

**Pembroke Planning Board  
(ADOPTED)  
Meeting Minutes  
April 11, 2017**

**MEMBERS PRESENT:** Alan Topliff, Chairman; Brian Seaworth, Vice Chairman; Kathy Cruson; Brent Edmonds; Richard Bean; Sandy Goulet, Selectmen's Rep.

**ALTERNATES PRESENT:** Robert Bourque, Kellie Dyjak

**EXCUSED:** Larry Young, Sr.;

**STAFF PRESENT:** Stephanie Verdile, Town Planner; Jocelyn Carlucci, Recording Secretary; Rose Gallagher of the Pembroke Recreation Commission.

Chairman Topliff called the meeting to order at 7:00 pm. He stated Member Cruson would be late and since Member Young would not be attending, he asked Alternate Member Bourque to vote for Member Young.

**New Business** – Master Plan discussion item-Transportation with Mike Tardiff and Craig Tufts of Central NH Regional Planning Commission (CNHRPC).

Mr. Tardiff said his understanding was the Board was interested in beginning with the Transportation Chapter of the Master Plan by working on trails. He then introduced Mr. Tufts, CNHRPC, who would discuss some of the trail projects he had been involved with and their regional connections.

Chairman Topliff said Ms. Verdile provided the Board with a copy of the Agreement between Pembroke and the CNHRPC with regard to the Master Plan process. He asked if there were any questions about the Agreement.

Mr. Tardiff said the Agreement was a breakdown of the phases. The First Phase would include a Spring survey in preparation for a Fall Vision Session. He also said the Transportation Chapter was a pre-phase chapter that was funded through their transportation contract with NH Dept. of Transportation (NHDOT). Mr. Tardiff said they were ready to begin with Phase One whenever the Board was ready. The remainder of the Transportation Chapter could be discussed at the next meeting.

Mr. Tardiff said some chapters may spark more interest than others and subcommittees would be helpful. Working with other Town committees such as the Conservation Commission was a good way not to overburden the Planning Board members.

He also said the Land Use and Vision Chapters are the minimum RSA requirements of a Master Plan.

Alternate Member Bourque asked, once the Town and the Board signed the contract, if they would be locked into the chapters quoted in the contract.

Mr. Tardiff said no. He said he based the cost on the expected time on the chapters. Since the Town is a member of the Planning Commission, the contract is the estimated cost that they would “buy down” with the Town’s dues, along with the money that CNHRPC receives from NHDOT and the Office of Planning and Energy.

Mr. Tardiff said he outlined Phase Two, but it was not part of the contract. He said the Board should look at the contract as “the moving on” of the vision process and the base data that the Board will need.

Chairman Topliff said he thought it was important to have a relatively defined scope of work before the Board became too involved. Although the contract is helpful, he suggested the Board, during the May work session, spend time on the chapters and the 2004 Master Plan. At that meeting, the Board should also discuss the contract and possible inclusions or exclusions.

Member Bean offered to send all Board members a PDF copy of the present 2004 Master Plan.

Alternate Member Bourque pointed out that the copy of the Master Plan on the Town’s website does not include the survey or its analysis.

Member Bean said that he would be sure to include the entire Master Plan on the PDF file. Mr. Tardiff said the CNHRPC file of the Master Plan includes the survey and its analysis. He would send a copy to Ms. Verdile.

Mr. Tardiff said his staff has worked on having shorter documents with an emphasis on executive summaries and referencing data that could be found on the Town’s website. He said the process of gaining clarity of the implementation sections and the strategic plan is very important.

Chairman Topliff asked Mr. Tardiff if he would create a bulleted list of things that a Master Plan should accomplish. He asked him to send the list to Ms. Verdile who would then provide it to the Board as they reviewed the Master Plan. Once the Board has reviewed and discussed it, Ms. Verdile would call and schedule another meeting with Mr. Tardiff and Mr. Tufts.

Mr. Tardiff agreed with the plan and said, in the meantime, they would continue working on the Transportation Chapter.

Alternate Member Dyjak asked if the CNHRPC had a survey template. Mr. Tardiff said they have templates and annotated surveys to help bring context to certain subjects such as a land use tax or changes.

Mr. Tufts said he began working on a rail trail idea with a handful of Pembroke residents a few years ago. At one point, they met with the Board of Selectmen. At the present time,

many Towns are working on a shared use path which may have a paved or stonedust surface which could be wheelchair accessible and be a place where children could ride their bicycles without being in the street.

Pembroke has an abandoned railroad bed along the river that is being informally used. Mr. Tufts said that if the line of property along the railroad bed were town-owned it would probably be a trail by now. The land is owned by different people, which made it difficult to create a usable trail. Eventually the project was dropped.

Ms. Gallagher said the Recreation Commission spoke frequently of creating a trail along the railroad bed. She said many towns are beginning to connect their trails to neighboring towns.

Mr. Tufts said the Northern Rail Trail travels from Lebanon to Boscawen, through Franklin. It has a stonedust surface and is used by snowmobiles in the winter and walkers and bikers in the summer.

South of Manchester, there are the Windham Rail Trail, the Derry Rail Trail, and the Londonderry Rail Trail, which are all linking up. Rail Trail groups are calling it the Granite State Rail trail. The one area that has been difficult is between Manchester and Concord because there is no access to the abandoned railroad bed. The long-term goal would be for people to bike to town to shop or stop into a bed-and-breakfast.

Mr. Tufts said every town has its own personality and way of building their trail. Each town determines what the surface should be like, who would maintain the trail, whether the trail should be open to snowmobiles in the winter, and where the money would come from. Many times private non-profit organizations team up with the Town. He said he normally works with a committee that looks at the town map and determines what project is achievable – short trails are good, long trails are better. Many projects work into future projects.

In Hooksett, there is a large conservation parcel along the river that was developed into a rail trail. That same railroad line runs into Pembroke. Allenstown's Economic Development Committee would like to extend it into Allenstown and eventually into Pembroke. Mr. Tufts said this would be an opportunity for the three towns to work together and create a longer corridor.

Mr. Tardiff said there are different ways to fund the trails. There may be grant opportunities. Locals funds might be available or local residents may wish to make a donation.

Mr. Tufts said once people begin to talk about the trail, it usually results in community networking and people wishing to play a role such as acquiring private donations or assisting with fundraising efforts for a local match. Funds would be needed for things such as maintenance and signage.

Alternate Member Bourque asked if the CNHRPC had an engineer available for such a project.

Mr. Tardiff said the CNHRPC has an on-call engineer.

Alternate Member Bourque said at White Sands there is a stone bridge that was evaluated and it was found to be insufficient for vehicles to cross over but may be sufficient for other uses.

Mr. Tufts said creating an inventory of the corridor would be vital. Determining how many bridges, bridge abutments, culverts presently exist would be needed in the plan. From that, the Committee would pick and chose those things that are feasible.

Mr. Tardiff said creating a Trail Section of the Master Plan would bring a rolling start to a Trail Committee.

Mr. Tufts said the Windham Rail Trail was started by a developer who paid for the first mile of the trail because he found that he could charge a premium for those homes along the rail trail. He told the Board to look for similar opportunities with proposals.

Ms. Verdile said the property owner for the Plausaway Valley Associates and Riverwood Commercial Properties is very supportive of these types of programs. She felt that he would be a very willing partner for the tail end of the trail.

Mr. Tardiff said this would be a perfect place for a subcommittee of the Transportation Chapter or the Board to work with Mr. Tufts on the trail portion of the Master Plan.

Chairman Topliff said the Town also discussed exploring an alternative route to Route 3 (Pembroke Street). He asked if exploring alternative routes could be part of the Transportation Chapter.

Mr. Tardiff said the Master Plan is a place to talk about that at a higher level. He said CNHRPC has a regional transportation model that could be used as a first-course review. He said the Master Plan would be a perfect place to build a base for that discussion.

Vice Chairman Seaworth said it was found that within 10 years several State intersections in Pembroke would be in failure. He asked what the State would do when they see that an intersection has failed.

Mr. Tardiff said the State would react to towns that want to raise the profile of those projects. The Master Plan would be the perfect place to talk about that subject.

Chairman Topliff asked if, prior to preparing the survey, the Board found three topics such as the rail trail, the redevelopment of the downtown Suncook area, and an alternate route

for Pembroke Street, which might generate public interest, would it help to achieve a better survey response.

Mr. Tardiff said yes.

There was a short conversation between Member Bean and Mr. Tufts on the connection of the Rail Trail to Garvin Falls Road.

Mr. Tufts said he is trying to set a meeting date with Allenstown's Town Administrator and representatives from Allenstown and Pembroke to discuss connecting the Hooksett, Pembroke, and Allenstown rail trail, and how it would affect the quality of life in each town.

Mr. Tufts said it may be worth reaching out to the Pembroke Conservation Commission to discuss the possible acquisition of properties along the railroad bed. He also said it would be important to interact with the snowmobile clubs. The CNHRPC has sample access agreements that the Trail Committee may want to eventually review.

Mr. Tufts said that the trail is presently referred to as the Suncook Rail Trail.

Alternate Member Bourque asked Mr. Tardiff if there was a plan for the Route 3 portion of Hooksett, Allenstown and Pembroke with regard to 2 or 4 lanes.

Mr. Tardiff said that the goal is to maintain the roads that the state presently has. There are so many competing monetary needs for infrastructure, that the State is not looking for projects right now. He said if Pembroke changed the feel of Route 3 it would have a large impact on the Town.

#### **Minutes-** March 21, 2017

**MOTION: MEMBER BOURQUE MOVED TO ACCEPT THE MEETING MINUTES OF MARCH 21, 2017 AS AMENDED. SECONDED BY VICE CHAIRMAN SEAWORTH. UNANIMOUSLY APPROVED.**

#### **Miscellaneous**

##### **1. Correspondence- Business NH**

Ms. Verdile received Business New Hampshire and received an e-mail reminder about the upcoming conference. She said there are four members from the Zoning Board of Adjustment and four members from the Planning Board presently attending the conference.

Chairman Topliff said the training sessions such as the upcoming conference are very helpful. It was at one of these conferences that he learned that Planning Board decisions were not usually overturned for the reasons pertaining to their case decision, but because

the Board did not correctly follow the process stated in the Town regulations and State statutes.

## 2. Committee Reports-

Roads Committee: Vice Chairman Seaworth said that the Roads Committee had a lengthy discussion on the 2017 paving projects. A number of previously started roads need to be top-coated. A larger portion of the budget will be new roads.

Union Street has drainage issues. The extent of the remaining work is still undetermined. Recommendations were made to the Board of Selectmen to go out to bid with a paving number from previous road work so that the Committee can work toward the details.

The Committee also discussed the upper portion of Beacon Hill Road, East View, and East Gate Roads which loop to Dudley Hill Road. Those roads are in bad shape and require the drainage to be engineered. Vice Chairman Seaworth said that both projects are too large to fit into one year's budget.

Presently a portion of the roads budget is paying bonds on past projects. Since the Pembroke Hill bond will be paid off in 2018, Mr. Jodoin suggested that the Roads Committee coordinate getting a new bond to cover both projects at the time of the 2018 payoff.

The Committee is trying to determine how bad Union Street is in comparison to Upper Beacon Road.

Vice Chairman Seaworth explained that in the past, the Committee would take a school bus and visit each road in Town and rate it on a 10 or 20-year plan. Last year, a member of the Roads Committee drove to half of the roads in Town and rated them. Overall the roads were in better shape than initially thought.

CNHRP has a program to rate roads within a Town. The Roads Committee is considering applying for that program rather than driving around and rating the remaining roads.

Conservation Commission: Member Edmonds said that the Commission has established April 22, 2017 as the Town's cleanup day. The boy scouts will assist.

## 3. Planner Items- Authorization of staff to provide Northern Pass Testimony

Chairman Topliff and Alternate Member Bourque recused themselves.

Ms. Verdile said she has been working on her professional testimony for Northern Pass, Site Evaluation Committee (SEC) meeting. Attorney Whitley is representing several

towns, including Pembroke. He has asked that each Board authorize someone to speak on their behalf. Mr. Jodoin, Ms. Verdile, and Ammy Heiser will represent the Town.

**MOTION: MEMBER EDMONDS MOVED TO AUTHORIZE STEPHANIE N. VERDILE, TOWN PLANNER FOR THE TOWN OF PEMBROKE, TO SPEAK ON BEHALF OF THE PLANNING BOARD AND/OR THE TOWN OF PEMBROKE REGARDING THE NORTHERN PASS PROJECT. SECONDED BY SELECTMEN'S REP. GOULET. THE VOTE PASSED ON A 5-0 VOTE.**

Chairman Topliff and Alternate Member Bourque rejoined the Board.

The road selection list will be included in the May work session packet.

Ms. Verdile said the next meeting will include Board elections.

The ZBA Chairperson wrote a letter to Chairman Topliff dated April 11, 2017. The letter was with regard to the Strong Foundations Charter School on Riverwood Drive. Chairman Topliff read the letter aloud.

Alternate Member Bourque said that the case history of the Charter School showed that the first Planner involved was Laura Scott. She consulted with the Town Attorney and with the State and was told that it was a governmental use. The next time that the case came up, Jeff Gaeta reaffirmed that conclusion. Recently Attorney Whitley said that the school does not come under a governmental use.

Alternate Member Bourque read aloud RSA 194-B 3, 1A and interpreted that section to mean that charter schools are considered a public school. In his opinion, that means that they are like any other public school in Town and can do whatever they want.

He said Attorney Whitley's e-mails to Everett mentions 194-B3.

After Strong Foundation received a copy of Attorney Whitley's opinion, they withdrew their application. The ZBA expressed their concern about the parking situation.

Alternate Member Bourque said that many cars associated with the school are parking on the street. The parking issue must be addressed. There is not enough parking for the staff and visitors.

Ms. Verdile felt uncomfortable with the Board discussing the case. Chairman Topliff said that the school may come before the Board to have a conversation but will not be submitting an application, therefore, he felt that the case could be discussed.

Chairman Topliff said that the parking could be a safety issue. He asked Ms. Verdile to check with the Police Chief.

Alternate Member Bourque suggested that Ms. Verdile speak with LGC for their opinion of whether a Charter School is considered a governmental use and exempt from the Town regulations. He said that Attorney Whitley said that other Charter Schools would not be exempt.

Member Cruson said that she was at the school a number of years ago and that they had an extreme traffic problem at the beginning and end of their sessions. She said that if they still have extreme traffic problems. The Board should take that into consideration as a safety issue. She said that they have added on grade levels but never addressed the parking and transportation issues.

Member Bourque said Strong Foundation intends to merge their existing lot with an abutting lot in order to expand.

Ms. Verdile said she has not yet received an update from Pembroke Meadows.

**MOTION:** Member Bean moved to adjourn the meeting. Seconded by Selectmen's Rep. Goulet. Unanimously approved.

The meeting was adjourned at 9:12 p.m.

Respectfully submitted,  
Jocelyn Carlucci, Recording Secretary