

**Pembroke Planning Board
Meeting Minutes
June 27, 2017
(ADOPTED)**

MEMBERS PRESENT: Alan Topliff, Chairman; Brian Seaworth, Vice Chairman; Kathy Cruson; Larry Young, Sr.; Selectman's Rep Vincent Greco

ALTERNATES PRESENT: Robert Bourque; Kellie Dyjak

EXCUSED: Brent Edmonds; Richard Bean

STAFF PRESENT: Stephanie Verdile, Town Planner; Jocelyn Carlucci, Recording Secretary

Chairman Topliff called the meeting to order at 7:05 pm. He noted that Members Edmonds and Bean were absent. Alternate Members Dyjak and Bourque agreed to vote in place of Members Bean and Edmonds.

New Business

1. **Government Land Use Application Proposal by Beth McClure and Strong Foundations Elementary School on Tax Map 632, Lot 18-9 and 18-10, located at 715 and 717-719 Riverwood Drive in the Commercial/Light Industrial (C1) Zone and the Aquifer Conservation (AC) District.** The applicant, Jeff Lewis, PE of Northpoint Engineering, LLC., on behalf of Beth McClure and Strong Foundations Elementary School, has submitted a Governmental Land Use proposal that includes: plans, specifications, explanations of the proposed changes available at time of submission, a statement of the governmental use according to RSA 674:54.I, and a proposed construction schedule. The purpose of the application submission is to allow the Planning Board to issue nonbinding written comments relative to the conformity or nonconformity of the proposal with normally applicable land use regulations.

Present: Jeff Lewis, PE of Northpoint Engineering, LLC. ; Kyle Barker, AIA of Warrenstreet Architects, Inc.; and Beth McClure of Strong Foundations Elementary School

Chairman Topliff said that the meeting will be an informal process. The Board can conduct an exchange with the applicant and their representatives. The plan does not have to be accepted as complete, there are no waivers to accept, and any conversation will be non-binding by both parties.

Chairman Topliff said that the Strong Foundations Elementary School originally came before the Planning Board. At that time, the Board was advised that charter schools were exempt from Zoning Regulations. The Board recently learned that the advice was not correct. The Board felt that it would be appropriate to continue to treat the Strong Foundations Elementary School in the manner in which it has been treated in the past, in terms of being exempt. He continued to say that should another charter school come before the Planning Board, the Board is not obligated to grant them the same exemption from the Planning Board regulations.

Ms. Verdile added that, because of the past interpretation, the Strong Foundations Elementary School is not required to come through the full Planning Board process. She said that when the National Guard came through, they came through the whole process with the abutter notifications, the Technical Review Committee (TRC), the public notice, and the engineering review. In her opinion, it was for the betterment of public interest to know what was going on and for the Planning Board to have as much information as possible to make sound comments. The National Guard agreed to do so.

Ms. Verdile thanked the Strong Foundations Elementary School representatives for agreeing to go through the process with the Town.

Mr. Lewis passed out a colored map of the plan. He said that the site is on Riverwood Drive. It is a 2-1/2 acre parcel with some additions on the existing building. They have purchased 717 Riverwood Drive and the lots have been merged for a total of approximately 8-1/2 acres.

Mr. Lewis said that a large single story addition will be added to the west side of the existing building. There will also be a smaller two-story addition built onto the end of an existing two-story building.

The site work will consist of the expansion of a parking lot in the front of the site. Since parking has been an issue, they are doubling the parking spaces. Presently there are 38 parking spaces, there will be a total of 79 spaces when completed. They are also creating a much longer drop-off lane to coincide with the front parking. The drop-off lane is approximately 350' long which can hold approximately 17-18 cars. He said that the combination of the drop-off lane and extra parking should calm the traffic safety concerns. Mr. Lewis said that there is a drainage plan that complies with the Town's regulations. The stormwater basin is located in the lower part of the site. It has been reviewed by Mike Vignale.

There is a lighting plan for the new parking lot. Mr. Lewis said that there is a hog-nosed snake habitat on the corner of the site. They have worked with the Fish and Game Department and provided a buffer area from that habitat. They created a fence with a barrier at the bottom to prevent the snake from getting into the parking lot and the basins.

Mr. Lewis said that they do not have a landscaping plan, but they hope to install new landscaping similar to what is presently on site. The landscaping will depend on the final costs of the completed project. He said that they would be happy to show the landscaping plan to the Board before any landscaping is done if they would like.

The two additions will be constructed and operational for the Fall of 2018 school year. In the meantime the population is increasing in 2017 so modular classrooms will be placed on site until the construction is completed.

Mr. Lewis said that, in order to prepare for the modular classrooms, they must construct the parking lot this summer. The parking lot construction will begin in July 2017. The modulares will take up some of the parking spaces for a short time.

They will try to get the drainage and site work completed before school starts. The project will be done in phases but should take approximately 15 months.

Mr. Barker said that the two existing buildings were built as one with firewalls between them in order to save money on sprinkler systems, and other things. It was determined that the present need is space for core facilities such as classrooms for art and music, offices, a library and a gymnasium. The new core spaces will be attached to the large existing building with a fire wall separating the two. The new building will be sprinklered. The sprinkler system will be set up in such a way that will allow it to be extended into the existing building in the future. Since the existing building presently meets codes as it is, they do not intend to splinker the existing building right now. The long-term goal is to sprinkler the entire complex.

Mr. Barker also said that they found that the best location for the 4 additional classrooms was to add to the existing classroom building. The existing building and the new addition will not have sprinklers but provisions will be made to extend it in the future.

The building will be wood-framed construction. The existing building is a one- story wood frame building with a two-story combination wood/metal frame building in the back. The new addition on the back building will be similar in shape to the existing building.

The new core facility building will be a one-story wood-framed building with a gymnasium off the side. The walls will be 18' high in comparison to the 12' walls in the remainder of the building. Mr. Barker said that they are trying to keep the same context for the design as the existing building. The front façade will be similar in size and shape and similar materials will be used (wood clapboards with a pitched roof, asphalt shingles, and double-hung windows. There are no plans to upgrade the existing building except for a few minor changes such as reconfiguring the classroom space in order to get the corridor through and a little plumbing.

Mr. Barker said that they met with the TRC and received many good comments such as sprinkler system, water needs. They are responding to all those comments. They will have a full code review of the plan and it will be submitted to the Code Enforcement Officer soon. They have double-checked the engineering and will be ready to submit them in the next few months.

Member Young asked if the applicant had given any more thought to making the entrances off of Riverwood Drive one way in and one way out.

Mr. Lewis said that they have considered it but he did not think that it would be practical. He said that during the drop-off time that the traffic will flow as a one-way in and one-way

out. But during other times, vehicles coming from the parking lot will tend to exit from the first entrance. In order to enforce the one-way in and one-way out route, would require signage. Mr. Lewis said that vehicles in the visitors parking area will tend to exit through the second entrance and the staff will tend to exit through the first entrance. He said that if the Board felt very strongly about it, they could live with it, but he would not recommend it.

Mr. Barker said that during school hours and busy times, the intent is to have the traffic go in one way and out the other way. During the rest of day it will be a two-way drive in each entrance.

Mr. Barker said that there will be no basement. The buildings will be frost walls with a slab on grade.

To clarify what was meant by a wood and metal frame, Mr. Barker said that the two story building is currently built with metal exterior walls and the interior walls will be wood. The inside is drywall.

There will be a new fire hydrant installed.

Ms. Verdile said that she supports the Fire Chief's request to keep the entrances as one-way. She said that his concern was the high activity level at the site during drop-off and pick-up times. Ms. Verdile said that the Fire Chief was concerned with pedestrian safety during the high traffic times.

Ms. Verdile said that the Code Enforcement Officer requested that the applicant get with the State Fire Marshall. Mr. Barker said that they had done so.

Ms. Verdile asked if they had spoken to the Fire Chief about the numbering system. Mr. Barker said no, but it was on his list of things to do.

Mr. Barker said that they have hired FSC Engineering as a third-party code review. They completed their code review and Mr. Barker has made the requested corrections. By the end of the week he will submit the preliminary report to Mr. Hodge and the State Fire Marshall as soon as he received a letter from FSC indicating that everything is up to.

Alternate Member Bourque asked if the Fire Chief has determined that the curb at the end of the driveway coming to the road was adequate for the fire department equipment.

Mr. Barker said that he spoke to the Fire Chief about the location of the fire connections and he said that there was no problem.

Member Cruson said that she had been to the site many times and she encouraged the one-way use of the two entrances during school hours: 7:30 a.m. to 3:30 p.m.

Ms. McClure said that they are very strict about people using it as a one way. The staff is currently not allowed to leave from the end entrance until 3:45 p.m. She said that in the course of 10 years, there has only been one minor “tap of a bumper”. She agreed with the Board that the one way entrance and exit is the “only way to go.”

Mr. Lewis said that they would be willing to look at the one-way concept but he added that, in order to properly designate the area, it would require a number of signs and arrows

Ms. McClure said that during the height of dismissal, they have 4 staff members “handling the dismissal.”

Proposed Amendment #1

To amend The Planning Board application to add the following language:

PART 5. OTHER APPLICATION REQUIREMENTS

The following items are required for a complete application. The Board will make a determination at its next regular meeting, after the project has been publicly noticed, whether the application is complete.

****It is recommended applicants meet with the Town Planner prior to application submission to ensure the application contains the correct and complete information.****

****Unless deemed unnecessary by the Planning Department, ALL applicants shall attend a Technical Review Committee (TRC) meeting prior to being placed on the Planning Board Agenda.****

Ms. Verdile said that any changes made to any part of the regulations such as the checklist, waivers, the application for the Planning Board subdivision and /or site plan regulations must have a public hearing.

At one point, an applicant did not attend a TRC meeting and the TRC members had concerned about the application. It was decided that language be added to the application that says:

Unless deemed unnecessary by the Planning Department, ALL applicants shall attend a Technical Review Committee (TRC) meeting prior to being placed on the Planning Board Agenda.

Ms. Verdile said that Town Counsel reviewed the language. The other minor changes on the application were “housekeeping” changes.

Chairman Topliff opened the open public hearing at 7:33 p.m. for the amendment to the Planning Board application as presented in the staff report.

Ms. Verdile pointed out that the schedule for TRC is held before the abutters and the public are noticed. In the situation where the applicant did not show up to TRC, the notice to abutters and the public notice were not done, which, in Ms. Verdile's opinion, was a good thing.

There being no further questions or comments from the public or the Board, Chairman Topliff closed the public hearing at 7:37 p.m.

MOTION: Vice Chairman Seaworth moved to accept the proposed language to the Planning Board application and make the changes effective 6-27-2017. Seconded by Alternate Member Bourque.

VOTE: B. Seaworth – Y K. Cruson – Y A. Topliff – Y
 V. Greco – Y L. Young – Y R. Bourque – Y
 K. Dyjak – Y

VICE CHAIRMAN SEAWORTH MOVED TO ACCEPT THE PROPOSED LANGUAGE TO THE PLANNING BOARD APPLICATION AND MAKE THE CHANGES EFFECTIVE 6-27-2017.

Minutes- June 13, 2017

MOTION: Alternate Member Bourque moved to accept the June 13, 2017 minutes as amended. Seconded by Chairman Seaworth. Unanimously approved.

Miscellaneous

1. Correspondence-

Ms. Verdile received the Business NH magazine.

2. Committee Reports-

Board of Selectmen: Selectmen's Rep. Greco said that the Board of Selectmen discussed the parking problem on the bottom of Broadway. He said that people coming out of the driveway cannot see oncoming traffic. They are considering eliminating three angled-parking spaces and making a few parallel parking spaces for safety issue.

The Board also discussed the snow removal parking situation. Some of the decisions were: (1) When to have cars towed off the street; and (2) When to call a snow ban.

Selectmen's Rep. Greco said that they also signed papers to buy two new police cruisers. The bids went to Irwin Ford in Laconia.

The dedication of Kline Way will be August 19, 2017. The Kline family will attend. It is the same day as the Appreciation Member Picnic of Town employees and volunteers.

The Selectmen also discussed parking on the sidewalks. One situation is when someone has a long vehicle and does not put it in their garage, therefore, the car overhangs the sidewalk from the driveway. It is not possible to restrict someone from purchasing a vehicle shorter than 17'. The Board tries to remedy the ongoing situation on a case-by-case basis.

Member Cruson noted that the 2004 Master Plan history chapter is fascinating. She said that bus transportation began in the early 1900s and the trolleys cased to run in Town between the 1930s and 1950s.

Tri-Town Ambulance : Alternate Member Bourque said that the Committee is working on the 2018 budget. They will be budgeting for another new ambulance. They are considering the capital reserve program for the expense. They would like to replace the second ambulance in 5-10 years.

Alternate Member Bourque said that there are 4 full-time employees. Two people are on duty 24/7 along with a paramedic on each shift. Three paramedics are full-time. Tri-Town has full-time staff, per diem staff and part-time staff.

They have tried to implement an on-call second ambulance which would come into play if the primary ambulance is in use. The second ambulance crew would be paid an on-call when used rather than calling in Hooksett, Allenstown, or Concord.

Alternate member Bourque said at one time, there were a few Pembroke Firefighters who were EMTs that would work on the ambulance part-time or on a per diem basis.

Selectmen's Rep. Greco also said that the Board of Selectmen awarded a \$9,000 contract to Holden Engineer to do a complete survey of the Evergreen Cemetery on Buck Street. They will begin in August. The perimeter survey of the cemetery is lost. New plots near the gate will be established and registered.

Selectmen's Rep. Greco said that the Cemetery Committee has done a fabulous job with the pruning and cutting of trees in the Evergreen Cemetery. Everyone agreed that the Town is very fortunate to have Jim Garvin as a volunteer.

Member Cruson asked how many ambulance calls are received per week.

Alternate Member Bourque said he would be happy to bring in the data at the next meeting. He estimated approximately 100-200 runs a month. He was not sure how many

calls are drug-related, but did note that the ambulance also transports patients to medical facilities and intercepts other ambulances to transport patients. They also cover for Epsom's calls when needed.

Master Plan Steering Committee: Alternate Member Dyjak said that the committee has made progress on the survey. They have also had a presentation by Ian Hill of Parlinet who proposed an online program that would help the Town gain outside feedback on questions and issues facing the Town. Because there was no money in the Master Plan budget to fund Parlinet, the committee turned it down. Alternate Member Dyjak said that since Pembroke would have been the first town to use the Parlinet program, Member Cruson suggested that Mr. Hill provide the service free to Pembroke as a promotional tool so they could then offer it to other towns and use Pembroke as an example.

Alternate Member Dyjak said that the Parlinet Program provides a platform for citizens to comment on Town issues. The comments would be shared anonymously. It is similar to a Facebook-type of platform for government.

Member Cruson also told the Board that the Master Plan site could use Town photographs. Selectmen's Rep. Greco said he would bring some.

3. Planner Items-

Ms. Verdile said that the agent for the applicant that missed the last TRC meeting called and would like to know if they can come and present a conceptual presentation to the Board on the property in question. Ms. Verdile asked the Board if they would allow a conceptual consultation at the July 11, 2017 work session.

Chairman Topliff said that since the work session has nothing other than housekeeping items for review, he asked the Board if they would like to not have a meeting on July 11, 2017.

Ms. Verdile said that the conceptual consultation is normally limited to 20 minutes. Pembroke Meadows may be coming to the Board on July 25, 2017. There are no new applications for the July 25, 2017.

Selectmen's Rep. Greco said that the Board should not hold a special conceptual consultation for an applicant on a work session because it sets precedence.

The consensus of the Board was to have no work session on July 11, 2017.

4. Board Member Items-

Alternate Member Bourque reported that he attended the Zoning Board of Adjustment (ZBA) meeting on June 26, 2017. There were two items for consideration. One was for someone located in the Limited Office (LO) District who wanted to have a small engine repair shop. The existing garage is approximately 30' x 25' that was originally built by Bill

Stanley. The Zoning Board found that a number of years ago Mr. Stanley came before the Board to work on his own equipment in the garage and the ZBA denied it. The last case was read into the ZBA minutes to show that the use had already been denied in the past. The ZBA denied the request again.

The second case was about a piece of property on Pembroke Street that stretches to Ashley Drive owned by the Archambault Trust. The request was to divide the property into two lots which requires 200' of frontage on a Town road. They only had 67' of frontage on Ashley Road. They requested a variance for 133'. Many people who attended the hearing were against the application. The ZBA denied the variance.

Alternate Member Bourque said that, at beginning of every case, the Chairman of the ZBA announces that the ZBA reserves the right to revisit the application if the Board finds any material presented to them was untrue or inaccurate. He suggested that the Planning Board should consider doing the same.

Member Young said that Concord swears in their applicants.

Chairman Topliff asked Ms. Verdile to ask Town Counsel if he sees any problem with the Planning Board also making the statement.

Member Cruson said that it would be good for the Board to have an out if someone tried to deceive them.

MOTION: Vice Chairman Seaworth moved to adjourn the meeting. Seconded by Selectmen's Rep. Greco. Unanimously approved.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary