her tasks consist of for the Conservation Commission. Ms. Scott replied that she prepares their packets, agenda, organizes their files, and is the sole point of contact for any public. She emphasized that Planning Board is her priority, ZBA is second, the Conservation Commission is third, and she spends no more than a few hours a month on the Economic Development Committee.

MOTION: Alan Topliff moved to adjourn. Vice Chairman Bourque seconded.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Jocelyn D. Carlucci
Recording Secretary

