

**Pembroke Planning Board
Meeting Minutes
(ADOPTED)
November 27, 2018**

MEMBERS PRESENT: Brian Seaworth, Vice Chairman; Kathy Cruson; Brent Edmonds; Selectman's Rep. Ann Bond

ALTERNATES PRESENT: Robert Bourque; Timothy Goldthwaite

EXCUSED: Alan Topliff, Chairman; Richard Bean; Larry Young, Sr.; Kellie Dyjak

STAFF PRESENT: David Jodoin, Town Administrator; Carolyn Cronin, Town Planner; Jocelyn Carlucci, Recording Secretary

In the absence of Chairman Topliff, Vice Chairman Seaworth called the meeting to order at 7:00 pm. He asked Alternate Member Bourque to vote in place of Member Young and Alternate Member Goldthwaite to vote in place of Member Bean.

New Business

- 1. Minor Subdivision Plan Application #18-07, F. Webster Stout, FWS Land Surveying, PLLC, acting as Applicant on behalf of Richard A. & Jeannine Berube, owners of Tax Map 937, Lot 26 located at 464 Seventh Range Road in the Rural/Agricultural-Residential (R3) Zone and the Wetlands Protection District.**

The Applicant proposed to subdivide Map 937, Lot 26 into two single-family residential lots. Both lots will be served by private on-site septic and well. This plan is associated with Wetlands Special Use Permit SUP-WP #18-314.

- 2. Special Use Permit Application SUP-WP #18-314, F. Webster Stout, FWS Land Surveying, PLLC, acting as Applicant on behalf of Richard A. & Jeannine Berube, owners of Tax Map 937, Lot 26 located at 464 Seventh Range Road in the Rural/Agricultural-Residential (R3) Zone and the Wetlands Protection (WP) District.**

The Applicant requests a Special Use Permit in accordance with Article 143-72.D., Wetlands Protection District, for single-family residential use on a parcel containing wetlands. This permit is associated with Minor Subdivision Plan Application #18-07.

Present: F. Webster Stout of FWS Land Surveying, PLLC and Richard Berube

Ms. Cronin said that this is a minor subdivision application with an existing single family home on 42 acres of land. The Applicant is proposing to subdivide off one parcel from the 42 acres. Several months ago, the Applicant went before the Board of Selectmen to upgrade the range road. The request was granted. The only remaining item is to apply the top coat on the road which the Department of Public Works (DPW) asked that they wait until after the winter.

She continued to say that the Applicant also has a Wetland Special Use Permit Application. Ms. Cronin said that there is a lot of wetlands along the front of the property

and the proposed driveway would cross the wetland at one point and impact the buffer at another point.

The Applicant went before the Conservation Commission and received an approval on November 12, 2018. The Applicant filed an expedited Wetlands Permit with NH Department of Environmental Services (NHDES).

Ms. Cronin said that there are a few waiver requests from the checklist items:

- 1) **Part A, C. Proposed Streets** – Does not apply to the Application
- 2) **Part A, I. Topography of the entire parcel** - Would be a hardship to show topography of entire 42 acres; Applicant has shown topography in area that will be affected.
- 3) **Part A, N. Soil Survey** – Test pits have been done on the site
- 4) **Part A, S. Open Space** – Does not apply to the Application
- 5) **Part A, W. Open Space Development** – Does not apply to the Application

Mr. Cronin stated that the Town Engineer had no concerns.

In October 2018, the Applicant met with the Technical Review Committee (TRC).

MOTION: Alternate Member Bourque moved to grant the waiver requests for checklist items Part A - Items: C., I., N., S., and W. Seconded by Alternate Member Goldthwaite.

VOTE:	K. Cruson – Y	R. Bourque – Y	B. Edmonds – Y
	A. Bond – Y	B. Seaworth – Y	T. Goldthwaite – Y

MOTION TO GRANT THE WAIVER REQUESTS FOR CHECKLIST ITEMS PART A - ITEMS: C., I., N., S., AND W. PASSED ON A 6-0 VOTE.

