

<b>MASTER PLAN STEERING COMMITTEE</b>
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**Pembroke Planning Board  
Meeting Minutes  
(ADOPTED)  
August 29, 2017  
(Meeting #6)**

**MEMBERS PRESENT:** Kellie Dyjak, Chairman; Paulette Malo (Sewer Commission and Roads Committee); Alan Topliff and Richard Bean (Pembroke Planning Board); Rose Galligan (Pembroke Recreation Commission)

**EXCUSED:** Ammy Heiser (Pembroke Conservation Commission); and Buddy Curly (Roads Committee); Kathy Cruson (Pembroke Planning Board)

**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 6:05 pm.

An attendance sheet was distributed.

Chairman Dyjak said that all the leaflets were distributed. She said that a few surveys had already been completed. There was a small issue with the map on the survey, but it has been corrected.

Ms. Alexander said that the survey is presently on the Town website. There have been a little over 100 surveys completed. The postcards were mailed to all 03275 addresses. The Master Plan website also has a link to the survey.

She said that the Committee needs to keep the momentum going. Easiest way to do so is through Town staff and Board volunteers. She asked that everyone spread the word about filling out the survey.

Ms. Alexander also said that some people have promoted the survey link by mentioning it on their facebook page. The Conservation Commission has placed the link on their facebook page.

Member Bean said that he has 900-1000 postcards left. He suggested that the Committee do a follow up mailing which would cost approximately \$159.30.

Ms. Alexander said that Mr. Jodoin would have to be approached to see if the money was available in the budget.

Member Bean said that September 5 would be a good day to send the extra postcards out.

Ms. Verdille said that she would ask Mr. Jodoin tomorrow.

Member Bean said that the postmaster would be able to handpick those particular roots that would deliver the most saturation.

Member Bean and Ms. Alexander will meet with the postmaster once they receive Mr. Jodoin's approval.

Ms. Alexander said that, to date, 95% of the residents learned of the survey through the postcard. She also said that many survey responders left their e-mail address.

Ms. Alexander will write a "blurb" to ask people to fill out the survey. She said that it could be sent out through the town website notification system to all those people on the system.

Member Bean also suggested that if the library, Safety Center, or the school has e-mail addresses, they could send a notice out to those e-mails with a link to the survey.

Ms. Galligan suggested that Mr. Jodoin speak to the Superintendent of Schools.

Member Topliff will check with Chief Paulsen and ask if he and Member Bean could be placed on the agenda for the next Fire Department meeting to speak about the importance of the survey and the Master Plan.

Member Topliff also suggested that Mr. Jodoin contact the Department Heads to send out the survey link to all members.

Ms. Alexander said that the 2004 Master Plan had a number of recommendations from each chapter that had a project leader. She said that the public will want to know what the Town has done to accomplish the 2004 recommendations. It is important to find out if any of those recommendations were completed. The Committee should also determine if the recommendation should be removed because it is no longer important.

It was decided that the project leader would be the best one to determine if the recommendations from the 2004 Master Plan were accomplished.

Chairman Dyjak suggested e-mailing the list to each Department Head and or Board Chairman such as the Conservation Commission, Recreation Commission and ask them to go through the list and respond to the Master Plan Steering Committee.

Ms. Verdile said that she would e-mail the Department Heads and ask them to review the list of recommendations that pertain to their department.

Chairman Dyjak said that the next meeting is September 12, 2017 at 5:30 p.m. and therefore suggested that September 8, 2017 be the deadline for the Department Head responses to the recommendation list.

The Committee reviewed the Tentative Schedule of Work Items. Ms. Alexander said that the plan is to have the Community Visioning Session in October. The subcommittee groups for each chapter will be the topic groups for the Visioning Session.

She explained that the Community Visioning Session will be approximately three-hours long and is usually held at a school or location to house a large group of people. The Session will talk about the survey results, new demographics, ideas and what they would like to accomplish. The volunteers will also be given an explanation of what a Master Plan is and then will break out into groups. If there are not enough people to accommodate the seven specific chapter subcommittees, some of the chapters will be combined. The group will speak for 45 minutes on that particular topic such as what they love about the topic, the opportunities for future improvements and concerns that they may have.

After 45 minutes, the members of one group will switch to other groups to discuss another topic.

Each group will consist of one CNHRPC staff member, and a Planning Board member. A list of questions will be provided in order to get people talking. Everything will be transcribed. At the end, a volunteer will summarize the group session.

Ms. Alexander said that food should be involved because it tends to draw more people.

Ms. Verdile suggested that a Halloween party themed Visioning Session may be a draw if it is held the Saturday before Halloween from 1-4 pm.

Member Bean was not in favor of a Saturday Visioning Session.

Ms. Alexander said that normally a Saturday has the best success rate in comparison to a weeknight. The consensus of the Committee was that it would be difficult to get volunteers to come to Visioning Sessions three nights in a row.

After a brief discussion, it was agreed that October 28, 2017, 12:30-4 p.m. with a childcare Halloween party for the kids would be good. Pizza was suggested as the food item. Ms. Galligan said that she would speak with the Summer Recreation Program Coordinator and see if she would be interested in organizing the childcare portion of the Visioning Session.

Ms. Alexander said that she would expect approximately 15-20 children in childcare.

Member Bean suggested that a note be added to the survey website, Town website, and Master Plan website saying that the Visioning Session will be held on October 28, 2017 from 12:30-4 p.m. and list its location.

Ms. Alexander will initiate the contact with the Superintendent of Schools.

After a short discussion, it was suggested that the new National Guard Facility would be the best location to hold the Visioning Session since the

facility is new and it would have a curiosity factor which, hopefully, will draw more people.

The Visioning Session will be advertised as the COMMUNITY VISIONING FORUM.

Ms. Verdile will investigate the National Guard Facility. She will also see if the National Guard could help with childcare.

The subcommittees will be formed after the Visioning Session.

**MOTION:** Member Bean moved to approve the July 18, 2017 minutes as presented. Seconded by Chairman Dyjak. Unanimously approved.

**MOTION:** Member Bean moved to approve the August 15, 2017 minutes as presented. Seconded by Member Malo. Unanimously approved.

**NEXT MEETING: Tuesday, September 12, 2017 at 5:30 PM.**

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

The meeting adjourned at 7:24 p.m.

Respectfully submitted,  
Jocelyn Carlucci, Recording Secretary