

**Pembroke Planning Board
Minutes of Meeting
(Adopted)
Tuesday, April 13, 2010**

MEMBERS PRESENT: Robert Bourque, Chairman; Cindy Lewis, Selectmen's Representative; Brian Seaworth; Kevin Krebs, Larry Young, Sr.

ALTERNATES PRESENT: Ron Nowe

EXCUSED: Alan Topliff, Vice Chairman; Kathy Cruson

STAFF PRESENT: Jeffrey Gaeta, Town Planner; David Jodoin, Town Administrator; Jocelyn Carlucci, Recording Secretary

Chairman Bourque called the meeting to order at 7:00 p.m. He appointed Alternate Member Nowe to vote in place of Member Cruson.

Elections

1. Annual Election of Officers

Chairman Bourque said that Vice Chairman Topliff expressed an interest in the chairmanship.

MOTION: Chairman Bourque nominated Vice Chairman Topliff as Chairman of the Board. Seconded by Member Seaworth.

The consensus of the Board was to have a verbal vote rather than a ballot vote.

VOTE: R. Bourque – Y C. Lewis – Y B. Seaworth – Y
 K. Krebs – Y L. Young – Y R. Nowe - Y

MOTION TO NOMINATE VICE CHAIRMAN TOPLIFF AS CHAIRMAN OF THE BOARD PASSED ON A 6-0 VOTE.

MOTION: Member Krebs nominated Chairman Bourque as Vice Chairman.

Chairman Bourque said that he would like to give another Board member the opportunity to serve as Vice Chairman. Member Krebs said that he would prefer not to be Vice Chair. Member Seaworth said that, although Member Krebs was the senior member, he would not object to filling the position if nominated.

MOTION: Chairman Bourque nominated Member Seaworth as Vice Chairman. Seconded by Selectmen's Rep. Lewis.

VOTE: R. Bourque – Y C. Lewis – Y K. Krebs – Y
 L. Young – Y R. Nowe – Y

MOTION TO NOMINATE MEMBER SEAWORTH AS VICE CHAIRMAN PASSED ON A 5-0 VOTE.

Chairman Bourque said that the new officers will begin at the first meeting in May, 2010.

Discussion

2. Final Checklist Revisions

a. Special Use Permit

After a brief discussion, Mr. Gaeta said that, if he received a notarized letter indicating that someone other than the owner of record was to be the presenter on a project, then another notarized letter specific to the Special Use Permit would be unnecessary. Mr. Gaeta will add a note to the checklist that clarifies this point.

The Board had no further suggestions.

MOTION: Member Young moved to accept the Special Use Permit Checklist as amended. Seconded by Chairman Bourque.

VOTE: R. Bourque – Y C. Lewis – Y B. Seaworth – Y
K. Krebs – Y L. Young – Y R. Nowe – Y

MOTION TO ACCEPT THE SPECIAL USE PERMIT CHECKLIST AS AMENDED PASSED ON A 6-0 VOTE.

3. Final Fee Schedule Revisions

a. Site Plan and Subdivision Fees

Considering the general economic struggles, Selectmen’s Rep. Lewis was not in favor of increasing the site plan or subdivision fees. When the fees were last reviewed, Interim Planner Alexander calculated the time spent on each item by the hourly fee that Central New Hampshire Regional Planning charged Pembroke.

Member Young said that it was the Board’s consensus that the fees should merely cover the Town’s expenses. After a short discussion, it was agreed that Mr. Gaeta would recalculate the fees based on his hourly fee.

Mr. Gaeta said that Notices are typically published in the Union Leader. Pricing is based on the size of the Notice. Mr. Gaeta will also review these fees. The Concord Monitor may be less expensive.

Selectmen’s Rep. Lewis suggested that it may be easier for the applicant, rather than a representative of the Town, to register the plans/mylars at the Merrimack County Registry of Deeds. She said that, if a change was required for recording, the applicant would be responsible for the correction and re-recording.

b. Special Use Permit

MOTION: Member Young moved to accept Special Use Permit Fees as presented. Seconded by Chairman Bourque.

After a short discussion, Member Young withdrew his motion.

MOTION: Member Young moved to accept the following changes to the Special Use Permit Fees:

Application & Review Fees

Special Use Permit (Aquifer, Driveway) \$25 per permit
Special Use Permit (Wetlands) \$25 per permit

Special Use Permit OSRD (Lot Sizing,
Lot Specifications, Roadway Reduction,
Open Space/Buildable Area Reduction) \$25 per permit

Administration Fees

Certified Notice of Decision \$10 per applicant

Seconded by Chairman Bourque.

VOTE: R. Bourque – Y C. Lewis – Y B. Seaworth – Y
K. Krebs – Y L. Young – Y R. Nowe – Y

MOTION TO ACCEPT THE FOLLOWING CHANGES TO THE SPECIAL USE PERMIT FEES:

APPLICATION & REVIEW FEES

SPECIAL USE PERMIT (AQUIFER, DRIVEWAY) \$25 PER PERMIT
SPECIAL USE PERMIT (WETLANDS) \$25 PER PERMIT
SPECIAL USE PERMIT OSRD (LOT SIZING,
LOT SPECIFICATIONS, ROADWAY REDUCTION,
OPEN SPACE/BUILDABLE AREA REDUCTION) \$25 PER PERMIT

ADMINISTRATION FEES

CERTIFIED NOTICE OF DECISION \$10 PER APPLICANT

PASSED ON A 6-0 VOTE.

c. Design Review Fees

To help minimize an applicant's costs, it was agreed that the costs associated with a Design Review would be applied to the costs associated with a final site plan/subdivision application. The Board asked that Mr. Gaeta research if other surrounding towns had implemented such a plan and if legal counsel had any objections to the idea. He will also recalculate the Design Review Fees.

d. Conceptual Consultation for Open Space Residential Development

The consensus of the Board was to rename the document "Conceptual Consultation Fees" with the following changes:

First-Class Notices of Meeting to Abutters (for
Open Space Development Only)* \$2 per address

Minutes

4. Review and Approve Minutes of March 23, 2010

MOTION: Member Young moved to approve the Minutes of March 23, 2010 as amended. Seconded by Chairman Bourque. Unanimously approved.

Miscellaneous

5. Correspondence

Mr. Gaeta received:

- A memo from Linda Williams requesting submittals for the summer newsletter. The Board asked that an article announcing Planning Board openings be added.
- A letter from the Concord Planning Board forwarding Emery & Garrett Groundwater, Inc.'s (EGGI) review for Concord Sand & Gravel.
- A letter from Gottesman and Hollis, PA announcing that the Concord Sand and Gravel property (Lots 6, 3, and 5) had been conveyed to Continental Paving.
- A notice of a free 2-day seminar for local officials to be held in May or June. Applications are available in the Planning Department.
- April edition of Town and City Magazine and Business New Hampshire Magazine.

6. Committee Reports

Roads Committee: The Board approved Member Seaworth continuing as Planning Board Representative to the Roads Committee.

He announced that on April 27, 2010 there will be a special Roads Committee meeting which will begin at 6 p.m., therefore, he may be late for the 7 p.m. Planning Board meeting. The purpose of the Roads Committee meeting is to review and approve the paving bids for this year in preparation for submittal to the Board of Selectmen.

Member Seaworth clarified that the Roads Committee chose to have a traffic count on Buck Street and Dearborn Road in order to establish how much traffic is using Dearborn Road as a through street.

Conservation Commission: Member Krebs reported that the Commission: (1) Continues to work on the Hillman property; (2) Talked about the condition of the range roads and how to stop them from being destroyed; and (3) Discussed the Open Space Development Ordinance of which the Commission would like a copy.

Mr. Gaeta will get a copy of the Open Space Development Ordinance to the Conservation Commission.

7. Other Business

Mr. Gaeta reported that the April 27 Agenda consists of:

- LTC Properties (Old Business)
- Red Rock Investments (New Business)
- Car audio installation shop change of use (Conceptual)
- Constructing a private road, in a deeded right-of-way, to an otherwise land-locked parcel (Conceptual)
- Pembroke Street, R1 district, business to create a meeting place/retail outlet for families dealing with autism. (Conceptual)

a. Board Member Items

Mr. Jodoin announced that the case with the palette business on Sheep Davis Road is continuing. A court date has not been set.

Member Krebs said that the North Pembroke Road project will begin soon.

Selectmen's Rep. Lewis said that the boat and trailer are still visible at the storage units behind Nicole's Greenhouse on Sheep Davis Road. The fence is to be erected by October 1, 2010.

Member Seaworth announced that Gerald Fleury would be the Budget Committee representative to the C.I.P. Committee. A representative from the Planning Board is needed on the C.I. P. Committee.

MOTION: Member Young moved to adjourn. Seconded by Chairman Bourque.

The vote was unanimous in favor of the Motion.

The meeting adjourned at 8:06 p.m.

Respectfully submitted,
Jocelyn D. Carlucci, Recording Secretary