MOTION: Alternate Member Bourque moved to accept the application as complete. Seconded by Alternate Member Goldthwaite.

VOTE:	K. Cruson – Y	R. Bourque – Y	B. Edmonds – Y
	A. Bond – Y	B. Seaworth – Y	T. Goldthwaite – Y

MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 6-0 VOTE.

Acting Chairman Seaworth opened the public hearing at 7:06 pm. He said that if the application is not completed tonight and is continued to another meeting, the public hearing would also be continued without renoting. All interested parties should either call the Planning Department for the date of the next meeting or refer to the Planning Board agenda on the Town website. He also asked that any member of the public wishing to speak should state their name and street address for the record and direct all questions to the Board.

Mr. Stout said that approximately 5 years ago, the Applicant went before the Board of Selectmen to upgrade Seventh Range Road to the point where he would have the required

200 ft. of frontage to build his home. At that time, they did not have to come before the Planning Board because it was an upgrade of an existing Class VI road and the Applicant was not contemplating a subdivision on the property.

Mr. Stout said that the Applicant is now proposing to subdivide off an 8-acre parcel to build another home. In order to do so, the Applicant is required to create 200 ft. of frontage on the Class VI road. The Board of Selectmen approved the upgrade and the Applicant upgraded approximately 225 linear ft. which allowed him to meet the frontage requirement.

Mr. Stout said that Seventh Range Road, between the stone walls, is not 50 ft. The Applicant proposes to deed the area on the map that is "cross hatched" to the Town which would then create the 50 ft. needed. There is a hammerhead which has been constructed.

The proposed new lot is approximately 8 acres. Mr. Stout said that they contemplated building the house in another area but it would not fit so they need to cross the wetlands.

Mr. Stout said that the Conservation Commission approved the application. The NHDES application was submitted and they received a letter indicating that the application is complete.

He also said that he went to the NH Division of Historic Resources to research if there were any historical markers, cellar holes, stone walls, burial grounds, etc. Nothing was found. He said that they are now waiting for the NH Division of Historical Resource letter so that it can be submitted to the State.

Mr. Stout pointed out on the map where the proposed driveway would cross the wetlands and approximately where the building will be constructed. They have done two test pits and shown a proposed well.

A larger scale of the map was submitted to the state which showed 1,100 sq. ft. of actual wetland impact and approximately 1,700 sq. ft. of impact to the 20 ft. buffer. They are proposing two 12-inch culverts. He said that the area is a forested wetland and not a brook of any kind. He passed around photos of the area to the Board.

Alternate Member Bourque asked how many wetland crossings will be necessary.

Mr. Stout said one.

Alternate Member Bourque asked what the total road length was at the wetlands crossing.

Mr. Stout said that the driveway crossing, edge of the wetland to edge of the wetland, is approximately 27 ft. It is the narrowest spot. He continued to say that there is an existing woods trail that has existed for years and has been used on the property in the past.

Alternate Member Bourque asked if there was flow in the wetland area.

Mr. Stout said that probably in the spring there would be flow. Some of the photos may show standing water because they were taken on a rainy day.

Alternate Member Bourque said that his concern is with plowing snow into the wetlands.

Mr. Stout said that the width is the same as the length. He did a 2-to-1 slope in order to minimize the impact. The driveway is only 10 ft. and he left a 3-1/2 ft. shoulder on each side. He said that he is not saying that the snow might not slush over to the wetlands, but, like plowing a driveway, it might make a windrow on one side.

Alternate Member Bourque asked if that was into the buffer.

Mr. Stout said that some snow would get plowed into the buffer line from plowing the driveway. It would go off to the side.

The Board discussed the conditions of approval which were read aloud by Ms. Cronin. Mr. Stout had no concerns about the conditions.

Alternate Member Bourque said that it would be a good idea to install wetland medallions.

Acting Chairman Seaworth said that, in the past, the Board has required wetland medallions to be installed so that future property owners would be aware of the wetland boundaries.

Alternate Member Bourque said that he would like to see them at least along the roadway.

It was agreed that an additional condition of approval would be added.

9. Wetland medallions to be installed 100 ft. out from either side of the driveway where it crosses the wetlands.

Mr. Stout agreed.

There being no further discussions or comments from the Board or the public, Acting Chairman Seaworth closed the public hearing at 7:23 p.m. He said that if the application is continued to another meeting, the public hearing will also be continued to that meeting and will not be renoticed.

MOTION: Alternate Member Bourque moved to approve Wetlands Special Use Permit case SUP-WP #18-314 subject to the following conditions:

1. SUP-WP #18-314 is approved conditionally until Minor Subdivision Plan #18-07 has received final approval, at which time the Special Use Permit becomes final for as long as the plan is approved. If at any time the plan is revoked or final approval is not received, the Special Use Permit becomes invalid.

2. This Special Use Permit is in accordance with Article 143-72.D., Wetlands Protection District, to construct a residential driveway with one wetland crossing and an additional wetland buffer impact. It includes work within a wetland and wetland buffer and shall be constructed according to the submitted plans and the NHDES Wetlands Permit conditions of approval.
3. The Special Use Permit shall be recorded at the Merrimack County Registry of Deeds.

Seconded by Alternate Member Goldthwaite.

VOTE:	K. Cruson – Y	R. Bourque – Y	B. Edmonds – Y
	A. Bond – Y	B. Seaworth – Y	T. Goldthwaite – Y

**MOTION TO APPROVE WETLANDS SPECIAL USE PERMIT CASE SUP-WP #18-314
SUBJECT TO THE FOLLOWING CONDITIONS:**

1. **SUP-WP #18-314 IS APPROVED CONDITIONALLY UNTIL MINOR SUBDIVISION PLAN #18-07 HAS RECEIVED FINAL APPROVAL, AT WHICH TIME THE SPECIAL USE PERMIT BECOMES FINAL FOR AS LONG AS THE PLAN IS APPROVED. IF AT ANY TIME THE PLAN IS REVOKED OR FINAL APPROVAL IS NOT RECEIVED, THE SPECIAL USE PERMIT BECOMES INVALID.**
2. **THIS SPECIAL USE PERMIT IS IN ACCORDANCE WITH ARTICLE 143-72.D., WETLANDS PROTECTION DISTRICT, TO CONSTRUCT A RESIDENTIAL DRIVEWAY WITH ONE WETLAND CROSSING AND AN ADDITIONAL WETLAND BUFFER IMPACT. IT INCLUDES WORK WITHIN A WETLAND AND WETLAND BUFFER AND SHALL BE CONSTRUCTED ACCORDING TO THE SUBMITTED PLANS AND THE NHDES WETLANDS PERMIT CONDITIONS OF APPROVAL.**
3. **THE SPECIAL USE PERMIT SHALL BE RECORDED AT THE MERRIMACK COUNTY REGISTRY OF DEEDS.**

PASSED ON A 6-0 VOTE.

MOTION: Alternate Member Bourque moved to approve Minor Subdivision Plan Application #18-07 with the following conditions:

1. NHDES Septic Design approval is required.
2. NHDES Wetlands Permit is required.
3. Town of Pembroke Driveway Permit is required.
4. All waivers shall be listed on the plan, including the date granted.
5. All conditions of approval shall be listed on the plan.
6. The final plan shall include original signatures of all property owners.
7. The final plan and the Special Use Permit (SUP-WP #18-314) Notice of Decision shall be recorded at the Merrimack County Registry of Deeds.

8. Prior to occupancy, all new lot corners shall be monumented in the field.
9. Wetland medallions to be installed 100 ft. out from either side of the driveway where it crosses the wetlands.

Seconded by Alternate Member Goldthwaite.

VOTE: K. Cruson – Y R. Bourque – Y B. Edmonds – Y
 A. Bond – Y B. Seaworth – Y T. Goldthwaite – Y

MOTION TO APPROVE MINOR SUBDIVISION PLAN APPLICATION #18-07 WITH THE FOLLOWING CONDITIONS:

1. NHDES SEPTIC DESIGN APPROVAL IS REQUIRED.
2. NHDES WETLANDS PERMIT IS REQUIRED.
3. TOWN OF PEMBROKE DRIVEWAY PERMIT IS REQUIRED.
4. ALL WAIVERS SHALL BE LISTED ON THE PLAN, INCLUDING THE DATE GRANTED.
5. ALL CONDITIONS OF APPROVAL SHALL BE LISTED ON THE PLAN.
6. THE FINAL PLAN SHALL INCLUDE ORIGINAL SIGNATURES OF ALL PROPERTY OWNERS.
7. THE FINAL PLAN AND THE SPECIAL USE PERMIT (SUP-WP #18-314) NOTICE OF DECISION SHALL BE RECORDED AT THE MERRIMACK COUNTY REGISTRY OF DEEDS.
8. PRIOR TO OCCUPANCY, ALL NEW LOT CORNERS SHALL BE MONUMENTED IN THE FIELD.
9. WETLAND MEDALLIONS TO BE INSTALLED 100 FT. OUT FROM EITHER SIDE OF THE DRIVEWAY WHERE IT CROSSES THE WETLANDS.

PASSED ON A 6-0 VOTE.

Discussion Item

Acting Chairman Seaworth said that conceptual presentations are meant to be an informal way to have a discussion between the Applicant and the Board. It is non-binding on both the Applicant and the Board and is for discussion purposes only in order to understand the nature of the application and give some feedback. He said that this is also not a public hearing and, therefore, the Board will not be taking questions or comments from the public.

1. **Conceptual Subdivision Plan, Jon Rokeh, Rokeh Consulting, LLC, Tax Map 262, Lots 43 & 45 located at 373, 421-423 Fourth Range Road in the Rural/Agricultural-Residential (R3) Zone and the Wetlands Protection (WP) District**

The Applicant requests general feedback, comments, and questions before making a formal application submittal to the Board.

Present: John Rokeh of Rokeh Consulting LLC, and Ken Lehtonen, Vice President of San-Ken Homes, Inc.

Mr. Rokeh said that the original Robinson parcel is over 100 acres. They have since acquired the Whittemore parcel which consists of 66 acres on the North side of Robinson Road. The Whittemore property also has a little frontage on Fourth Range Road.

Mr. Rokeh said that since they were before the Planning Board last year, they have completed a full boundary, wetland, and topography survey. They also did a high intensity soil study of the entire parcel and created a roadway design for Fourth Range Road and Robinson Road including hammerheads on both ends. Because one road is approximately 1,700 ft. and the other is over 3,000 ft, they needed another road through the middle of the property in order to mitigate the dead-end issue.

Mr. Rokeh asked for clarification on the issue of dead-ends that appeared on a past agenda.

Acting Chairman Seaworth said that the Board did not get to it but had a few applications that were roadways with a single access going into a property. The Board wanted to clarify, within the regulations, what the requirements are for multiple ways in and out of a property. In the past, the Board has addressed it individually at the Board level.

Mr. Rokeh said that they are 90% done with the subdivision design and almost ready for an AOT submittal. He said that they met with the Roads Committee, the Conservation Commission, and the Board of Selectmen. Based on feedback from the Conservation Commission and the Roads Committee, they revised the lots. The initial plan showed 14 back lots. After further review of the regulations and discussions with the Roads Committee, they revised the plan so that every lot has a full 200 ft. of frontage, is 80,000 sq. ft. with 56,000 sq. ft. of contiguous buildable area. Even though they lost a few lots, their driveway wetland impacts went from 4,000 sq. ft. of impact to 871 sq. ft. of impact.

The road that cuts across the middle is the bulk of the wetland impact. They have roadway impacts that are approximately 33,000 sq. ft. Mr. Rokeh said that the project is definitely a mitigation project.

The revision now shows 49 lots. There is a 43-acre remaining lot (technically a back lot) with 50 ft. of frontage. Without additional work being done to it, they are aware that the 43-acre lot is unbuildable.

Mr. Rokeh said that the back lot concept produced quite a few shared driveways. The new design only has 3 lots that have shared driveways. One has a single wetland crossing which is the only driveway wetland crossing. Another driveway accesses three lots. This was done because there was a significant wetland crossing off the road and, by coming down another road to service the lots, there is no wetland impact.

Mr. Rokeh said that he was aware that the Applicant will need a Special Use Permit from the Planning Board for the shared driveways.

He pointed out a possible four-way intersection. He said that Fourth Range Road continues approximately 2,500 feet to the corner of Church Road. One section is part of

the Pembroke Master Plan to make the connection to Church Road. If this project is approved, they would upgrade the first 1,700 ft.

Mr. Rokeh said that Steve Pernaw, their Traffic Engineer, did a trip generation report on the subdivision and a trip distribution on where they think everyone will go. Mr. Pernaw took into account where the schools are and the way that the neighborhood presently functions.

After discussions with the Roads Committee, they have proposed a combination of open and closed drainage. In areas where they are not crossing a wetland, they show open ditches that go down into a swale and into a detention pond. It is all contained and closed in terms of swales and detention ponds before it is released from the site. In areas where they had wetland crossings, they are proposing curb and gutter on both sides in order to make sure that no water sheets off the side of the road directly into the wetland. Mr. Rokeh said that they can convey the water across the wetland areas, put it into the open swales, and then into detention ponds. They are proposing four detention ponds.

Off of Flagg-Robinson Road there are two other treatment swales where they do not have to detain the water based on the drainage calculations, but they have to treat the water before it goes back into the wetland areas.

All the lots would have septic and wells.

Alternate Member Bourque said that a few lots have driveways that are crossing another piece of property to attach to a back parcel. He asked if there would be an easement.

Mr. Rokeh said yes. He said that they were trying to avoid adding more shared driveways and to avoid wetland impacts, so by having an easement on the driveway, there would be no wetland impact. The easement would be on the deed before the buyer purchases the property.

Mr. Rokeh said that any easements created would be subtracted from the buildable area.

Alternate Member Bourque asked if the lot would still have 56,000 sq. ft. of buildable area.

Mr. Rokeh said yes.

Alternate Member Bourque asked if it would hold the individuals responsible for clearing the snow and upkeep of the driveway.

Mr. Rokeh said yes. He said that the developer did a similar subdivision in Milford and Michael Vignale was the engineer that oversaw the construction and design process.

Mr. Lehtonen said that the development will consist of 70% single story homes with two-car garages like their Milford development. Most of the Milford homes are purchased by retirees.

Alternate Member Bourque said that if there are quite a few children, a recreational area for them to play may be appropriate.

Member Cruson said that the proposed development is approximately a half mile from the geographic center of Pembroke. She said that the town has always looked at the Robinson Farm as a site where the Town would benefit from having a small piece of land either for a fire station, which would be uphill from the present Safety Center, or a recreational facility because the northern part of Pembroke is developing and it is very far from emergency and recreational services. She asked them to consider the possibility.

Member Cruson said that the grading where the four-way stop is being proposed is horrible. She asked if the grading would be addressed.

Mr. Rokeh said yes. They have tried to adjust the grades and square it off.

In response to Member Cruson's concern for the people residing on the corner and the number of motorists that have hit their stone wall, Mr. Rokeh said that the four-way stop would help tremendously. He also said that Flagg-Robinson Road is a little to the north of Pembroke Hill Road and they intend to try and realign the roads as much as possible for the four-way stop. They will also be re-grading the extension of Fourth Range Road. He also said that the distance between Pembroke Hill Road and Flagg-Robinson Road is about 70 ft. from the stop sign.

Mr. Rokeh said that the existing house, barn, and garage are on the right-of-way. They may have to ask for a variance to keep the barn because it may be in the new front setback of the road. The house fits no matter what.

Mr. Lehtonen said that the buildout would be in three phases.

Mr. Rokeh said that Phase 1 would be Fourth Range Road. Phase 2 would be building out Flagg-Robinson Road, and Phase 3 would be to make the connection between the two Phases.

Selectmen's Rep. Bond asked if any streetlights were being proposed.

Mr. Rokeh said no because there are no streetlights presently in that area. All the electrical lines will be underground.

Selectmen's Rep. Bond said that the Board of Selectmen have eliminated all lights except for at intersections.

Alternate Member Bourque said that it might be a good idea to put a streetlight at the four-way intersection. Mr. Lehtonen said that there is a pole already at that location.

Acting Chairman Seaworth said that it would be helpful for the Applicant to meet with the TRC again since there is now more property and there have been changes to the plan. The lighting should be discussed with the Police.

Mr. Lehtonen said that their Milford development is on Boynton Hill which is off Mason Road. He also suggested that the Board access their website, AutumnOaksNH.com, to see some of their plans and landscaping.

Member Edmonds asked what the width of the pavement was that was being proposed.

Mr. Rokeh said that all roads would be paved with 2 in. of base coat and 1 in. of top coat. The roads will be 24 ft. wide where it has open drainage and 26 ft. where it has curb and gutter.

Member Edmonds asked Mr. Rokeh to comment on what would be considered open drainage and what would be considered closed drainage.

Mr. Rokeh said that the red portion of the plan is where there will be curb and gutter. In the other areas, the water would sheet off across the shoulder and into a ditch. Where there is a wetland, there will be closed drainage (curb and gutter on both sides) so that the water cannot sheet off the road. It will be conveyed past the wetland area and out a pipe and into a detention pond.

He then pointed to a portion of the map where there is no wetland area, and said that it is open ditches and pushes the water to the detention pond.

Member Edmonds asked, if the Town made a request for more extensive closed drainage, would it make the development uneconomical.

Mr. Rokah said yes. He said that if it was entirely closed drainage (all curb and gutter), it would not be feasible at all.

Member Edmonds said that the Town has had problems with open drainage in the past where the ditches have not been maintained and the Town has had to go back in and take it over. He said that they have become high advocates of closed drainage where it can be produced.

Mr. Rokeh said that every bit of closed drainage is pipes and catch basins that must be cleaned and maintained.

Mr. Lehtonen said that the parcel does not have many steep slopes. Usually when there is open drainage, it's on a 15-18% hill and the water is moving very rapidly. The steepest slope in the entire development is 6-8% so there would be more slowly moving water in an open drainage which would help the ditch to not erode.

Member Edmonds said that that is true but it would also be increasing the amount of impervious area.

Mr. Rokeh said that they are increasing the impervious area and that is why they are adding the four detention ponds to mitigate against the additional flows.

Acting Chairman Seaworth said that, when the Applicant came before the Roads Committee, there was very little discussion about drainage, or open vs. closed drainage. He said that the committee was more concerned about access. He also said that once the finished plan is submitted, the Applicant may hear similar comments as Member Edmonds.

Mr. Rokeh asked if Mike Vignale would be reviewing the project and advising the Town or would the Planning Board tell Mr. Vignale what they want.

Ms. Cronin said that, as far as the drainage, Mike Vignale would review and make recommendations.

Mr. Rokeh reiterated that the Applicant has been working with Mr. Vignale for years.

Mr. Lehtonen said that Mr. Vignale had been out to their Milford development. It is a 54-lot development with 6,000 ft. of road and the entire project is open drainage. Mr. Vignale has overseen the entire project every step of the way for the Town of Milford.

Mr. Lehtonen said that the Milford development has much steeper slopes and that he has witnessed the drainage working during the number of flash flood events and heavy rains.

With regard to the remaining 43-acre lot, Mr. Lehtonen said that the plan is to be inventoried as timberland for the foreseeable future.

Mr. Rokeh said that one theory is that if the project is built out to Fifth Range Road, in 20 years someone could connect Fifth Range Road and have approximately 800 ft. of frontage on Fifth Range Road. There is a 50 ft. right-of-way out to the back and another 70-80 ft. of frontage on Fourth Range Road.

Mr. Rokeh said that the Applicant tried to give themselves as many options as possible for future development.

Minutes November 13, 2018

MOTION: ALTERNATE MEMBER BOURQUE MOVED TO ACCEPT THE NOVEMBER 13, 2018 MINUTES AS AMENDED. SECONDED BY ALTERNATE MEMBER GOLDTHWAITE. APPROVED WITH ONE ABSTENTION – MEMBER EDMONDS.

Miscellaneous

1. Committee Reports

Board of Selectmen: Selectmen's Rep. Bond said that the Board of Selectmen accepted a parcel of land on Academy Road which consists of the pond adjacent to the Rod and Gun Club. They suggested non-motorized boats on the pond because it is very shallow.

They had an outstanding audit.

They also discussed the opening of Flagg-Robinson Road.

They approved the Planning Board's request to add the Route 3 Corridor Study to the CNHRPC long-range transportation plan.

A Pembroke club known as the SNH Off-Road Club (for ATVs and UTVs) came to the Board of Selectmen to see what the Board might think about the start of such a club. There were quite a few questions about safety and who would monitor the speed limits. The Club will return to the Board of Selectmen when the police chief can comment.

Tri-Town Medical Emergency Services: Alternate Member Bourque reported that Ambulance #3 blew an engine. It would cost \$25,000 for a new engine or approximately \$300,000 for a new ambulance. They will have the money for a new ambulance in 2 years, so it was decided to purchase a new engine for the ambulance. Ford will warranty the new engine for 2 years.

2. Other Business

Acting Chairman Seaworth said that the Planner received a letter of resignation from Member Young due to health issues.

He said that the Board usually makes a recommendation to the Board of Selectmen as to who will become a full time member. Although Alternate Member Dyjak has been an alternate the longest, she has not been to many meetings. In his opinion, Alternate Member Bourque who has been attending all the meetings and has been an alternate the next longest, should be recommended to the Board of Selectmen.

Member Cruson also pointed out that Alternate Member Bourque has been on the Planning Board for many years and has also served as the Chairman.

MOTION: MEMBER CRUSON MOVED TO PROPOSE ALTERNATE MEMBER BOURQUE AS A FULL MEMBER OF THE PLANNING BOARD. SECONDED BY MEMBER EDMONDS. UNANIMOUSLY APPROVED.

Acting Chairman Seaworth reminded the Board that Member Young sat on the TRC and CIP Committees and asked if anyone would be interested in representing the Planning Board on any one of these committees.

Alternate Member Bourque said that he would not mind representing the Planning Board at the TRC meetings which are held on the first Wednesday of the month at 10 a.m. at Town Hall.

It was agreed that the Board members should consider the positions and discuss them at the next meeting.

3. Planner Items

Ms. Cronin said that since there are no applicants for the December 11, 2018 meeting, the Board could review the last proposed zoning amendment which is the commercial greenhouse.

Acting Chairman Seaworth said that, with regard to the Route 106 rezoning project, the Board, at the last meeting, decided to proceed with the public forum concept that Matt Monahan suggested which would consist of an open meeting to collect information and move from there to the concrete proposal. Based on that plan, the zoning change would be targeted for the 2020 town meeting.

4. Board Member Items

Alternate Member Bourque said that the Village School Disposition Committee approached the Board of Selectmen to see if they would allow the School Board to speak to them about the disposition of the Village School. It was granted. It is on the Board of Selectmen agenda for December 3, 2018.

MOTION: Alternate Member Bourque moved to adjourn the meeting. Seconded by Member Cruson. Unanimously approved.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary