

**PEMBROKE PLANNING BOARD**  
**Approved Minutes of Meeting**  
**Tuesday, September 11, 2007**

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

**ALTERNATES PRESENT:** Dan Crean, Kathy Cruson, Kevin Krebs

**EXCUSED:** Laura Scott, Director of Planning

**STAFF PRESENT:** Jocelyn Carlucci, Recording Secretary

Chairman Lemoine opened the meeting at 6:55 pm.

**CTAP Discretionary Grant Discussion**

Selectmen Fred Kline reviewed the progress on the CTAP Discretionary Grant. He indicated that the feedback on the proposed grant application was "less than positive." He discovered that it was more desirable for the grant funds to be used with other communities.

Mr. Kline said that there is a suggested grant that could help Pembroke finish the research necessary to look at possibly charging impact fees. He asked for the Board's feedback.

Selectmen's Rep. Lewis explained that Pembroke had an impact fee ordinance at one time. She said the schools were the main purpose for the fees. It was based on the fact that Pembroke had overbuilt at Three Rivers which allowed for growth at the other three schools. They were receiving \$70,000-\$80,000 per year for the school.

They also collected impact fees for the library for its expansion which was accomplished. Because the library was not expanded beyond capacity, the money had to be returned.

She continued to explain that recreation never exceeded capacity for what was required for a town of Pembroke's size.

When the schools decided,, based on the way that special education was being written, that they would prefer to have less students in their schools in order to be able to keep special education students in-house, they no longer had extra capacity. The school looked at the \$70,000-\$80,000 they would receive from impact fees vs. sending special education students out of district. Because of the difficulty and lack of understanding of the program, the Town continued with their existing program and as the school and current ordinance changed, Pembroke had no reason to continue the fees.

Selectman Kline said that the grant would be in the form of support rather than cash. He said that his understanding was that the money given to Pembroke to complete the impact fee study, would pay for help from Central NH Regional Planning.

Alternate Member Crean stated that he would like a study done for impact fees. He is, however, uncomfortable with Central NH Regional Planning doing the study based on past performance. Unless they have changed personnel, he would rather have a study done by a professional planner. He would prefer that Pembroke spend their own money to control the process of the study and be able to choose the planner.

Selectmen's Rep. Lewis said that Concord received a \$15,000 grant and it will be going out to bid. Her understanding is that Central NH Regional Planning is the one that provides the money but does not do the work. She said that Concord is getting 3 or 4 bids for the aquifer study. The Board spoke with the Water Department and she has spoken with the City of Concord to see if Pembroke could be involved. She suggested that Pembroke use a portion of their money to combine with Concord's aquifer ordinance study to be used by both Pembroke and Concord.

Selectman Kline said that the money does not have to be spent on just one study. It could be spent on a number of studies totaling the \$15,000 grant.

Alternate Member Crean asked if Selectman Kline could contact a few planners and get a general idea what a capital impact fee study would cost and also find out how much it would cost Pembroke to be a part of Concord's aquifer ordinance study? This would clarify for the Board how the grant money could be used.

Selectman Kline agreed to contact planners and Selectman's Rep. Lewis agreed to contact Concord to discuss the combined study fee.

Selectman's Rep. Lewis asked if the grant would be \$15,000 per year for 3 years?

Alternate Member Crean answered yes. He also suggested that we clarify what the impact fees would be used for prior to asking planners for quotes. He said that RSA 674:21 notes a list of uses that impact fees can be used for. He suggested researching public safety, recreation, and waste disposal.

Vice Chairman Bourque asked the Board's opinion about looking at roads?

Alternate Member Crean said if we had a road plan in place for major reconstruction and new roads to accommodate new developments rather than repairing existing facilities, then he would agree.

Chairman Lemoine asked if the money could be used for reconstruction of roads?

Alternate Member Crean said that it can only be used for accommodating new development.

Selectman Kline asked if the money could be used for schools?

Selectman's Rep. Lewis said that, at the moment, they are at capacity.

Alternate Member Crean said it can also be used to create new capacity if the Town can plan within a 6-year timespan to make expenditures.

Member Zydel pointed out that a Planner could give recommendations of where the money could be spent.

Chairman Lemoine said that the consensus of the Board is to have Selectman Kline apply for the grant and to report to the Board as it progresses.

Selectman Kline said he liked the Concord aquifer idea.

Selectman Kline asked if the Board would be interested in Central NH Regional Planning membership and, if so, to consider it in their budget?

Chairman Lemoine said they would get back to him on that topic.

### **Miscellaneous**

Chairman Lemoine pointed out that Laura Scott included her August 22, 2007 memo to the Board of Selectmen regarding Haleighs Court Street Acceptance and Land Release of Financial Guarantees (PB Comments) along with the attached minutes for each member.

He also noted the memo to the Board from Ms. Scott regarding the Schedule for Zoning Ordinance work. It was noted that Ms. Scott would like the information on the September 25<sup>th</sup> topics by September 18th.

Chairman Lemoine also stated that he received a letter from the Joint Board of Licensures and Certificates from the State of NH which was addressed to Norm Provencher. It states that effective July 1, 2006, the Board of Landscape Architectures must be licensed, per RSA 210-A:140-160. They suggest that the Board examine their regulations and conform with the statute requirement.

### **Planning Board Procedural Training Session**

Alternate Member Crean presented a training session on "Overview of Planning Board Functions Processing Applications, and Making Decisions". A handout was given to all members and will be included in the file.

Alternate Member Crean introduced Stacy Graham, a student at Franklin Pierce Law Center. She is interested in Land Use and was an intern with the City of Philadelphia and is currently with the City of Concord.

Chairman Lemoine indicated that it was not necessary for Ms. Carlucci to take minutes through the training session. Ms. Carlucci said she would merely tape record the session.

At the end of the training session, Chairman Lemoine thanked Alternate Member Crean for instructing the Board.

### **Continued Miscellaneous**

Member Foss indicated that the first Route 3 Corridor meeting will be held on Thursday, September 13, 2007 at 1:00 p.m. The place has not been determined.

Member Terrien asked anyone had heard from Pembroke 600. Selectmen's Rep. Lewis said that Geoff Ruggles, Acting Town Administrator, sent a letter to Pembroke 600 indicating that he is their new contact person for Pembroke. Mr. Ruggles has not heard anything from them at this time.

Vice Chairman Bourque stated that Pembroke 600 is supposed to address the Board on October 23, 2007.

Member Topliff asked what the Board would do, considering the upcoming Planner vacancy?

Selectman's Rep. Lewis said that the Board of Selectman will discuss the subject at its next meeting (September 12, 2007).

Alternate Member Crean stated that his preference would be to hire a planning administrator and, when and if necessary, contract a planning consultant. He feels that 90% of the job is to look at the plans and checklist and tell the Board if it meets the requirements. He feels that it would be less expensive to hire an administrative person and, periodically hire a professional planner if necessary. Although the planner would be at a higher hourly cost, that person would have accountability of a person in the private sector. He hopes that the Board of Selectmen asks the Planning Board for its input and he hopes that the Planning Board will provide the Selectmen with input that says what the Board would like in the position. He said that since the planner will be meeting primarily with the Planning Board, he feels that the Board should be leading the input on the nature of that position and not merely going along with whatever anyone else decides because it is primarily the Planning Board's responsibility and affects them the most.

Alternate Member Crean reiterated that the Board approved planned services in the Board's budget.

Member Topliff asked Alternate Member Crean if it would be appropriate for the Chairman to send a letter to the Board of Selectman indicating that the Planning Board would like to have some input into the process.

Chairman Lemoine said he would write a e-mail Mr. Ruggles asking that the Planning Board be placed on the Selectman's agenda.

Member Topliff said it would be helpful to know what tasks are included in the two positions that Alternate Member Crean spoke of.

Alternate Member Crean responded that there may be legitimate functions that would necessitate a full time, qualified planner. He suggested that another option would be to have a planner on retainer. He would like the Planning Board to invite a private planner to meet with the Board to discuss what they do, what their qualifications are, and what they have done in other communities. He feels that a Planner should do planning rather than doing administrative work such as agendas, etc.

Member Zydel asked Alternate Member Crean what other towns do in terms of a planner.

Alternate Member Crean responded that most cities have planners. He suggested that the Board talk to other Planning Boards. Other towns of Pembroke's size use planning services. He said that "planning" is making suggestions on how the Town's regulations are and how they can be improved in order to further proper development. He said that a qualified planner will make more money in the private sector than they will working for a Town and his experience has been that most planners employed by small towns do not do planning and are not qualified to do planning. He said that the New Hampshire Planners Association would probably be interested in getting the word out that Pembroke would love to have proposals coming in. He also said that if the Board examined the budget and decided on an amount to be paid for administrative services and an amount to be paid for planning services, if the position was combined into one position, the Board would probably find that the majority of the functions are administrative services and the Board would be paying for that work to be done at a planner's rate if a planner were hired.

**MOTION:** Vice Chairman Bourque moved to adjourn. Seconded by Member Terrien.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 9:51 p.m.

Respectfully submitted,

Jocelyn D. Carlucci  
Recording Secretary