

MASTER PLAN STEERING COMMITTEE

**Pembroke Planning Board
Meeting Minutes
(ADOPTED)
September 12, 2017
(Meeting #7)**

MEMBERS PRESENT: Kellie Dyjak, Chairman; Rose Galligan (Pembroke Recreation Commission); Ammy Heiser (Pembroke Conservation Commission); and Ann Whytemare (Pembroke Historical Society)

EXCUSED: Paulette Malo (Sewer Commission and Roads Committee); Alan Topliff (Pembroke Planning Board); Richard Bean (Pembroke Planning Board); 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 5:37 pm.

An attendance sheet was distributed.

After a moment of silence for the victims of September 11, 2001, Ms. Dyjak said that the Visioning Forum was being planned for Saturday, October 28, 2017 and asked how the preparations were coming along.

Ms. Galligan said that the Childcare Coordinator was hired and would be paid from the Pembroke Recreation Commission budget.

Ms. Verdile reported that she was awaiting a telephone call from the National Guard to discuss using their new facilities on Route 106 for the Visioning Forum.

In case the National Guard Building is not available, the group discussed other options such as Three Rivers School, Pembroke Academy, the Pembroke Village School and the Pembroke Hill School. Ms. Verdile will contact Josh from the School Department and discuss availability of the schools and associated costs. The Committee leaned towards using the Pembroke Hill School.

With regard to the need for a second childcare aide to assist at the Visioning Forum, Ms. Whytemare suggested that parents of home-schooled children be contacted and asked to help with childcare.

Ms. Alexander explained that the Committee decided to tie the Visioning Forum with a Halloween party for the children of those adults who need childcare in order to attend the Forum.

Ms. Galligan said that the Child Care Coordinator was very creative and would provide activities for the children. Ms. Dyjak offered Halloween decorations and craft items.

Ms. Dyjak also said that she would contact Kimball's Cav'Ern and inquire of their donating pizzas for the Forum. With regard to beverages, Ms. Dyjak will speak with someone at Sully's, Lavallee Oil, and Kimball's Cav'Ern for donations.

After a short discussion of preferable times for the Visioning Forum, Ms. Alexander said that Central NH Regional Planning Commission found that Saturday mornings work best for adult participants. Adults typically want their Saturday afternoons and evenings free.

It was, therefore, decided to hold the Visioning Forum from 9:00 a.m. to 12:30 p.m. with pizza delivery at noon.

Ms. Alexander said that, in the past, 40-90 adults have attended other visioning forums. It was then decided that preparations should be made for 75 adults.

Ms. Dyjak will speak with Dunkin' Donuts about donating coffee for that day.

Rather than having Halloween candy available for the children, it was suggested that small bags be given to each child as they leave.

With regard to speakers, it was suggested that Alan Topliff, Chairman of the Planning Board, greet the Forum participants with a short speech and that Ms. Dyjak, Chair of the Master Plan Steering Committee, give closing remarks.

Although the Committee is hoping that there will be enough adults attending the Forum to break into 5 groups (Land Use & Economic Development; Transportation; Housing; Community and Recreational Facilities & Energy; Natural and Cultural Resources), if attendance is less, groups may be combined.

Ms. Alexander said that a CNHRPC member will head each "Breakout" group along with at least one member of the Planning Board.

Ms. Whytemare volunteered to be part of the Natural and Cultural Group.

Ms. Verdile said that she would like David Jodoin to encourage the Board of Selectmen to take part in the Forum. She would like to see one Selectman in each group.

Ms. Dyjak said that she will to be placed on the Board of Selectmen's next meeting agenda so she can ask the Selectmen to participate in the Forum.

With regard to "Breakout" Leaders, Ms. Dyjak said that she would ask Brian Seaworth to lead the Transportation Group. Community and Recreational Facilities & Energy will be led by Rose Galligan and Richard Bean.

Paulette Malo was also suggested as a person to possibly lead the Transportation Group.

With regard to Land Use and Economic Development, Allan Topliff was suggested.

Ms. Heiser will ask Brian Mrazik to lead the Natural and Cultural Resource Group.

Ms. Alexander said that, so far, 275 community surveys had been completed.

Ms. Verdile collected 10 completed surveys from Town Hall. She said that there were a few at the Library also.

Ms. Dyjak and Mr. Bean will collect the leaflet holders and return them to Ms. Verdile.

With regard to the 2004 Master Plan recommendations, Ms. Alexander received responses from many departments. She will send follow-up notes to those who have not responded to the 2004 recommendation list.

NEXT MEETING: Tuesday, September 26, 2017 at 6:00 PM.

Ms. Verdile said that she would ask the Planning Board members to also be group leaders.

MOTION: Ms. Galligan moved to approve the minutes of August 29, 2017 as amended. Seconded by Ms. Dyjak. Unanimously approved

MOTION: Member Heiser moved to adjourn. Seconded by Member Galligan. Unanimously approved.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary