

**Pembroke Planning Board
Minutes of Meeting
(Adopted)
Tuesday, April 8, 2008**

MEMBERS PRESENT: Alan Topliff, Vice Chairman; Kevin Krebs; Kathy Cruson, Cindy Lewis, Selectmen's Representative

EXCUSED: Robert Bourque, Chairman; Todd Terrien; Mark Zydel

STAFF PRESENT: Stephanie Alexander, Interim Planner and Jocelyn Carlucci, Recording Secretary

In Chairman Bourque absence, Vice Chairman Topliff was acting Chairman. He opened the meeting at 7:03 p.m.

Guests

1. Discussion of Town Planner Position with Board of Selectmen

Members of the Board of Selectmen (Larry Preston, Fred Kline, Tina Courtemanche) appeared before the Planning Board to discuss the Town Planner position. Geoff Ruggles, Town Administrator, was also present.

Selectman Kline noted that the job description for the Town Planner position has taken a step down in pay and responsibilities. He said that, at the same time, \$7,500 was added to the budget for planning consulting services.

The Planning Board members agreed that Stephanie Alexander has been very helpful and that they are happy with her services. They are comfortable with the status quo.

Selectmen's Rep. Lewis stated that the HUD engineer on her project commented that Ms. Alexander was very thorough and clear in explaining the Town's expectations. Selectmen's Rep. Lewis recommended that the Planning Board spend money on planning during the slow economic times and review the Town Planner position every few months.

Ms. Alexander said that her schedule with the Town and the Planning Commission is working very well and that there is always enough work to keep her busy.

Ms. Alexander said that she felt the Town Planner's job description was reasonable. She recommended advertising with several national and regional planning associations and would be happy to provide the Board of Selectmen with the names of a few planning organizations.

When asked about clerical help, Selectmen Kline said that Elaine Wesson has been providing basic clerical support to Ms. Alexander when necessary.

Mr. Ruggles said Ms. Wesson's job description does not include providing clerical support to the Town Planner. He also said that, in the past, the Planner accomplished most of the clerical work such as the preparation of the Notice of Decision, filing, organizing the minutes and preparation of the agendas. Mr. Ruggles said that Ms. Wesson may have less time available for the Planner's clerical work because she will be involved with the Town Assessor and the data base in preparation of the tax bills. He also said that Linda Williams may be able to help.

When asked about her schedule, Ms. Alexander said that she is at the Town Hall on Wednesday mornings from 8-12 noon and attends the meetings and performs quite a few duties at the Planning Commission office such as plan review and project coordinating.

Selectmen's Rep. Lewis noted that there are times, when working on a project, that she would contact Ms. Alexander at the Planning Commission office.

Ms. Alexander stated that although she is under contract for 40 hours per month, her hours fluctuate. Last month she worked approximately 60 hours because a few meetings ran late and there were a few large plans to review such as Grace Capital Church. She said that the hours could vary from 25 to 60 hrs. a month.

When asked to review the 10 items noted in the job description and indicate what portion of the job description she is not doing, Ms. Alexander said that she:

- Is not attending Conservation Commission meetings and is not a resource to them (noted in #3)
- Has not looked at the zoning ordinance or the Master Plan, (noted in #4)
- Has done a portion of #5
- Has not prepared grants (noted in #6)
- Has done a portion of #8
- Has not done #10.

Selectman Kline said that although the majority of the Town Planner position is working with the Planning Board, there are more duties associated with the position such as working with the Conservation Commission. He stressed that although working with the Economic Development Committee was omitted from the job description a few years ago, at some point, it will have to be put back in. He said that there are other commissions and boards that are also talking about the need for support. He said that, although Ms. Alexander is doing a fine job as a subcontractor, she does not have ownership to run with the whole picture. Selectmen Kline wondered if the Town should hire a full time planner in anticipation of economic growth, sewer capacity, and other future issues.

Selectman's Rep. Lewis said that, in the past, the Town has cut the hours of a full time planner and full-time building inspector because of an economic downturn. She would be hesitant to hire someone at this point.

Acting Chairman Topliff suggested that the Board of Selectmen keep the Planning Board abreast of when the Town Planner's assistance is needed for the Conservation Commission and the Economic Development Committee. He also said that the Planning Board will try to monitor any changes in Pembroke's future with regard to the sewer upgrade, the increase in plans, etc. that may signal a need for a full time Planner but, at the present time, the Board feels that everything is working well.

Member Cruson asked if there is a possibility that the State would urge Allenstown to improve its sewer capacity? Harold Thompson, Sewer Commissioner, said that it is his opinion that Allenstown will not increase the sewer capacity until the State requires it. Allenstown and Pembroke are attempting to control the unnecessary ground water that is funneled through the sewer plant. Mr. Thompson said that he does not think that there will be any increase in sewer capacity for at least three years.

Acting Chairman Topliff said that the Board will need assistance in reviewing the Open Space Subdivision Regulations. Mr. Ruggles said that he will speak with Sharon Wason at the Central Regional Planning Commission and will acquire some names of people who could help with that project.

Selectman's Rep. Lewis stated that the Open Space Subdivision Regulations is the Board's first priority and Impact Fees are its second priority.

Mr. Ruggles issued a catalog to the Board members outlining the workshops that CTAP will be providing. He explained that each community will receive a free workshop. The Community can choose from either one of the topics outlined in the catalog or CTAP will develop a workshop specifically for that community. Any community can participate in another town's workshop.

It was suggested that Mr. Kline learn which workshops have already been chosen by area communities, so that the Planning Board members may attend those workshops if interested. The Board showed an interested in the Impact Fees workshop but agreed to discuss it further once they have discovered what workshops have been chosen by area communities.

Selectman Kline said that since the Town will be members of the Central NH Regional Planning Commission, it will need two representatives to attend approximately four meetings per year. Selectman Kline volunteered to represent the Board of Selectmen and Member Cruson volunteered to represent the Planning Board. The meetings are usually held at 7 p.m. at the Community Resource Center at Horse Shoe Pond in Concord and are approximately two hours long.

Selectman Kline stated that it may be possible to use a discretionary grant (\$15,000) to work on the Open Space Subdivision Regulations.

2. Planning for the Future - Solid Waste & Recycling Committee Presentation

Ms. Sally Hyland of the Solid Waste & Recycling Committee gave a Power Point presentation on Pembroke's recycling/trash collection possibilities for the near future.

Discussion

3. Site Inspections of Development Stages

Ms. Alexander said that the topic of site inspections came up during a conversation that she had with KV Partners on a recent project. She inquired whether an escrow account should be opened to cover inspections during the demolition and construction phase. She said that some communities hire the Town Engineer to make sure that applicants are in compliance with what they are required to do (i.e. construction standards, drainage, etc.). A memorandum from KV Partners dated August 8, 2007 regarding Knoll Crest (Riverwood Drive) was presented in the member packets.

Selectman's Rep. Lewis said that on the Chickering Meadows project, REI paid over \$100,000 for the inspections noted in KV Partner's memo including the inspection of the water and sewer lines run on Dearborn Road, road construction, sidewalk, and work performed at the property. She said that some of the duties could be performed by the project's civil engineer rather than the Town's engineer. She suggested that the Board discuss this further.

Ms. Alexander said that she received a packet from Knoll Crest asking for an extension. It will be on the April 22, 2008 meeting agenda.

Selectman's Rep. Lewis clarified that if the engineer for the project agrees to do the inspection and signoff on the project, then that engineer would incur the liability and it would not be necessary to have the applicant pay for the Town Engineer to also inspect.

Acting Chairman Topliff asked Ms. Alexander to place this topic on the agenda for the next work session.

Selectman's Rep. Lewis suggested that Ms. Alexander speak with Mr. Ruggles and Jim Boisvert of Public Works, to get their feelings on the topic prior to the next work session. She said that the water and sewer departments are already charging for inspections, and it would be important to know what the Public Works Department needs.

Acting Chairman Topliff asked Ms. Alexander to find out what other communities require with regard to project certification and practices.

Minutes

4. Review and Approve Meeting Minutes of March 25, 2008

Acting Chairman Topliff deferred approval of the minutes to the next Board meeting because of the lack of members present.

Miscellaneous

5. Correspondence

Ms. Alexander has publications and information on workshops that are available in the planning office if the Board members wish to review them. She received a notice, for information purposes only, that a wetland site specific permit was pulled on an unnamed wetland in the PSNH right-of-way which travels through Concord, Bow, Canterbury, Pembroke, and Franklin.

Ms. Alexander said that Brian Seaworth of Buck Street has indicated an interest in volunteering for the Planning Board. Laura Scott of Mill Fall has also mentioned that the Planning Board is her 6th choice of interest. Acting Chairman Topliff asked that Ms. Alexander ask Mr. Ruggles to contact Mr. Seaworth to see if he would be interested in attending a Planning Board meeting in order to determine if he might be interested in joining.

Ms. Alexander said that a memo from Mr. Ruggles indicated that the Board of Selectmen's representative will continue to be Selectman's Rep. Lewis.

A memo from Linda Williams indicates that she is preparing the next municipal newsletter and would like any submissions from the Board by April 30th.

Ms. Alexander said that Mr. Ruggles has an article in the correspondence file about the Innovative Land Use Guide being produced by the Regional Planning Commissions (RPC) and the DES. The RPC will hold a number of workshops and information is available, if Pembroke is interested.

Acting Chairman Topliff asked that Ms. Alexander place the CTAP workshop catalog on the next work session agenda and ask Elaine Wesson to include a copy of the catalog in the next mailing of the Member packets.

6. Committee Reports - None

7. Other Business

Ms. Alexander said that one of the CTAP initiatives is a build-out analysis of the communities on the I-93 area. Pembroke analysis is underway. They would like to do a presentation to the Board. The Board may be asked for its opinion based on different factors. The Board agreed to hear the presentation at the May 13, 2008 work session.

Member Krebs noted a discrepancy between the subdivision regulations and the Land Use Regulations regarding construction timeline and whether an applicant could lose their approval if a substantial amount of construction did not occur by a set time. Ms. Alexander said that she would bring a definition for “active and substantial development” that was established in another town for the Board’s review.

Ms. Alexander clarified that if construction does not occur 12 months from the date of approval, the applicant would be subject to any zoning changes that are in force at that time. Member Krebs said that there was no indication on how long an applicant will have final approval before they can start construction. Do they have to start building within 10 years? Or is there a time limit? It was agreed that Member Krebs would pursue the clarification on the time limits and review the RSAs and the ordinance in order to attempt to fix the discrepancy. It will be discussed further at the next work session.

Acting Chairman Topliff suggested that driveway construction requirements be discussed at the next work session and will speak to the Fire Chief for his input.

Adjournment

MOTION: Member Cruson moved to adjourn. Member Krebs seconded.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 9:27 p.m.

Respectfully submitted,

Jocelyn D. Carlucci
Recording Secretary