

<b>MASTER PLAN STEERING COMMITTEE</b>
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**Pembroke Planning Board  
Meeting Minutes  
(ADOPTED)  
October 10, 2017  
(Meeting #9)**

**MEMBERS PRESENT:** Brian Mrazik (Pembroke Conservation Commission); Rose Galligan (Pembroke Recreation Commission); Alan Topliff (Pembroke Planning Board)

**EXCUSED:** Kellie Dyjak, Chairman; Richard Bean (Pembroke Planning Board); Ammy Heiser (Pembroke Conservation Commission); Paulette Malo (Sewer Commission and Roads Committee); 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 Topliff called the meeting to order at 5:40 pm.

An attendance sheet was distributed.

Ms. Alexander said the final preparations for the October 28, 2017 Community Visioning Forum must be made. A Forum announcement in the form of a pdf file was distributed to all Boards, Department Heads, and the e-mail list of survey respondents, and to the Town notification list. It was also posted on the Master Plan, Library, and Town websites. Ms. Verdile said that she would confirm that Linda sent the pdf file to everyone on the survey list.

Ms. Alexander also said that the Summer Recreation Program Coordinator sent the notification to all the parents of the summer recreation children.

Ms. Verdile said that the school also sent it out to everyone on their mailing list.

Ms. Alexander said that the Forum will take place at the Pembroke Hill School. The official time is 9:00 a.m. to 12:30 p.m. Staff and volunteer leaders need to be at the Hill School between 8:00-8:30 a.m. to set up the rooms.

She also said that Chairman Dyjak was assigned the task of getting donations for coffee, donuts and pizza.

Ms. Verdile said that Chairman Dyjak did not received a response from Dunkin' Donuts for the coffee and donuts. Kimball's CAV'ern will prepare 10 pizzas for \$50. Chairman Dyjak will pick up the pizzas at 11:30 a.m.

Ms. Verdile said that we have to find out where the money will come from.

Ms. Alexander said that sugar, cream, cups, plates, and napkins will be needed for the coffee and donuts. Juice and milk will be needed for the children. The pizzas will require napkins, plates, bottled water and soda. Paper towels, trash cans, and liners are also needed.

Acting Chairman Topliff said that someone should speak with Mr. Jodoin about funding the pizzas from the Master Plan town budget funds.

Ms. Alexander asked if additional Planning Board members and members of the Board of Selectmen would be greeters at the Forum.

Ms. Verdile said that she and Mr. Jodoin sent an email to all Department Heads asking them to attend. The Fire Chief and the Director of Public Works confirmed that they will be in attendance.

Acting Chairman Topliff said that he will ask members at tonight's Planning Board meeting to participate.

Since there has been no news about decorations, the consensus of the Board was to NOT have decorations. It was also decided NOT to have goodie bags for the children.

Since there has been no feedback from Ms. Dyjak on the agenda items, the Board decided that she will not be placed as a speaker on the agenda.

Ms. Verdile said that Ms. Dyjak has agreed to be a group leader for the Housing discussion group.

Acting Chairman Topliff will contact Michael Tardiff of CNHRPC to compare speaker notes. Ms. Alexander will also provide Mr. Tardiff with Acting Chairman Topliff's contact information.

The following are the Group Leaders:

Land Use & Economic Development – Alan Topliff and Richard Bean

Transportation – Brian Seaworth and possibly Paulette Malo

Housing – Kelly Dyjak and \_\_\_\_\_

Community and Recreational Facilities and Energy – Rose Galligan and Stephanie Verdile

Natural and Cultural Resources – Brian Mrazik and possibly Jim Garvin

Acting Chairman Topliff will ask Member Cruson to be a Housing Leader.

Ms. Verdile will contact Jim Garvin and see if he will be a leader for Natural and Cultural Resources and will also ask Paulette Malo if she will be a leader for Transportation.

Ms. Alexander said that after the second Breakout Group session, everyone will gather in the cafeteria. The group leaders will talk about the highlights of their breakout group session – identifying the strengths, concerns and opportunities.

As a conclusion to the Forum, Michael Tardiff and Ms. Verdile will discuss the next steps of the Master Plan update.

They will also try to solicit people in joining one of the subcommittees for Transportation, Community and Recreational Facilities & Energy, and Natural and Cultural Resources Chapters which will be held in November.

Once everyone has left the Forum, the staff and volunteers should help to clean up the areas and be off the premises by 1:00 p.m.

Ms. Alexander reviewed the list of Forum questions. She advised the leaders to follow the list as closely as possible for both sessions. It is important to keep the group on topic while letting it progress naturally. The questions are designed to get people to discuss strengths, opportunities and concerns about the topic. She also said that the leaders should cover all three sections as much as possible.

She also said that a demographic fact sheet will be provided. Maps will also be in each classroom pertaining to the particular topic.

Mr. Mrazik said that the Conservation Commission completed a Natural Resource Inventory and developed a Master Plan Chapter from the Commission's perspective. He asked if he should ask questions pertaining to the Commission's ideas and priorities.

Ms. Alexander said that if anyone has question recommendations, they should be e-mailed to her in advance and she will adapt them accordingly.

Acting Chairman Topliff said that he was hesitant to begin a discussion on the noise ordinance since it was very subjective.

Ms. Alexander said that most of the Department Heads and Committee Chairmen indicated how many 2004 Master Plan Recommendations were completed or are ongoing. The Board of Selectmen have not returned their status update on the list.

Review minutes -

It was the consensus of the Board to vote on the minutes of Meeting 8 at the October 24, 2017 meeting

**NEXT MEETING:** Tuesday, October 24, 2017 at 5:45 PM.

**MOTION:** Acting Chairman Topliff moved to adjourn the meeting. Seconded by Member Galligan. Unanimously approved.

The meeting adjourned at 6:47 p.m.

Respectfully submitted,  
Jocelyn Carlucci, Recording Secretary