

**Pembroke Planning Board
Meeting Minutes
June 13, 2017
(ADOPTED)**

MEMBERS PRESENT: Alan Topliff, Chairman; Brian Seaworth, Vice Chairman; Kathy Cruson; Brent Edmonds; Larry Young, Sr.

ALTERNATES PRESENT: Robert Bourque; Kellie Dyjak,

EXCUSED: Richard Bean; Selectman's Rep Vincent Greco

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

GUEST: Stephanie Alexander of Central New Hampshire Regional Planning Commission (CNHRPC);

Chairman Topliff called the meeting to order at 7:00 pm. Alternate Member Dyjak agreed to vote in place of Member Bean.

MASTER PLAN

Ms. Alexander said the Master Plan Steering Committee is in the process of preparing a community survey that will provide the Planning Board with information and support the development of a Master Plan.

The Steering Committee is aiming for a Master Plan of approximately 80 pages and appendices at the bottom. She said the data is very important and will be in the Master Plan but will not be in the forefront unless it is critical to the Board or Committee.

There will be visioning sessions to discuss survey results. Mike Tardiff of CNHRPC plans to bring smaller visioning sessions to the 5th grade classrooms, and other groups in Town such as the Historic Society, to senior groups, and to any large employers' facility during their break times. The goal is to distribute a community survey using technology. A survey link will be given to people on a postcard that people can digitally click and go directly to the survey or the card will contain a simple address that they can go into on their computer and enter the survey. A few paper copies will be available for those who do not have access to a computer. The goal is to get the information to as many people who live or own property in Pembroke.

There will also be information cards placed at various businesses around Town which will contain the survey link and the project website. The project website will keep people up-to-date on what the Master Plan Steering Committee is doing and what chapters are being worked on.

The topical areas a/k/a subcommittees, and the visioning sessions will begin in September or October. This will help the Planning Board incorporate what the public would like to see in the chapters.

The exception will be the Transportation Chapter which is presently being drafted by CNHRPC. Once the Chapter is more formulated, the Steering Committee will invite the Roads Committee and other members of the public to review it.

Chairman Topliff reported that Ammy Heiser of the Conservation Commission and Rose Gallagher from the Recreation Commission attended the first Steering Committee meeting.

Vice Chairman Seaworth said the Roads Committee met last week and Buddy Curly, Vice Chairman of the Committee, was interested in participating.

Ms. Alexander said the Suncook Village Commission would be a good organization to ask to participate.

Member Bourque said that he would like to be on the Suncook Village Commission. They will meet on June 29, 2017 at 6:30 pm at the Allenstown Fire Department.

Ms. Alexander said getting the Fire Department, Police Department and other departments involved is a great idea. With regard to schools, some communities merely open up to whomever would like to be involved. Usually there is a couple of data tables in the Community Facilities Chapter that talk about the schools data. The purpose is to see trends over time that show if the schools are being utilized, if people are moving out of town, or if aging population or children are moving away. It is possible to get all types of demographics even with schools. It all depends on how deep the focus is.

Member Cruson said if the Board is looking at the whole town, it would be a mistake not to include the school because they are a large expense and primary connection for many people to the Town itself.

Alternate Member Dyjak said she agreed with Member Cruson, but does not think that there should be an individual school chapter in the Master Plan.

Ms. Alexander said the Board should look at the schools as a summary chapter.

Member Cruson said that recreation is important to school age children and parents. If the schools are neglected, the Committee would be leaving out all of sports and recreation in general.

Ms. Alexander said the community visioning session is usually held at the schools.

Vice Chairman Seaworth said when new programs are desired, the Town tends to not want to duplicate something that is already at the schools.

Ms. Alexander said the meetings will be every 2 weeks beginning at either 5:30 or 6 p.m. depending on how much the Committee needs to get done.

Member Cruson suggested the minimum age to complete the survey should be included on the survey. Ms. Alexander said she will make sure that it is stressed in the forefront.

Alternate Member Dyjak asked Ms. Verdile to place a note on the Master Plan Steering Committee agenda to discuss meeting times.

Member Young asked if any time was spent reviewing the 2003 survey questions because there were many good questions and answers that were not acted on. He said that the Committee might want those same questions to show up again, which would add value to the survey.

Ms. Alexander said 2/3 of the questions are the same as in 2003 with a slight upgrade. Other questions are relevant to Pembroke's current situation.

She said that the 2003 survey had 40 questions and the present survey has 38 questions.

Alternate Member Bourque said that if the survey were too long, fewer people would participate.

Member Cruson pointed out that filling out the survey will be easier on the computer.

Vice Chairman Seaworth said some of the questions are answered with a high, medium or low rating system. He felt the answers should reflect more on how a person truly feels. For example, if the question asks on the importance of a skateboard park and someone feels that a skateboard park would be nice but does not want the town to pay for one, then the question may be rated high on importance but low on the town's budget. Vice Chairman Seaworth said the answers should reflect a range of opinions.

Ms. Alexander agreed and said the new questions are ranked on a 5-scale system plus no opinion. An example would be: "Is a skateboard park very important, important, somewhat important, not important, not at all important and no opinion". She said that there are also write-ins.

Vice Chairman Seaworth said someone may feel that not only is a skateboard park not important but also that they don't like it.

Ms. Alexander said there is a general write-in area but perhaps one question should ask if the skateboard park is important to them followed by a second question that asks the importance of the town budget funding it.

Alternate Member Dyjak asked if a "strongly dissatisfied or opposed to" option would be important.

Vice Chairman Seaworth said it was important for him to just get the idea of providing more options to the Committee.

Ms. Alexander said she chose the draft survey questions from the 2003 survey, from a list of topics affecting the Pembroke, and from questions on other Town community surveys.

New Business – Administrative policy

Ms. Verdile reported that an application submitted for a conversion of a building to a multifamily building on Pembroke Street. It was submitted without a site plan but with multiple waivers.

The applicant felt that it was not necessary to submit a site plan because the site is existing. Ms. Verdile said she intended to allow the process to continue and the Board could decide whether or not a site plan was required.

The application was on the agenda at the last Technical Review Committee (TRC) meeting but the applicant did not show. The TRC were concerned with the lack of a site plan, parking, and the fact that the applicant was not present. They were also concerned about the waste of time.

In the past applicants have not appeared before the Board but it was usually for items such as lot line adjustments where the TRC had no concerns. In the recent application, representatives from the Code Enforcement, Police and Fire Departments, Sewer, Water, and Planning Department were all present with questions and concerns.

After a brief review with the Department Chairs, it was found that the Town did not have a policy on what to do for something like this. There is a policy that if one member of TRC has concerns about an application being approved or moving forward, then the applicant would be required to go before the Planning Board. There is nothing in place for when an applicant does not show and the TRC members have concerns.

She suggested that, because of this circumstance, there should be a policy on the application i.e. If the applicant fails to appear at the TRC, the applicant will not be heard until the next meeting”.

Chairman Topliff suggested: **“Unless deemed unnecessary by the Planning Department, all applicants shall attend a TRC meeting prior to being placed on the Planning Board agenda.”**

The statement should be written on the first page of the Minor/Major Site Plan Application.

Ms. Verdile said that the Applicant’s agent appeared for the TRC meeting the following day. They had the date wrong.

Alternate Member Bourque asked if the Applicant had made any changes on the site. Ms. Verdile said not that she was aware of.

Ms. Verdile said she sent the applicant an email that listed their options: To continue with the June 27, 2017 meeting at which time the Planning Board would consider the waiver requests. She also made them aware that the Applicant would not be able to speak to the Board when they are considering the waiver requests because it is done before opening the public hearing. If they move forward in June, they are running the risk of being continued or denied because of the lack of a site plan. They were also told that they could submit a site plan by June 21, 2017 and then attend the next TRC meeting on June 28, 2017 and then go to the July 25, 2017 Planning Board meeting.

Ms. Verdile said the Applicant asked that her money be refunded for all application fees.

Chairman Topliff said that Ms. Verdile's letter was very well-worded, professional and laid out all the options available.

Alternate Member Bourque asked if the Code Enforcement Officer was aware of the project.

Ms. Verdile said he is aware of everything because the Zoning Board of Adjustment granted them a special exception. She also said the Applicant would not allow the Assessor to enter the premises.

Ms. Verdile said in order to change the application, there must be a public hearing.

Chairman Topliff asked that the public hearing be placed on the next agenda.

MOTION: Vice Chairman Seaworth moved to add the following language to the Planning Board application: **Unless deemed unnecessary by the Planning Department, all applicants shall attend a Technical Review Committee meeting prior to being placed on the Planning Board agenda.**

Seconded by Alternate Member Dyjak. Unanimously approved.

Member Edmonds said that the Conservation Commission discussed the last TRC application in preparation for the TRC meeting.

Minutes- May 23, 2017

MOTION: Member Young moved to accept the May 23, 2017 minutes as amended. Seconded by Chairman Seaworth. Unanimously approved.

Miscellaneous

1. Correspondence-

Ms. Verdile reported that Pembroke was informed of a development of regional impact from Loudon for the NH Motor Speedway for a variance and special exception for recreational concerts. The hearing is June 22, 2017 at 55 South Village Road in Loudon.

2. Committee Reports-

Conservation Commission: Member Edmonds said that the Commission discussed the Pembroke Street application and performed their first ADU review.

Technical Review Committee: Member Young reported that the Strong Foundation talked about their addition and the TRC reviewed the parking.

Roads Committee: Vice Chairman Seaworth said that the Committee discussed the 2017 work which had begun. They were working in the Donna Drive area. They also discussed that CNHRPC is doing a survey of Pembroke's road conditions and, as part of that, the Committee has requested from the Town Administrator the budget information of how much money was allocated to each road so that, as they expend it, they can add those figures to a spreadsheet and keep track of the condition of each road, when it was last resurfaced so that the Committee can move forward with a 10-year plan.

CNHRPC: Member Cruson learned that the USDA is the replacement for the old Farm Bureau. Ben Doyle of the USDA spoke on how the USDA can help with rural development. (Rural is anything under 30,000 people.) The USDA sponsors grants for all types of things such as equipment, economic development, buildings, town halls, libraries, and emergency service equipment. They also have a home repair program for low income individuals who are over 62 years age. They will also help people fill out the application for those who wish to do some home improvements especially handicap accessible projects. The turn-around time is a few weeks.

Member Cruson said that if anyone is aware of a business looking for inexpensive loans, or ways to access funds for expansions or improvements, the USDA may be able to help.

She also reported that Mr. Doyle reported that the Concord Area Transit is attempting to connect to Boscawen. He also said that the railroad bed from Manchester to Concord is missing from Allenstown, Pembroke, and Hooksett. The rest is complete up to Franklin.

3. Other Business--

Ms. Verdile said that she has a lot merger for Chairman Topliff to sign.

MOTION: Vice Chairman Seaworth moved to have Chairman Topliff sign the lot merger for Strong Foundation. Seconded by Alternate Member Dyjak. Unanimously approved.

4. Construction Escrow- Dennison Cabinets, Clean Energy, and Next Level Church

Ms. Verdile said that Clean Energy sold back to NG Advantage and there is a small landscaping issue on the site that Clean Energy was supposed to do. She has not had a chance to call Drew or Mark from Clean Energy to discuss the situation.

Dennison Cabinets was reviewed by Town Engineer, Mr. Hodge, and Ms. Verdile and is in complete compliance.

MOTION: Member Cruson moved to release the construction escrow for Dennison Cabinets. Seconded by Vice Chairman Seaworth. Unanimously approved.

MOTION: Alternate Member Dyjak moved to release the construction escrow for Next Level Church. Seconded by Vice Chairman Seaworth. Unanimously approved.

A few members of the Board reported that members of the Next Level Church are parking on Route 106. Ms. Verdile asked that if any Board member sees people parked along Route 106, that they note the date and time and report it to Mr. Hodge.

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

The meeting adjourned at 8:09 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary