

**Pembroke Planning Board  
Minutes of Meeting  
Approved November 15, 2016  
October 11, 2016**

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

**ALTERNATES PRESENT:**

**EXCUSED:** Robert Bourque

**STAFF PRESENT:** David Jodoin, Town Administrator; Stephanie Verdile, Town Planner; Jocelyn Carlucci, Recording Secretary

**Guest:** Mike Tardiff, Executive Director for Central NH Regional Planning Commission

Chairman Topliff called the meeting to order at 7:00 p.m.

**New Business- Mike Tardiff, Director CNH Regional Planning Commission – Master Plan discussion.**

Mr. Tardiff said that Master Planning has changed from 20 years ago. The demographic trend is that people return to New Hampshire later in life (approximately 35 years old). He said that Pembroke is beginning to see the “next wave”. He complemented Pembroke on the work that was done on Cooperative Drive and using the Tax Increment Finance District tool. He said that the Master Plans are now focusing on economic development, the culture, how the community facilities are tied to economic development and managing growth in a proactive way.

Member Cruson asked about the concept promoted by the area publications such as the Concord Monitor, that New Hampshire is an aging state. With regard to the Master Plan, should the Town be preparing, providing certain types of facilities and services that are missing.

Mr. Tardiff said that in 20 years, the older wave will be replaced by the younger wave. Pembroke has set itself apart from other towns because of Suncook. He said that Suncook is a fantastic area that sets Pembroke apart from other areas, along with the rural areas, the rivers and, of course, its location. That is the reason why the new 100 lot subdivision is focused on Pembroke.

He also said that the Suncook area is what truly sets Pembroke apart from other small towns in New Hampshire. Pembroke offers different types of housing such as the 2 acre lots but, he emphasized that many people now want upscale condominiums in mill buildings and everything in between. To promote the opportunities that Suncook holds is a “real” opportunity. He said that the Master Plan will lay out some of the tools for the Planning Board, Economic Development Committee, and the Board of Selectmen to promote the village area and other zones that are presently a part of Pembroke. He then gave the following example: If there were a few areas that the Town wanted to redevelop, or excavation areas that were at the end of their excavation life, there are tools that could emphasize those areas for light industrial areas, such as 79E Revitalization Tax or the Economic Revitalization Zone which would give “folks an opportunity to get a cut on their business profits tax.” Short term tax breaks are also incentives that could be useful.

The Master Plan is a way to educate people on those tools and lay the groundwork for future zoning changes. It also allows a place (such as the Land-Use and EDC Chapters) for listing achievable goals that may be possible in the next 5-10 years.

Mr. Tardiff said that it is important to have a way for people to provide input and learn about the process. He said that it is very hard to get people to answer surveys but a postcard that reaches all organizations and residents is important.

Member Young said that the last survey that was done showed that a high percentage of the surveys returned was from retired people.

Mr. Tardiff said that he has had great success in going out to a Fire Department staff meeting, for example, where there are younger adults working and talking to them for a half hour about transportation or access. He said that the key is to go out to folks. Young families are not going to go out to a Saturday Vision **Exception.**

He said that his success was by having one member from the NH Central Regional Planning Commission along with one Planning Board member go out and talk to people. A common concern is the lessening of volunteers but many times new members for Town boards are a result of these conversations.

Mr. Tardiff said that he has even spoken to 5<sup>th</sup> Grade classes and showed them maps of the Town and discussed what they see happening because he noticed that children pay attention.

Online surveys are also doable on “Survey Monkey”. The more people who participate in the plan, the better the Master Plan will become.

Member Young asked Mr. Tardiff to discuss the size of the Master Plan. Mr. Tardiff said that the past Master Plans were very large. The Commission has worked very hard to focus on the readability side of the Master Plan. He said that if someone wanted more information on a topic, they could access the internet. He said that people’s attention span is very small. It is more cost effective to have the Master Plan on the web and to only produce a few paper copies along with the appendices on the web.

Mr. Tardiff said that tying the chapters, such as Transportation, to potential future land use and economic development helps Master Plan readers understand the movement of the Town. He hoped that the Economic Development Chapter would allow the Economic Development Committee to move toward implementation even before the Master Plan is finalized. He said that it is important to lay the groundwork for this project as soon as the March Town Meeting.

Mr. Tardiff said that the base of the Master Plan is on the Vision Chapter and the Land-Use Chapter. He said that all the other things feed into those chapters (transportation, natural resources, economic development, etc.) which will then give the basis for potential regulation and zoning changes. His goal for the Master Plan is to give the Planning Board the tools to use for the next few years.

Chairman Topliff asked what the Commission had to offer to facilitate the process. Mr. Tardiff said that the Master Plan will take work, energy, and coordination. He said that he would phase it over a couple of years so that the Planning Board would not be “run into the ground”. He said that 18 months is about the time that it takes to pull a Master Plan together.

Mr. Tardiff said that they have the most success when “going all out” over meetings and getting people involved. They can help the Board coordinate meetings and draft polling the updates. He could layout options on the costs associated with the

project. On July 1, 2017, the Commission would have funding on Energy and Planning for projects such as this. He said that they could do the demographic work.

Ms. Verdile said that the Town has \$25,000 to place toward the Master Plan.

Mr. Tardiff said that he would be willing to do a session with the high school students or the senior groups. A project website should also be developed.

Member Young said that there were many good comments made in the last Master Plan that were never pursued. Mr. Tardiff said that that was the problem. He said that his staff would summarize the comments from the surveys, meetings with the 5<sup>th</sup> graders or high school students and seniors in order to distill those trends. It's important for the Planning Board to refer to that information when they begin to think about the next Town project. He said that open-ended questions are where the Board will get the best information. People will typically spend time writing a page of their thoughts.

Mr. Tardiff said that he would prepare a first draft of a proposal (with a la carte options) for the Board to consider. They are very flexible with the terms. He said that they were also prepared to begin on a transportation chapter right away if the Board wanted. They could create the base mapping as well. It would be all NHDOT-funded work.

He spoke of the Bow/Concord project which consists of Rt. 93 changing to 3 lanes from Bow to Exit 16 and improving access at Exit 14. The project is 15 years out.

Member Cruson asked if there was any talk about public transportation. Mr. Tardiff said that they are doing a study of the cost for extending Concord Area Transit from Concord to Franklin. They are trying to build a case and there is need for 20% local match. More people are interested in transit than they were 10 years ago. Seniors and teenagers are the most interested in transit.

Mr. Tardiff said that with demographics the way they are, public transportation will be discussed more in the future. The Master Plan's Transportation Chapter would be the place to build a case for public transportation which could be used when talking to Concord Area Transit, NHDOT, or at budget season.

He said that there are many people who want to live in historic downtowns and Suncook is a gem. There is a shortage of quality rental housing which could be addressed.

With regard to the 100+ housing subdivision being proposed, Chairman Topliff asked if there was a market for 3-4 bedroom houses. Mr. Tardiff said that he felt that there was because a 4-bedroom house usually provides 1 to 2 bedrooms for different uses such as offices or a media room. He also said that the trend is for people to have fewer children.

Chairman Topliff asked if the project should be considered one of regional impact. Mr. Tardiff said yes, because of the scale. The transportation impact gets watered down a bit because of where it is but the Commission could comment on some of the transportation impacts.

Vice Chairman Seaworth said that the developer has issued a six or seven phase approach. He asked when the Board should make the point of development of regional impact. Ms. Verdile said that she would ask Town Counsel. She said that on October 25, 2016, the Board will make the motion to have the Development of Regional Impact hearing. Then the Board would contact Central NH Regional Planning Commission and NH DOT.

Member Cruson asked what was actually done with the Master Plan. Vice Chairman Seaworth commented that there are some things with the Town that become very aspirational. For example, he said that there is always discussion about a skateboard park at Memorial Field that is always a few years out, but the real discussions center on whether the Town can fix a fence or not. He said that there is a huge gap between what people would like to see and what can practically be done. The Board needs the guidance to say how a developer can help the town while creating their development.

Member Young stated that the last Master Plan survey showed that people felt that taxes were too high and more commercial businesses were needed in order to fund the services that Pembroke already provided. The survey also showed the sandpit areas as being the prime locations for commercial development. He said that he does not think that the Planning Board did justice to that. They did not enact the

things that the residents said years ago that the Board should do. Very few people ever read the Master Plan and few tried to implement the things that were written.

Member Young said that he would like to see the Master Plan be precise and to the point and of a size that people would actually read it. Member Cruson said that it should also be in plain language so that it is understandable.

Chairman Topliff reiterated Mr. Tardiff's suggestion, that, when the Master Plan is done, the Board should make a list of 15 key things that are "take aways" rather than having to read through the entire Master Plan.

Vice Chairman Seaworth said that the Board should focus on attainable goals in the Master Plan. Member Young said that changing the zoning in the commercial area outside the aquifer was mentioned 10 years ago in the last Master Plan. It should have been done then and yet the Board still has not done that. It is a workable goal.

