

MASTER PLAN STEERING COMMITTEE

**Pembroke Planning Board
Meeting Minutes
(ADOPTED)
September 26, 2017
(Meeting #8)**

MEMBERS PRESENT: Acting Chairman Richard Bean (Pembroke Planning Board); Sarah Guillemette (Pembroke Recreation Commission); Ammy Heiser (Pembroke Conservation Commission);

EXCUSED: Kellie Dyjak, Chairman; Rose Galligan (Pembroke Recreation Commission); Paulette Malo (Sewer Commission and Roads Committee); Alan Topliff (Pembroke Planning Board); and Ann Whytemare (Pembroke Historical Society); Buddy Curly (Roads Committee); and 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

Acting Chairman Bean called the meeting to order at 6:00 pm.

An attendance sheet was distributed.

Ms. Alexander reported that the Survey Monkey results had been tabulated.

Acting Chairman Bean made 2 copies of the unfiltered version of the survey which he asked that at least one copy be placed in the file. Ms. Alexander said that she will filter the results to show total of votes per category for each question rather than every individual vote. This will result in a smaller document to be distributed to all members.

Ms. Alexander said that 3,000 postcards were mailed to the 03275 (Pembroke only) zip code. Paper surveys were at Town Hall and the Library. The survey was on the Master Plan website. The postcards had the new Master Plan survey link and also the online Survey Monkey link. Leaflets were distributed to Town businesses. The Town website posted the availability of the survey. Town Departments posted the link to the Town survey on their web pages. Postcards were on display at Town Hall and Town staff discussed the survey with clients. Word of mouth was encouraged.

She also said that a second series of postcards were mailed (approximately 1,000) to random links which resulted in another surge of responses. An e-mail notification list was tallied by Linda Williams at Town Hall.

The result was that 341 (11%) Master Plan surveys were taken. In 2004, 780 Master Plan surveys were taken. Ms. Alexander explained that people no longer take the time to fill out surveys. She was very happy with the response that Pembroke received.

Ms. Alexander said that the survey resulted in 120 email addresses that were given for future notifications.

Acting Chairman Bean asked that Ms. Alexander ask David Jodoin to send an email to those who took the survey and thank them for participating in such an important Town event.

Ms. Carlucci mentioned that after she took the online survey, her husband attempted to fill out the survey and it would not allow another survey to be taken. Ms. Verdile said it was necessary to clear the web browser or shutoff the computer in order to be allowed to fill out another survey from the same computer. Ms. Carlucci questioned how many residents who attempted to take the survey were discouraged by this and never took the survey.

Community Visioning Session - Update

Because of a lack of interest from the National Guard to provide space for the Community Visioning Session, Ms. Verdile reserved the Pembroke Hill School for Saturday, October 28, 2017. The staff will be there from 8:00 a.m. to 1:30 p.m. The public will participate from 9:00 a.m. to 12:30 p.m.

The public will meet in the gymnasium. The Art Room will be the Daycare area. There will be 5 rooms available for the breakout sessions.

Sarah Guillemette of the Pembroke Recreation Commission and other staff members will manage the Daycare area.

Ms. Alexander said that she will take care of the publicity. She will send out news blurbs to newspapers, email notifications to all addresses collected by the survey, and Town Staff. She encouraged the Committee to use word-of-mouth notifications to all residents.

Visioning Forum Agenda:

Introduction - Michael Tardiff of CNHRPC and Acting Chairman Bean will discuss the survey results.

Breakout Groups:

Breakout groups will have two 45-minute sessions.
A CNHRPC member will be in each session.

Leaders: (Prefer 2 Planning Board or Master Plan Committee members per group.)

Land Use & Economic Development – Acting Chairman Bean and Allan Topliff.
Transportation – Brian Seaworth
Housing – Kellie Dyjak
Community and Recreational Facilities & Energy – Rose Galligan
Natural and Cultural Resources – Brian Mrazik and Jim Garvin

Acting Chairman Bean asked Ms. Verdile to get data on how the taxes fluctuated before and after Associated Grocers of New England came to Town. She said that Mr. Jodoin would have that information.

Conclusion: Michael Tardiff and Ms. Verdile to preside.

Chairman Dyjak will help with donations of coffee, donuts, pizza, and soda.

Ms. Alexander said that Group Leaders should review the basic discussion questions that were prepared by CNHRPC which is in Google Docs. She recommended that the Leaders prepare other questions that will encourage discussion among the group.

Each Breakout Group will be provided with maps of the Town, demographic information, survey results, and easels. The goal is to find out the strengths, concerns, and the opportunities in each category. A CNHRPC representative will record all discussions on an easel pad. The leaders should ask questions of the group not the other way around because questions can detract from the information that the Town is looking for. The goal is not to suppress anyone's curiosity but to direct the group to the list of questions. The Breakout Group List needs to be done twice for consistency.

It was decided that the parents should bring their children to the Daycare room. A sign-in sheet should be available for the parents to sign when their child is dropped off and picked up.

Ms. Guillemette will advertise the Community Visioning Forum on the Summer Recreation facebook page. Ms. Alexander will send Ms. Guillemette and Rose Galligan an advertising blurb to use.

Chairman Dyjak will provide Ms. Guillemette with Halloween decorations.

NEXT MEETING: Tuesday, October 10, 2017 at 5:30 PM.

MOTION: Member Heiser moved to approve the Meeting Minutes of September 12, 2017 as presented. Seconded by Acting Chairman Bean. Unanimously approved.

The meeting adjourned at 6:46 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary