

PEMBROKE PLANNING BOARD

Minutes of Meeting

(ADOPTED)

February 10, 2015

MEMBERS PRESENT: Alan Topliff, Chairman; Brian Seaworth, Vice Chairman; Larry Young, Sr.; Kevin Krebs; Fred Kline, Selectmen's Rep.

ALTERNATES PRESENT: Brent Edmonds

EXCUSED: Robert Bourque; Kathy Cruson; Stephanie Verdile, Town Planner

STAFF PRESENT: David Jodoin, Town Administrator; Matt Monahan, Interim Planner; Jocelyn Carlucci, Recording Secretary

Chairman Topliff called the meeting to order at 7:00 p.m. Alternate Member Edmonds agreed to vote in place of Member Bourque.

Old Business

Public Hearing discussion for amendments to the Planning Board Applications.

Chairman Topliff pointed out that the Board's intent is to discuss changes to the Subdivision and Site Plan Applications as proposed by Ms. Verdile. If the Board does not make any changes, they would not be required to have another public hearing. If changes were made, another public hearing would be necessary.

Part 1. Application Type. Vice Chairman Seaworth said that the short descriptions listed under Major and Minor Site Plan Review should be eliminated since it would be impossible to place all of the requirements in such a short space. It was also suggested that referencing the appropriate regulation would be clearer and more helpful to the applicant.

It was the Board's consensus that under Major Site Plan Review, reference to the appropriate sections of the regulations be noted. All other language presented should be removed.

Under Minor Site Plan Review, references to the appropriate sections of the regulations should also be noted. All other language presented should be removed.

Part 2. Project Information. Purpose of Plan **and project narrative. Attach additional sheets if necessary.** The Board agreed that a narrative would be helpful.

"**If ZBA variances or special exception . . . Application." The Board agreed to accept the language as presented.

Part 3 and 4. The Board agreed to accept the language as presented.

Part 5. The Board agreed to accept the language as presented.

As clarification to the checklist, Mr. Monahan said that the L-CHIP was no longer available and agreed that it should be eliminated from the form. With regard to the construction costs, every application will go to the Engineer in order to determine what his costs will be rather than guestimating a 2% figure for ecrow.

Chairman Topliff said that he, as an abutter, would want to receive at least a basic plan showing what would be done on a project. Vice Chairman Seaworth said that his impression was that Ms. Verdile was concerned of costs associated with a mailing large plan package to all abutters. Member Young agreed. Mr. Monahan agreed that a copy of small plan would be helpful to abutters.

Chairman Topliff said that if abutters want more details about the project, they could contact the Planning Department.

Member Young felt that too much information can also confuse abutters.

Mr. Monahan suggested sending a cut of the tax map with the affected parcel highlighted. Chairman Topliff and Member Edmonds agreed.

It was suggested that, Part 2. Project Information – Purpose of Plan should contain the following note:

“Purpose of Plan and project narrative as contained in the public notice. Attach additional sheets if necessary. As referenced in RSA 676:4, 1, D1.”

Vice Chairman Seaworth said that a short project narrative should be included to abutters.

It was the consensus of the Board to continue the discussion once Ms. Verdile returns to the Planning Board.

Selectmen’s Rep. Kline pointed out that by waiting, the Planning Department would have to go back to using the old form.

Vice Chairman Seaworth suggested approving the changes that the Board agreed to and discuss the other areas of the form later. In that case, the Department could begin using the form as approved.

MOTION: Selectmen’s Kline moved to approve the form as presented and posted. Seconded by Member Krebs.

The concern by Chairman Topliff was that in Part I, without referencing the regulations, it would be confusing. Member Young said that the Board should rely on the Planner’s suggestion.

Vice Chairman Seaworth noted that the Board cannot approve the form until a public hearing. The motion should be to bring it to public hearing tonight.

MOTION: Selectmen's Rep. Kline moved to bring the language presented to public hearing.
Seconded by Member Krebs.

VOTE:	K. Krebs – Y	B. Seaworth – Y	A. Topliff – N
	L. Young – Y	B. Edmonds – Y	F. Kline - Y

THE MOTION TO BRING THE LANGUAGE PRESENTED TO PUBLIC HEARING PASSED ON A 5-1 VOTE.

Chairman Topliff opened the public hearing at 8:18 p.m.

There being no comments from the public or the Board, Chairman Topliff closed the public hearing at 8:19 p.m.

MOTION: Selectmen's Rep. Kline moved to approve the form as presented in the Board packet.
Seconded by Member Krebs.

VOTE:	K. Krebs – Y	B. Seaworth – Y	A. Topliff – N
	L. Young – Y	B. Edmonds – Y	F. Kline - Y

THE MOTION TO APPROVE THE FORM AS PRESENTED IN THE BOARD PACKET PASSED ON A 5-1 VOTE.

New Business

Presentation of Cooperative Drive layout: Fred Kline.

Selectmen's Rep. Kline described the proposal to continue Cooperative Way to Rt. 106 along with adding a left hand turn lane on the northbound side of Rt. 3. The project would also include water, utilities, underground power, and signalization. He pointed out that Associated Grocers of New England built a portion of the road to road standard even though they were not required to. The proposed change will encourage future commercial growth.

He said that the estimates are approximately \$3.5 mil. He described some of the challenges originally associated with the project such as the relocation of the Teneco pipeline, road elevations, and conservation issues.

Selectmen's Rep. Kline said that, currently, as a result of the 2006 Town meeting with its reduced contribution to the TIF of 10% and the current total assessed increase from the 2005 amount of approximately \$28 mil. it would bring in new tax revenue of \$831,000. From the \$831,000, \$750,000 is going to the "bottom line".

Since Associated Grocers finished Phase 2 and the Clean Energy finished their project, the increased tax revenue should bring the assessed value to approximately \$42 mil. This means that if the Town adjusts the TIF contribution from 10% to 35%, the Town could put away \$436,000 toward the bond payment which he said is estimated to be below \$400,000 while increasing the amount to the bottom line from \$750,000 to \$810,000. The conclusion is that the Town of Pembroke would still see an increase in revenue to the general fund while funding the bond payments.

Selectmen's Rep. Kline also noted that last May, Central NH Regional Planning introduced a program to the TIF Committee called the Comprehensive Economic Development Strategies (SEDS) which could potentially provide a grant to the project. He said that out of 57 projects submitted, 2 towns scored perfect for a grant – Hillsborough and Pembroke. The paperwork was forwarded to the Federal Government and the Economic Development Administration is offering the grant money.

Mr. Monahan of Central NH Regional Planning said that the SEDS grants are for infrastructure for Economic Development projects but Towns can only apply for the funds if they are included in a SEDS. Therefore, a SEDS was created for the region and the project is listed in the SEDS. Once the SEDS is approved, Pembroke can apply for grant funds. He said that Pembroke's project is exactly what the SEDS are looking for.

Selectman Kline said that the worst case scenario is that the town does not get a grant, and they apply for a \$3.7 mil. bond, up the TIF percentage from 10% to 35% and are able to make the bond payments without affecting the Town's "bottom line".

Member Young asked if the Town was committed to doing the project. Selectmen's Rep. Kline said that it is clear in the TIF document and the Master Plan that the town supported the project.

Selectmen's Rep. Kline also said that the TIF Committee, Board of Selectmen, and the Budget Committee are 100% behind the TIF Project.

Minutes – January 13, 2015

MOTION: Vice Chairman Seaworth moved to approve the January 13, 2015 minutes of meeting as amended. Seconded by Selectmen's Rep. Kline. Approved with two abstentions - Member Krebs and Member Young.

Miscellaneous

1. Correspondence

Mr. Monahan received the Town and City Magazine and GIS Magazine along with a notification of an NHTI Course on Planning and Zoning Laws at NHTI. Anyone wishing to attend should contact the Planning Department.

2. Committee Reports

Technical Review Committee: Member Young reported that the Committee discussed a proposed lot line adjustment of which there were no concerns. It will be on the agenda for the 24th.

3. Planner Items – Board Member Items

Mr. Monahan said that Pitco received a special use permit approval for storage and warehousing on September 23, 2014. There was a corner of the building that they were not using but would like to and wondered if their approval included the entire building or merely a portion thereof. After much research, Mr. Monahan said that the meeting minutes mention the entire building as being 143,700 sq. ft. and that the applicant plans to occupy 78,807 sq. ft. Mr. Monahan said that the additional space would only be used for storage/warehouse. The Board had no problem with allowing Pitco to use the entire building for the approved use. Mr. Monahan said that Pitco is aware that they must return to the Planning Board in order to use any of the space for manufacturing.

Mr. Monahan clarified that if a project is near another town and the other town's name appears on the plan, all land use boards of that abutting town must make a ruling as to whether the project is of regional impact.

Mr. Monahan gave an example of Allenstown being the abutting town on a development that took place in Hooksett. No portion of the developing parcel was in Allenstown, but the plan showed the town line and the word "Allenstown". The Registry of Deeds interprets the RSA to mean that Allenstown must sign every page of the mylar that showed Allenstown's name even though there was no action being taken in Allenstown. Mr. Monahan referred to RSA 3656:1

MOTION: Member Krebs moved to adjourn. Seconded by Member Edmonds. Unanimously approved.

The meeting was adjourned at 9:03 p.m.

Respectfully submitted,

Jocelyn Carlucci, Recording Secretary