

MASTER PLAN STEERING COMMITTEE

**Pembroke Planning Board
Meeting Minutes
(ADOPTED)
October 24, 2017
(Meeting #10)**

MEMBERS PRESENT: Richard Bean (Pembroke Planning Board); Rose Galligan (Pembroke Recreation Commission); Ammy Heiser (Pembroke Conservation Commission); Alan Topliff (Pembroke Planning Board)

EXCUSED: Kellie Dyjak, Chairman; Paulette Malo (Sewer Commission and Roads Committee); Buddy Curly (Roads Committee); and Kathy Cruson (Pembroke Planning Board)

STAFF PRESENT: Stephanie Alexander of Central New Hampshire Regional Planning Commission (CNHRPC); Stephanie Verdile, Town Planner; Jocelyn Carlucci, Recording Secretary

Acting Chairman Bean called the meeting to order at 5:47 pm.

An attendance sheet was distributed.

Ms. Alexandra said that the goal of the meeting is to finalize the Forum agenda for Saturday.

9:00 a.m. – Registration with coffee and refreshments in the cafeteria of the Pembroke Hill School.

With regard to greeters, Ms. Verdile reported that Mr. Jodoin told her that Selectman Goulet has to work and the rest of the Selectmen are aware of the Visioning Forum.

9:30 a.m. – Introduction to Master Plan Update and Vision Forum with Mr. Tardiff and Member Topliff.

9:34 a.m. – Presentation of the survey results with Mr. Tardiff and Member Bean.

10:00 a.m. – Separate into first breakout groups. (45 minutes)

10:45 a.m. – Switch to the second breakout group.

11:00 a.m. – Begin the second breakout groups. (45 minutes)

11:50 a.m. – Return to cafeteria. Group leaders will summarize the result of their breakout group.

12:20 p.m. – Conclusion and next steps.

Tasks for staff and scribes: Pick up, drop off, and set up coffee, donuts, etc. Place signs in appropriate places (classrooms, hallways, etc.) to direct the participants. Folders will be available to every breakout group. There will be an attendance sheet for each breakout group.

Guidelines for Topic Group Leaders and Scribes will be available. This will list the classroom number for each group along with other relevant information for the staff.

Ms. Alexander emphasized that the leaders should respect the classrooms and the way that they were set up by the teachers, therefore, they should be returned to the same order as when the leaders began with their group. She recommended taking a photo of the class before going in, so it can be returned to the way that it was before the sessions began.

No food or drinks will be allowed in the classroom.

Attendance sheets must be signed before each session.

After the second session, bring the foam core board that has the sets of notes to the cafeteria for the group leader to use when summarizing their group's discussion.

Ms. Alexander will update the Guidelines and the Questions for the leaders.

Ms. Alexander encouraged Member Bean to speak with Mr. Tardiff about their presentation. Member Bean said that he would e-mail Mr. Tardiff.

Member Topliff said that it would be helpful for Mr. Tardiff to open the conversation and discuss why the Planning Board is doing the Forum and the value of it to the Planning Board. Member Topliff said that he would talk about specifics in Pembroke and the Planning Board has seen going on and some of the things that the Planning Board is talking about.

Ms. Alexander said that Mr. Tardiff asked that Member Topliff introduce him.

Ms. Alexander said that it would be good to talk about what the update means to the Planning Board and why it is important. She said that Mr. Tardiff could then take it further with regard to regulating, development, etc.

Ms. Alexander also asked Member Topliff to find out who the second leader will be with Brian Seaworth for Transportation.

Member Topliff asked if there is value in terms of kicking off the discussion by taking specific questions from the survey for each topic group and talk about some of them.

Ms. Alexander said that she will give each leader the list of questions for each discussion group. There are three facets that they would like to gain information from the public. They want to know the strengths, the concerns that people have and the opportunities. If the leaders go over the survey again, there will not gain any new information than what has already talked about in the survey.

The staff member assigned to each group will help get the conversation going. After talking about the strengths, talk about the concerns, then talk about the opportunities.

This information is critical to know in order to write the chapters.

Ms. Alexander said that all the leaders should introduce themselves, have everyone sign in and then tell everyone that there is only 45 minutes to talk about the strengths, concerns, and opportunities for each topic.

She will also provide hard copies of the questions for the leaders and scribes at the session.

Ms. Alexander said that she will be a floater to tell people when the time is up.

She said that she still needs leaders for Housing, Community and Recreational Facilities, and Energy.

If there are any new recruits as leaders, Ms. Verdile will forward the necessary questions and information to them.

Ms. Verdile said that, with regard to refreshments, she has secured coffee, donuts and pizza. Kimballs will deliver the pizzas at 11:45 a.m. She will place signs on the table thanking all the donors. She is also picking up plates, cups, water, juice.

Acting Chair Bean said that future Master Plan Steering Committee meetings will continue once a month (Tuesdays) beginning at 5.

Ms. Alexander encouraged leaders to forward any additional questions to her that they would like to use at their session for her review.

MOTION: Member Heiser moved to accept the September 26, 2017 meeting minutes as presented. Seconded by Acting Chairman Bean. Approved with one abstention – Member Topliff.

MOTION: Member Heiser moved to accept the October 10, 2017 meeting minutes as presented. Seconded by Member Topliff. Unanimously approved.

MOTION: Acting Chairman Bean moved to adjourn the meeting. Seconded by Member Topliff. Unanimously approved.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,
Jocelyn Carlucci, Recording Secretary