

Pembroke Planning Board

Minutes of June 13, 2006

PLANNING BOARD MEMBERS PRESENT: Bob Bourque, Chair; Roland Lemoine, Vice Chair; Selectman Larry Young (Selectmen's representative); Alan Topliff, Cindy Lewis, Alternate Planning Board member; Kevin Foss, Alternate Planning Board member

EXCUSED: Paul Andrews, John Harrington, Alternate Planning Board member

UNEXCUSED: Bill Faith, Alternate Planning Board member

STAFF PRESENT: Laura Scott, Planning Director; Barbara Pinet, Recording Secretary

Chairman Bourque opened up the Planning Board meeting at 7:01 p.m.

Master Plan Implementation

Review Purpose and Role of Master Plan

Update by Boards, Committees, and Departments on Master Plan Implementation

- **Board of Selectmen** – Update given by Troy Brown, Town Administrator. Laura Scott provided Selectmen's Status Report dated June 12, 2006. In addition to the written status report, the following updates were given:
 - #1 Troy Brown stated that they were expecting to schedule a public hearing sometime in late summer. Putting in a roundabout seemed to be the strongest option at this time. Of the sixteen grants requests submitted, only six were funded with Pembroke's being one of them. Baseline data predicts that by the year 2025 it is estimated that it will take forty-five minutes to commute from downtown Suncook to Concord via Route 3.
 - #2 although the priority of this item has changed, there are still monies in place to provide administrative assistance for the Economic Development Committee. It was reported that the TIF district has been established and study of this district will continue.
 - #3 while the report indicates not proceeding with this time, Selectman Preston stated that were a group of volunteers to come forward, the Board of Selectman would support them.
 - #4 Cindy Lewis indicated that the original intent was to improve the problem of locating businesses in Pembroke. The zip code lists the town as Suncook and it has caused confusion in the past. Public maps do now show Pembroke as a separate town.
 - #5 Troy Brown reported that a feasibility study was underway for Third Range Road.
 - #6 Cindy Lewis gave an update on a HUD202 application in process for a total of 40 units. At the time of the survey 15% of Pembroke was considered senior housing. Troy Brown stated that they were looking into any other services that will be impacted by more senior housing.
 - #7 Selectman Larry Preston suggested that creating parking spaces near the laundry mat would be more affordable than more spaces at the Perry L. Eaton Building.
 - #8 Troy Brown stated that the list should be ready in time for the town report this year. Roland Lemoine questioned if the town boundaries had been walked yet.
 - #9 Alternatives may come out of the Route 3 study. Selectman Brian Tufts reported they were investigating a communities (multiple) grant was perhaps the only way to make it cost effective.
 - #12 it was suggested that this might be a good project for Pembroke Academy students.
 - #13 Recreations is seen as the biggest future purchase need. Looking at a doorstep recyclable program to decrease the need for Transfer Station land.
 - Although not listed as an action item, Roland Lemoine asked about the Town website. Finance Director Geoff Ruggles reported that \$1,500 budget was voted for in-house staff and

one or two students from Pembroke Academy to design the new website and make it more manageable for Town staff.

- **CIP Committee** – Update given by Bill Stanyon, Chairman of the CIP Committee. Laura Scott provided a copy of the 2004 Implementation Prioritized Action Plan Page XIII-3 Table XIII-2. The following verbal updates were given referencing this plan:
 - #15 the 2004 capital improvements to equipment has been completed. The CIP is currently working on 2007.
 - Items completed since 2004 include: A new form to survey all Town departments. Result will be better documentation, anticipation of costs, current assessed values, complete inventories and specific reference asking how an item is related to the master plan. Implementation started with annual meetings and completion is estimated by August 30, 2006. The CIP Committee meeting schedule has been set and is available. The committee has been doing field trips and used the recreation department as an example. They were able to cut between six and seven thousand dollars from a request by going down to the area in question and making alternative suggestions to save money and took pictures available for town meeting. The lines of communication between the CIP Committee and the Board of Selectmen is good, they are trying to go out as far as 10 years.
 - #76 after the 2007 CIP is completed in early September, the committee would like to attend other town meetings to find out what may be coming up for the future and to obtain feedback on the master plan items.
 - #142 at the regional planning level they are taking a different approach and getting much deeper. The forms mentioned previously help to clarify details. They are focusing on buying better equipment with longer life spans.
 - Questions from the public began a discussion about the sewer expansion in Allenstown and that it was unlikely it would be completed by 2010. Development is placing many burdens on town needs. A suggestion on investigating a regional treatment plant given. Selectman Larry Preston asked about the feasibility of this, can sewer be pumped or is it required to flow down hill. Concerns were raised about sewer capacity is dictating development and essentially rendering planning irrelevant. Private septic systems are putting pressure on the Range Roads. It was suggested that sewer capacity should be incorporated into CIP to look for a consolidation at a regional level and whether or not this is a bond issue. There needs to be a Plan B for the Allenstown expansion. It was stated that Pembroke should start conversations with other towns in the region. It was pointed out that in light of recent meetings, the sewer expansion was going to be a hard sell to Allenstown's voters. Allenstown has very little commercial land and would basically be doing the expansion for the good of Pembroke. Another suggestion about doing a short-term system collection study was given in order to locate areas in need for repair. This would help to tighten up the current system and look to eliminate illegal hookups, eliminate inflows and infiltration. Residential sump pumps are a problem because they put rain water directly into the sewer system. Alan Topliff asked that if the expansion is not a benefit to Allenstown, could the Town explore paying for the expansion. Selectman Dan Crean, previous legal counsel for the sewer commission, stated this has been a dispute under the current extension. Upon renewal of the agreement, Pembroke will commit to pay debt service on bonds for its share of the capacity, pay for capital expenditure. Operating costs are based on inflow. Plant is owned by Allenstown and the only expansion needs to be by their town vote, they are responsible. Concerns were also expressed about Allenstown taking in sewage from other towns which would pay for the expansion of the plant.
 - Alan Topliff commented on the purchase of a ten-wheeler for snowplowing purposes and stated that he felt it was a good choice and that they CIP Committee was doing a good job.
- **Cemetery Commission** – There were no members in attendance to report.
- **Code Enforcement Officer** – The Everett Stone, Code Enforcement Officer gave Laura Scott a memo dated June 12, 2006 to present as an update at the meeting. The master plan recommended working on code compliance for Pembroke's older buildings. A recommendation was made to

adopt the International Existing Building Code. This would be done to resolve the current issue of upgrading and that it is currently cost prohibitive. **ACTION ITEM:** Chairman Bob Bourque asked Laura Scott to contact the code enforcement officer and request that he attend a Planning Board meeting to discuss having a group established that would consider building codes on a special case situation for older buildings.

- **Conservation Commission** – Update given by Kevin Gagne, Conservation Commission Chairman. Laura Scott provided a copy of Master Plan Implementation Conservation Commission Report dated June 12, 2006. In addition to the written status report, the following updates were given:
 - #1 the Land Protection Criteria was adopted after a public hearing at the regular Conservation Commission meeting on June 12, 2006.
 - While not listed as an implementation item, the Conservation Commission has been working hard at collecting baseline documentation and doing annual monitoring of all the conservation parcels. It was asked if there was a map showing all of the conservation parcels. Laura Scott reported that they were now color coded on the Tax Maps and available for public viewing. The Commission is also looking at all parcels and attempting to determine if they are utilized for the best purposes and that potentially there may be parcels that are better suited for recreation rather than only passive uses.

- **DPW Superintendent** – Update given by Troy Brown, Town Administrator. The Director of Public Works position is currently vacant. Laura Scott provided a copy of Master Plan Implementation Public Works Department Report dated June 12, 2006. In addition to the written status report, the following verbal updates were given:
 - #33 DES air quality reports are available online. DPW should be receiving a minimum of an annual report. DPW needs to meet with DES to have the reports explained.
 - #34 see comments regarding recycling at the doorstep given in the Board of Selectmen’s report.
 - #35 hazardous waste collection scheduled for October 28, 2006 and will be a joint effort with Allentown. Next year it is suggested to try to get more surrounding towns involved. There are more grant funds available for regional efforts versus just local.
 - #36 – the highway department has been making an effort to complete routine maintenance. Depending on the crew size for the day, dictates the level of work to be done.
 - #37 due to the received grant, seed monies for this project may not be needed.
 - #38 this project will be done as a joint effort by the future Director of Public Works and the Town Planner.
 - #40 currently have an employee assigned three days a week working with the roadside mower. They now have good equipment. The first public meeting for the Pembroke Hill/Route 3 project will be held in September of 2006. Looking at using a round-about. MBTE was found in the soil at the old gas station site.

- **Economic Development Committee** – Update given by Dana Carlucci, EDC Chair. Laura Scott provided a copy of the 2004 Implementation Prioritized Action Plan Page XIII-3 Table XIII-2. The following verbal updates were given referencing this plan:
 - #41 – Concern was expressed that the Town Planner is no longer assisting the Committee and this has impacted their effectiveness.
 - #42 – They would like to have members of other committees attend their meetings to accomplish this issue.
 - #43 - there have been big changes in the last couple of years. The round table meetings have been very encouraging and have improved communications.
 - #44 – continues to increase value through renovations and use of entire buildings rather than having vacant floors. Initiated a zoning change that provides mixed use for B1 for more office use. Small piece in newsletter. Advertising the Perry L. Eaton Building to fill vacant spaces to provide revenue to the Town.

- #45 – predicted that the I-93 expansion will not make it as far as Pembroke by 2010, closer to 2015. **ACTION ITEM:** Laura Scott to get information to Economic Development about the I-93 meetings. Both Selectman Brian Tufts and Laura Scott are serving on the committee.
 - #47 – place calls to business after meetings regarding aquifers to keep them informed and express that Pembroke is still pro-business. They have occasional gone out and had one on one conversations with business owners.
 - #48 compliments code enforcement officers.
 - #49 – Reiterated that the loss of the Town Planner to assist has greatly impacted their efforts.
 - #50 – goals are to try to encourage development in a responsible way, while still protecting certain areas of town. Working with TIF.
 - Selectman Larry Young raised a question about encouraging business on the upper floors of downtown buildings. No hookup to sewer is available unless stated on tax map. Without dedicated sewer it is difficult to get businesses to occupy vacant floors.
- **Historical Society** - There were no members in attendance to report.
 - **Library** - There were no members in attendance to report.
 - **Planning Board** – Update given by Roland Lemoine, Vice Chair. Laura Scott provided a copy of the Planning Board Priority List 2006 Master Plan Implementation. The following verbal updates were given referencing this plan:
 - Zoning Changes - Planning Board Lead with Water Department – mapping the aquifers is an ongoing effort being done in conjunction with the water works department.
 - Wetlands setbacks – this has been accomplished, there is now a minimum wetland setback of twenty feet.
 - Map Stratified Drift – this will be accomplished through the aquifer process.
 - Cluster Subdivision – ongoing active process, subcommittees being formed. Dan Crean wanted the Town to look at reinstating the use of impact fees. The Town stopped using impact fees due to an extreme problem with record keeping and giving fees back. CIP Committee is taking a more active role in planning. Selectmen encourage other departments to look to the future and funding through impact fees. Sewer situation may bring lull in residential and present an opportunity to reinstitute impact fees and make them work.
 - **Roads Committee** - There were no members in attendance to report.
 - **School Board** - There were no members in attendance to report due to scheduling conflicts; however, the Board did provide a letter to Laura Scott with updates. Laura Scott provided letter dated May 25, 2006.
 - **Town Administrator** – Update given by Troy Brown, Town Administrator. Laura Scott provided a copy of Master Plan Implementation Town Administrator’s Report dated June 12, 2006.
 - #135 Dan Crean was attending this steering committee meeting every other week for 2-3 hours at the regional planning commission. He found the process to be very frustrating and felt it was not worth the time to participate. It was felt that the bulk of the money was going to State Planning rather than individual town projects. There are so many projects, most not focused on I-93 widening. He was very disappointed and felt that this will not help towns to deal with the anticipated growth that will occur with the widening of I-93.
 - #136 there is currently some money there now for training and they will try to expand in the future.
 - #138 helping out with Old Home Day and Christmas in the Village.
 - #139 this item was discussed earlier and should be current and up to date over the next two and a half months.
 - #141 constantly looking for projects that would qualify for grants.
 - #145 attending public meetings.
 - #146 main street paving and rebuilding sidewalks was successful. Feel that the town has a great ongoing relationship.
 - #147 going well

- #148 studying again at the State House. Will meet with legislatures for update.
 - #148 improves everyday
 - #150 very minor issue, only one instance could be recalled by those present. Better scheduling should prevent this in the future.
 - #151 reduced hours on Wednesday at Town Hall to catch up on work with uninterrupted time. The general opinion is that this seems to be working well.
- **Water Department** – Update was given by Paul Whittemore, Superintendent of Water Department.
 - #77 – this is an ongoing joint effort with the Conservation Commission. Working with DOT and the governor’s office to attempt to relocate the planned fueling facility on Route 106 in the aquifer protection district. The last letter the town received expressed that DOT had taken many measures to protect the aquifer and that it should not be an issue. DES and a geologist say this is not the case and that the possibility of contamination to the Town water is a very real threat.
 - #78 – working with developers to have them improve portions of the system that they are impacting. Exploring a grant for a geologist to examine the aquifers and determine which area need the most protection including Route 3 and Route 106. Dana Carlucci stated that business owners he has talked with are scared about future expansion of their businesses in the aquifer protection district. Selectman Tufts stated that the changes have actually allowed some businesses to expand further than in the past.
 - #19 - Currently has a meeting scheduled with the Conservation Commission to discuss priority lands for future protection. Studies are due out in the next few summers regarding viruses and how they move through the sand filters.

On a general note, Alan Topliff wanted to express how impressed he is with both staff and volunteers in working together to protect the future of Pembroke.

CNHRPC Traffic Count Location Request – Laura Scott provided a memo from Troy Brown requesting recommended locations for 2006 traffic counts. The locations for 2005 of the downtown area were not completed due to the bridge construction. Cindy Lewis noted that from 1994 until 2005 traffic has not increased substantially on Route 3. The following locations were selected: Bricket Hill at Route 3, North Pembroke Road at Concord Town Line, North Pembroke Road at Route 28, Broadway at Route 3, Borough Road between Commerce Way and Fourth Range Road, Smith Ave at Dearborn Road, and Dearborn Road at Route 3. Alan Topliff inquired about receiving the actual dates of studies. Cindy Lewis commented on spreading ball fields out around town and was concerned about the noise factor.

Cluster Subdivision/Conservation Subdivision Ordinance Review – Tabled until July work session.

Discussion took place about making the decision on developments being of regional impact. Developments of regional impact require notification to adjacent towns fifteen days prior to public hearing. The adjacent towns cannot appeal but can attend meetings or send comments. Alan Topliff believes it would be better to allow Town Planner to notify towns than hold up applications for an additional month for the Board to make the decision. Adjacent towns cannot impact the decision or hold up the process, they can only comment, therefore, notification would be better than not.

Lot Merger Form – Laura Scott provided a copy of the current Lot Merger Agreement and a proposed revised Notice of Voluntary Merger of Pre-Existing Lots. Laura Scott stated that the current form is very complicated and never filled in correctly. The proposed form is a simplified version. The current form is five pages and the proposed form has been consolidated down to one and a half pages. The proposed form uses examples from other towns around the state. Laura Scott is looking for approval from Planning Board to start using the simplified form. Chairman Bob Bourque designated alternate Cindy Lewis to vote for Paul Andrews and Kevin Foss to vote for absent slot. VOTE: Roland Lemoine - N Cindy Lewis - Y Bob Bourque - Y Larry Young - Y Alan Topliff - Y Kevin Foss – Y. Notice of Voluntary Merger of Pre-Existing Lots form Granted on a 5-1 vote.

Member Appointment - Chairman Bob Bourque stated John Harrington is the current senior alternate and would like to appoint him as a full member. Although John Harrington was not in attendance, he had previously agreed to take the position. **ACTION ITEM:** Laura Scott to send letter to the Selectman requesting the appointment of John Harrington as a full Planning Board member.

Laura Scott reported that Mark Zidel has expressed an interest in becoming an alternate Planning Board member. He has lived in town for five to six years and is employed as a bridge engineer. **ACTION ITEM:** Laura Scott to invite Mark Zidel to come to a Planning Board meeting to meet the other Planning Board members.

General Correspondence – Laura Scott provided an update of the Town of Pembroke Department Budget Report for the period ending March 30, 2006.

ADJOURNMENT - At this point, Alan Topliff made the following **MOTION:** That the meeting is adjourned. Kevin Foss seconded the Motion and the Chair noted that the Board had unanimously approved the Motion by voice vote and he adjourned the meeting at 10:12 p.m.

Respectfully submitted, Barbara Pinet, Recording Secretary