

MASTER PLAN STEERING COMMITTEE

**Pembroke Planning Board
Meeting Minutes
(ADOPTED)
July 18, 2017
(Meeting #4)**

MEMBERS PRESENT: Kellie Dyjak, Chairman; Ammy Heiser (Pembroke Conservation Commission); Richard Bean (Pembroke Planning Board); Kathy Cruson (Pembroke Planning Board)

EXCUSED: Rose Galligan (Pembroke Recreation Commission); Alan Topliff and; Paulette Malo (Sewer Commission and Roads Committee); Buddy Curly (Roads Committee)

STAFF PRESENT: Stephanie Alexander of Central New Hampshire Regional Planning Commission (CNHRPC); Stephanie Verdile, Town Planner; Jocelyn Carlucci, Recording Secretary

Chairman Dyjak called the meeting to order at 5:35 pm.

An attendance sheet was distributed.

There was a short discussion on whether there were enough members in attendance that were also in attendance at the June 27, 2017 and July 11, 2017 meetings who could vote to approve the minutes.

Ms. Alexander and Ms. Verdile agreed that as long as there is presently a quorum in attendance, the prior meeting minutes can be approved.

Member Cruson and Chairman Dyjak said that in the case of grammatical errors, that would be the case. In terms of minute content, they felt that unless a member was present at the meeting, the member would not know if the content or intent expressed in the minutes were as discussed.

It was suggested that the draft minutes be e-mailed to those in attendance at the June 27th and July 11th meetings. The minutes would then be officially approved at the August.

It was suggested that those members presently in attendance that were also in attendance at the June 27th and July 11th meeting vote to approve the minutes.

Since Member Heiser and Chairman Dyjak may not be available to attend the August 15, 2017 meeting, they voted to approve the June 27, 2017 and July 11, 2017 meeting minutes as presented. The remainder of the Board will approve the minutes at the August 15, 2017 meeting.

Ms. Alexander said that since 4 members constitute a majority at the Planning Board, she suggested that the Master Plan Committee adopt a procedure that anyone at the meeting can approve the minutes as long as there are 4 members present.

Chairman Dyjak said that she spoke with Alan Topliff and he advised her to follow the rules of procedure as best she could, recognizing that there may be times when the committee would have to make calls as they come.

Chairman Dyjak said that since there is a quorum and at least 2 members of the Committee attended the June 27th meeting and the July 11th meeting, the Committee will approve the minutes. This will be the standard moving forward as long as there is a quorum (4 committee members) and at least 2 of those members present have attended the meeting at which the minutes are being approved.

The Committee agreed.

MOTION: Member Heiser moved to approve the minutes of June 27, 2017 and July 11, 2017 as presented. Seconded by Chairman Dyjak. Unanimously approved.

Because many members could not attend the August 8 and August 22nd meetings, the consensus of the Committee was to meet at 5:30 p.m. on August 15, 2017 for its next meeting.

MOTION: Member Cruson moved to nominate Member Bean as Vice Chairman. Seconded by Chairman Dyjak. Unanimously approved.

1. Master Plan Steering Committee Organization and Community Survey Preparation

SURVEY REVIEW:

The Committee reviewed the survey (Draft 5).

Ms. Alexander said that all 35 questions on the survey were good. She pointed out that the average survey should take no more than 20 minutes to complete. Her calculations show that 20 minutes = 1200 seconds. If there were 30 questions that each took 35 seconds to answer, it would take less than 1200 seconds (20 minutes) to complete the survey. This would not frustrate the person filling it out and the person would be more apt to complete the survey.

Ms. Alexander also pointed out that many of the questions discuss things that the average person does not normally think about, therefore it will take them more time to fill out those questions.

She said that statistical questions are better for the survey.

She asked that the Committee trim down the survey. Those questions that are eliminated will be questions placed in subchapters and subcommittee sections for discussion at the visionary sessions.

Member Bean asked if someone began to fill out the survey and stopped after a few minutes, if the questions answered would be captured.

Ms. Alexander said yes.

Member Bean suggested that encouraging statements such as “Your Almost There!” or “You’re doing well!” may motivate someone to continue filling out the survey.

Ms. Alexander said that she could place a statement such as “Doing Great! You’re halfway there.” near the submit button at the end of a page

With regard to trimming the survey, Member Heiser said that she was reluctant to trim the survey too much because she has found that whenever she has needed to garner support for a subject, she has quoted the Master Plan. For example, “89% of the people said that clean water was of utmost importance.”

Member Heiser said that when she was trying to save the Hillman Farm, she spoke with a State adviser who told her to “quote your master plan” and “quote all the statistics that show the people in your town approve of your project.”

Ms. Verdile agreed. She said that the Master Plan is the most crucial thing that saves the Town when lawsuits occur. In most cases, judges will review meeting minutes but always falls back to the Master Plan for guidance.

Ms. Alexander suggested combining some questions.

With that being said, the Committee decided on the following:

Questions #1 to #6B: Keep
Question #7A: Remove
Question #7B: Keep
Questions #8 to #17: Keep
Question # 18A: Keep
Question #18B: Remove
Questions #19 to #20: Keep
Question #21: Keep
Question #22: Keep
Question #23: Renumber as Question #17
Question # 24: Remove
Question # 25: Keep
Question: #26: Remove

Question #27A – Keep

Question #27B – Remove because it is subjective and it is more important to find out whether or not people support renewable energy.

Question #28A and #28B – Keep

Question #29 – Insert this into Question #30 table.

Member Heiser said that she spoke with Sarah Pillsbury at NHDES who would be happy to talk to the Town about water preservation.

Question #30 –

Keep: Field/Agriculture/Farms/Orchards

Change: Streams & Rivers to Streams/Rivers

Keep: Recreational Trails

Change: Aquifers/Groundwater to Surface/Groundwater Quality

Remove: Lakes & Ponds

Change: Fish and Wildlife Management to Fish & Wildlife Habitat Management

Keep: Town Forests

Keep: Scenic Views

Remove: Habitat & Natural Community Management

Remove: Erosion Control

Keep: Wetlands

Remove: Shoreline

Change: Stormwater Management to Stormwater/Runoff

Change: Scenic & Range Roads to Scenic/Range Roads

Remove: Steep Slopes and Ridges

Question #31: Keep

Question #32: Keep

Question # 34: Keep

Question #35: Renumbered as #36

Question #36: Renumbered as #35

Question #37A: Remove

Question #37B: Remove

Question #38A to #41: Keep

Question #41B: Remove

Question #42: Remove

Question #43: Change as follows: Remove “Promote Renewable Energy Technologies” and “Telecommunications Tower(s) for Cell Coverage Where Needed?”

The consensus of the Committee was to remove, in all tables, the “Very Important” column.

Question #44: Keep

Question #45A: Remove “Very Important” checkbox.

Questions #45B: Keep

Question #46: Add additional lines.

Area Map: Remove #27b. Raise Zone #2 line making Zone #1 smaller.

Chairman Dyjak said that she would like to see Class VI roads called scenic roads and require that they be brought up to Class V standards without paving. Ms. Verdile said that that would be a Committee discussion.

Chairman Dyjak said that someone suggested that the survey be sent to the appropriate boards/committees for review prior to printing. The consensus was to not send the survey to the boards/committees because there would not be enough time to review the comments and rewrite the survey accordingly at the August 15, 2017. The survey deadline is August 18, 2017.

Ms. Alexander said that the visioning session will begin in October. The survey results will be needed at that time.

She said that the postcards will be mailed to all property owners. The leaflets will go into the "Take One" brochure boxes. They will be at Town Hall, businesses, and the library. The leaflets will direct people to pick up a survey at Town Hall. The return box will be at Town Hall.

Ms. Alexander said that the Committee must decide how to distribute the surveys to housing developments. She suggested controlling the number of paper surveys by having the leaflets at area businesses directing people without computers to pick up a survey at Town Hall. The Committee agreed that the surveys should be at the Library because the hours are more extensive than Town Hall.

It was suggested that the leaflets be placed at: Lavallee Oil Company, TD Bank, Famous Village Pizza, Kimball's Cav'Ern and the Safety Center;

Member Bean will check to see if the Concord Advertiser could include the survey leaflet with their advertisings.

There will be a closed survey return box at Town Hall and the Library.

Chairman Dyjak volunteered to bring leaflets to the Post Office and TD Bank.

Member Bean suggested using a Carrier Route Sort (15.5 cents each) mailing of the leaflet. Ms. Alexander will call Member Bean to discuss mailing options and then will speak to David Jodoin.

Ms. Alexander asked the Committee to think of ways to get the word out about the Pembroke Master Plan website.

Ms. Verdile suggested placing it on the Town web page and possibly the sign boards at Pembroke Academy and the Police Department.

Member Bean also suggested having a space for a name and email address just in case the Town wanted to get feedback to someone. Perhaps having a notification that says "Join our email notification list!"

NEXT MEETING: Tuesday, August 15, 2017 at 5:30 PM.

MOTION: Member Bean moved to adjourn. Seconded by Member Cruson. Unanimously approved.

The meeting adjourned at 7:40 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary