

Pembroke Planning Board
Meeting Minutes
April 12, 2022
(Approved April 26, 2022)

MEMBERS PRESENT: Brian Seaworth, Chairman; Robert Bourque, Vice Chairman; Brent Edmonds, Kathy Cruson, Kevin Foss, Peter Gagy, Selectman's Rep.; Clint Hanson

ALTERNATES PRESENT: Bryan Christiansen

MEMBERS EXCUSED:

STAFF PRESENT: Carolyn Cronin, Town Planner; Susan Gifford Recording Secretary

Chairman Seaworth called the meeting to order at 6:30 pm. Seven members and one alternate member were present.

New Business

1. Election of Officers – Planning Board

Chairman Seaworth opened nominations for Chairman at 6:35 p.m.

Vice Chairman Bourque nominated Brian Seaworth as Chairman for the coming year.

Member Foss seconded. Motion passed on a 7-0 vote.

Member Hanson motioned to close the nominations. Vice Chairman Bourque seconded. Motion passed on a 6-0 vote.

With only one nomination, Brian Seaworth remains Chairman. He thanked members for their support.

If anyone has thoughts about serving as Chair in the future, Chairman Seaworth is happy to share information about the role.

Chairman Seaworth opened nominations for Vice Chairman at 6:40 p.m.

Chairman Seaworth nominated Bob Bourque as Vice Chairman for the coming year.

Member Cruson seconded. Motion passed on a 7-0 vote.

Member Hanson motioned to close the nominations. Member Edmonds seconded. Motion passed on a 7-0 vote.

With only one nomination, Bob Bourque remains Vice Chairman. Bob Bourque thanked members for their support.

2. Committee Representatives

Planner Cronin provided a list of committees the Planning Board needs to have a seat on, and the current representative. If anyone would like to continue the same committee, or has some interest in a new committee, please speak up. Chairman Seaworth explained that there are five town committees that the Planning Board sends a representative to serve on. He would like to go down the list, name a representative and take a single vote after discussion. Consensus was to keep the assignments the same.

CIP – Kevin Foss

Central NH Regional Planning - Kathy Cruson

Conservation Commission – Kevin Foss, with Brent Edmonds as Alternate

Roads Commission – Brian Seaworth

Technical Review Committee – Bob Bourque

MOTION: Member Hanson moved to approve the five Planning Board committee representatives as discussed. Vice Chairman Bourque seconded.

VOTE: B. Seaworth – Y
B. Edmonds - Y
P. Gagyí - Y

C. Hanson – Y
R. Bourque – Y

K. Foss - Y
K. Cruson-Y

MOTION TO APPROVE PLANNING BOARD COMMITTEE REPRESENTATIVES AS LISTED PASSED ON A 7-0 VOTE.

3. Range Road Committee discussion

Chairman Seaworth noted that at a previous meeting the Planning Board had good discussion about asking the Board of Selectmen to appoint a town wide Range Road committee. Planner Cronin emailed Mike Tardiff and relayed some concerns of the Planning Board following the last discussion. These include not enough housing, land rich town but not all land is developable, and the Building Inspector cannot issue a building permit on a Range Road. Planner Cronin reported that she had a meeting with Regional Planning last week. They gave her aerial maps of the range road area and offered to help the town develop a range road policy. Matt Monahan, who used to work in Pembroke, and Craig Tufts, who is the map expert at Central NH Regional Planning Commission have offered to assist. Planner Cronin displayed two large maps of the town roads on tables in the center of the room. The Board of Selectmen has authority to open range roads and issue building permits on Class VI roads. The process includes a Petition for Opening a Class VI Road, to create a legal buildable lot, on an occasion to open a road. Construction of the road must be built to town specifications. There is currently a housing crunch. Lots on 3rd, 4th and 7th Range Road have hit the market. The Planning Department is receiving a large volume of calls asking if they can build a house for themselves, a parent, or a child on those lots. These people want a rural atmosphere with barns, horses, and other farm animals. The town vision for that R3 area is Rural-Residential-Agricultural zoning. Inquiring callers want to know the cost of building a town road. The cost of building a town road may exceed the cost of the house. Current data is needed to determine if upgrading the road is financially feasible. There is nothing precluding a developer from building a new road parallel to the range roads or to build cul-de-sac roads off of the range roads to maximize the number of houses in a subdivision and get a return on investment for the construction of the road.

Planner Cronin noted the town wants to provide an alternate corridor to Route 3. There are transportation funds available to help the town produce a Town Range Road policy. Maps would show buildout scenarios at 3rd and 4th Range Road at maximum development. Financial costs can be calculated, as well as return on investment. There may be zoning changes or land use changes needed to encourage where to develop. Some portions of 3rd and 4th Range Road are already open as town roads. There is not a lot of Class VI Road left to be upgraded and close the gap on those roads. A range road policy would make the Board of Selectmen's job easier by having a town wide prioritization plan in place. A range road policy informed by facts and data would be defensible at the Housing Appeals Board or in court.

If the Planning Board is interested, we can start the process of working directly with Regional Planning. Member Cruson asked if the buildout would be based on existing zoning. It would. With data, the town could determine whether the possibility of subdivisions along the range road is financially feasible. Vice Chairman Bourque asked if all the inquiries were about 3rd and 4th Range Road. Planner Cronin responded most

inquiries are about 3rd and 7th Range Roads. Vice Chairman Bourque asked who are we looking at to invest the money? Planner Cronin said there are a ton of options on the table. Maybe require a larger lot size in some areas and transfer that density to another area. Vice Chairman Bourque stated one of the issues is that a property owner across the road on an upgraded road has access without spending a dime. Chairman Seaworth clarified that the Board of Selectmen could allow building permits on non-town roads in certain circumstances. Member Hanson noted that in Massachusetts, large developments of 300-500 houses went in along Route 495. If this becomes as big in Pembroke, the town could see five hundred homes proposed in one development.

Chairman Seaworth suggested focusing on 3rd and 4th Range Roads as the town wants a road that goes end to end. This is different than encouraging single family home development. Vice Chairman Bourque noted the Class VI sections of 3rd and 4th Range Roads can be converted to Class V. Chairman Seaworth stated if we want 4th Range Road to be a through road and different guidelines for 7th Range Road, the town needs to develop a policy with different rules for different situations. Chairman Seaworth stated there are two separate issues, creating a corridor and encouraging the right kind of development. Vice Chairman Bourque favors individual homes. Chairman Seaworth stated that the Planning Board is tasked by the Master Plan to develop a range road policy. The main question is how to follow the Master Plan to guide development. Member Cruson noted that the last Master Plan also had similar suggestions. Member Cruson spoke of a private road by Brickett Hill Road with 5-6 houses. The residents are responsible for their own services on an unpaved road. Is there reason town roads need to be paved?

Chairman Seaworth stated that the town made a deliberate effort to pave over all town gravel roads except one. The DPW can maintain gravel roads, but the long-term costs are higher than maintaining paved roads. Member Cruson said it costs the town less to maintain roads when the owners of private roads pick up the cost of maintenance. Chairman Seaworth noted there are more troubles on gravel roads, such as trucks getting stuck. Member Foss asked what is the cost per mile to turn Class VI roads into Class V roads building over an existing Class VI Road? Legal and engineering costs could be substantial. Chairman Seaworth noted that information like this would be part of the range road study. Planner Cronin noted that cost of construction, materials, and labor are all factors. The town needs to make the process of upgrading a road less cumbersome on homeowners.

Vice Chairman Bourque would like to explore financing opportunities. Member Foss would like information about special assessments. Selectmen's Rep Gagyti stated a similar option to pay sewer connection costs over 20 years makes it more affordable. Member Hanson stated that a Class V Road increases the value of land and could be a road paid for by someone else. Member Cruson said another factor is what happens to the land. Pembroke does not have the best land for construction. We need to look at increasing buildable area requirements. Water levels have changed dramatically. Vice Chairman Bourque suggested increased lot size in the R3 zone to 3-5 acres. Member Cruson would keep it smaller and increase buildable area or lot size. Vice Chairman Bourque stated restrictions can be handled.

Currently, a 2-acre lot in the R3 zone must have 56,000 square feet of contiguous buildable area (70% of 80,000 square feet total lot area). The yellow on the maps shown are Class VI roads. Selectmen's Rep Gagyi suggested having a map showing buildout of both two acre and five acre lots in the area. Planner Cronin estimated the research and recommendations will take a few months. A range road policy will provide guidelines for different areas. 4th Range Road would take traffic over to Route 28. Vice Chairman Bourque asked who can provide information about TIF and Special Assessments. Chairman Seaworth stated CNHRPC can advise. Member Edmonds provided a historical perspective on growing up close to Church Road. The road was paved up to the church parking lot. Over time in the 1950's and 1960's the town improved that road incrementally: drainage one year, some paving other years, with improvements paid for by the town to provide adequate fire and emergency vehicle access. Member Hanson said road funding could be private or public. The priority for the town is to find another route for traffic other than Route 3. More housing provides more property tax revenue. Chairman Seaworth stated with public funding the town would have more control. Some of the solutions would prevent development.

Member Cruson noted that ATV riders may be opposed to any changes in the range road area. Planner Cronin noted that the results of a community survey several years ago were 35% in favor of developing 3rd and 4th Range Road, 30% not in favor, 30% undecided. There is no clear consensus. Chairman Seaworth stated the question for tonight is are we interested in Central NH Regional Planning helping us do a study of the range roads. Consensus is yes. Member Cruson stated that with transportation funds available for the study, we need to take advantage of Regional Planning's experience.

Chairman Seaworth asked if the Planning Board is interested in asking the Board of Selectmen to organize a town wide committee. Selectmen's Rep Gagyi would prefer to wait until the Central NH Regional Planning Commission recommendations come out of this report to bring that request to the Board of Selectmen. Chairman Seaworth noted the CNHRPC will push where the Planning Board wants to go. Member Foss would like to pull Conservation Commission in early in the process. Member Cruson asked if there is any group that represents all boards. There is not. Member Cruson would like to inform other boards of the plan and welcome them to contribute thoughts. Vice Chairman Bourque noted that it would be better for the Planning Board and CNHRPC to collect information, and report progress to the Board of Selectmen. Chairman Seaworth noted that the Board of Selectmen may decide to appoint a committee with town wide participation, once the report and recommendations are available. Vice Chairman Bourque said we need to include DPW input at the start. Chairman Seaworth stated the Planning Board will work with CNHRPC on this project.

Minutes

March 22, 2022

MOTION: Member Edmonds moved to approve the minutes of March 22, 2022, as presented. Vice Chairman Bourque seconded.

VOTE:	B. Seaworth – Y	C. Hanson – Y	K. Foss - Y
	B. Edmonds - Y	R. Bourque – Y	K. Cruson-Y
	P. Gagyi - Y		

MOTION TO APPROVE MINUTES OF MARCH 22, 2022, AS PRESENTED PASSED ON A 7-0 VOTE.

Miscellaneous

1. Correspondence- none
2. Committee Reports

Roads Committee - Chairman Seaworth reported that Roads Committee no longer has double representation. The Committee discussed the road construction changes for the subdivision regulations that will be coming up. This year's paving projects are going well.

TRC – Vice Chairman Bourque reported that TRC met this morning to discuss a new conceptual plan for six units on Kimball Street. Design review will be on the April 26, 2022 agenda. NH Soccer Association submitted a proposed \$15 million dollar plan to add soccer fields and other amenities on Buck Street. The lower part of the plan is near the 100-year flood plain.

Conservation Commission – Member Foss reported that Conservation Commission conducted an annual monitoring day on Saturday, April 9, 2022. Four parcels, including behind Donna Drive and Whittemore Road, were monitored. There is not a lot of dumping on the lands that were walked.

Board of Selectmen – Selectmen's Rep Gagy reported that Main Street project is stalled due to contractor balking at Primex changes to the contract. Contractor did not attend and was rescheduled to April 20, 2022. Richard Bean is the Board of Selectmen representative to the Roads Committee this year. The pay scale for part-time police was adjusted. Interviews for open Board of Selectmen positions will be held next week. The Board of Selectmen accepted two resignations, Ann Bond and a DPW employee.

3. Other Business

Bond Release Request – Greens at Pembroke Pines

Planner Cronin reported that the office received a request from Bob MacCormack to release the bonds on the Greens at Pembroke Pines since the project is fully completed.

The town currently holds two bonds on the project.

- #506384 in the amount of \$48,695 for site restoration
- #45324 in the amount of \$90,000 for roadway completion (\$73,658) PLUS contingency monies that were held to issue the first occupancy (\$16,342)

According to the Town Engineer and the Building Inspector, the project is fully occupied and there are no outstanding site or building inspections.

The Selectmen accepted Nadine and Birdie as town roads in November 2021. It is the practice of the town to continue hold a roadway bond for one year after the date of acceptance.

Staff recommends that the town release the full bond amount #506384 for site restoration and partially release bond #45324. (Release the \$16,342 for occupancy but maintain the \$73,658 for the roadways for one year.)

The process of a bond release is the Planning Board makes recommendations to the Board of Selectmen on whether to release bond money, and then the Selectmen make the actual vote on whether to release it.

MOTION: Vice Chairman Bourque moved that the Planning Board recommend that the Board of Selectmen release the full bond amount of \$48,695 from bond #506384 for site restoration. Member Foss seconded.

VOTE: B. Seaworth – Y C. Hanson – Y K. Foss - Y
B. Edmonds - Y R. Bourque – Y K. Cruson-Y
P. Gagy - Y

MOTION TO RECOMMEND RELEASE OF THE FULL BOND AMOUNT FOR SITE RESTORATION APPROVED AS PRESENTED ON A 7-0 VOTE.

MOTION: Vice Chairman Bourque moved that the Planning Board recommend that the Board of Selectmen partially release \$16,342 for Occupancy and maintain \$73,658 for roadways for one year from bond #45324.

Member Foss seconded.

VOTE: B. Seaworth – Y C. Hanson – Y K. Foss - Y
B. Edmonds - Y R. Bourque – Y K. Cruson-Y
P. Gagy - Y

MOTION TO PARTIALLY RELEASE BOND #45324 FOR OCCUPANCY. THE TOWN WILL MAINTAIN \$73,658 FOR ROADWAYS FOR ONE YEAR (APRIL 12, 2023). APPROVED AS PRESENTED ON A 7-0 VOTE.

4. Planner Items – Planner Cronin noted that design review for Kimball Street will be on the April 26, 2022 agenda. Mike Vignale is doing final design of cross sections for roadway design for the subdivision regulations. Planner Cronin is working with Matt and Steve of CNHRPC on a zoning ordinance audit to make it consistent and more user friendly. The Rail Trail is under discussion at Regional Planning.
5. Board Member Items – Member Cruson would like to mention the planned Range Road project with Central NH Regional Planning Commission at a TRC meeting to solicit input from Town Department heads. Member Edmonds asked what was happening in the village. Planner Cronin reported that a second phase of 6-unit condominiums was approved in the 1980s. Research indicates that project is vested if using the same plans and footprint as the first building and meet modern building codes. Vice Chairman Bourque noted the if the developer is making any changes, he needs to start over with a new plan. Members discussed the status of a parking lot created in error. The paving has been removed down to dirt.
6. Audience Items - none

MOTION: Vice Chairman Bourque moved to adjourn the meeting. Seconded by Member Edmonds.

Without objection the meeting was adjourned at 8:05 p.m.

Respectfully submitted, Susan Gifford, Recording Secretary