Member Cruson said that there is a lot of traffic that goes through 8<sup>th</sup> Range Road and North Pembroke Road between Concord to Epsom and Pembroke should look at the possibility of changing a portion of the zone into something other than residential. This will give an opportunity for people living in that area to have shopping, groceries, gas stations, etc.

Chairman Topliff pointed out that past zoning separated commercial areas from residential areas which created sprawl. A car was a necessity for every family. Now the trend is to combine residential with commercial and business areas.

Vice Chairman Seaworth said that the downtown area was unique because it was created at a time when there was no zoning and they mixed residential and businesses together to provide services for families without transportation. They used the trolley as public transportation.

Mr. Jodoin reported that Mr. Bourque was appointed as an alternate to the Planning Board and Selectman Greco would be the Board's Selectmen's Rep. Selectman Crockwell will be Selectman Greco's alternate.

### **Old Business-** Brief Discussion on 2017 Zoning Amendment

Ms. Verdile reported that she spoke with Mr. Hodge and Town Counsel to begin working on the sign ordinance.

Chairman Topliff reminded Ms. Verdile to check why the Police Chief was not listed on the Technical Review Committee and if Town Counsel reviewed the proposed map and language.

**Minutes** – September 20, 2016, September 20, 2016 non-public, and September 27, 2016 Meetings.

**MOTION:** Member Young moved to approve the September 20, 2016 Meeting Minutes as presented. Seconded by Vice Chairman Seaworth. Unanimously approved.

Mr. Jodoin reviewed the regulations for non-public sessions. He said that he sent out guidelines to the Board because there have been many changes in the regulations over the last few years. He said that the Board cannot go into non-public session to talk badly about a Board member. If someone is no longer a Board member, then a non-public session can be held to discuss that person. Minutes must be taken at a non-public meeting. Everyone in attendance of the non-public session must be recognized by a verbal response. He said that he prefers that the minutes are kept quite general. Anything discussed in a non-public session cannot be discussed outside of the non-public meeting. The Board must do a roll-call vote to come out of non-public session. Once the Board is in open session and if they do not want the minutes to be divulged, then a motion must be made at that time, while in open session, to close the meeting and seal the minutes. The vote must be taken by roll-call. Mr. Jodoin said that the Board can go back at some point in time and reopen the minutes and make them available to the public.

**MOTION:** Member Young moved to approve the September 20, 2016 Non-Public Meeting Minutes as presented. Seconded by Vice Chairman Seaworth. Unanimously approved.

**MOTION:** Member Young moved to approve the September 27, 2016 Meeting Minutes as amended. Seconded by Vice Chairman Seaworth. Unanimously approved.

## **Miscellaneous**

### **1. Correspondence-**

Ms. Verdile said that the Board members received a letter from the NH Liquor Commission which also advertised a future Regional Fuel Operator and Convenience Store coming to the site. The Board noted that no site plan application for this use had yet to come before the Board.

### **2. Committee Reports-**

**Roads Committee:** Vice Chairman Seaworth said that the Roads Committee spoke of the projects that were near completion. They also spoke of the proposed 100+ lot subdivision. The Committee's major comments included: (a) make sure that all the necessary site work is bonded in case the developer does not finish the project; (b) would like to see the road through the subdivision completed before the houses are constructed; (c) create two-ways of getting in and out of a development. There are a number of phases where there is only way one access.

Mr. Jodoin said that Mr. Boisvert of the Department of Public Works told him that the Roads Committee voted to have all the roads paved and all the drainage done.

Vice Chairman Seaworth said that the Roads Committee wanted a collector road through the subdivision so that when the first houses are built, they could go either way. There was a concern that they were going to begin the project and then leave it which would mean that the roads would be completed without subdivided lots. They could suggest requiring that, at the time that they put in the lots, they would put the road in so if the builder sells the subdivision off piecemeal, each lot would have a road going to it. Vice Chairman Seaworth said that the concern was that they did not want to have an uncompleted development for a number of years with the traffic funneling out at the top of Broadway.

Mr. Jodoin pointed out that it is not only important to have bonding on the whole project but to have bonding on each phase.

Mr. Jodoin said that the Board should be careful because if the developer goes bankrupt, then the houses that are in the development would not have town



services such as plowing because the Town would not have accepted the road. Mr. Jodoin said that he would prefer a Letter of Credit.

**Technical Review Committee:** Member Young said that a few meetings were postponed.

### **3. Board Member Items –**

Mr. Jodoin said that the Town had spent approximately \$100,000 in legal fees so far on the church lawsuit.

Mr. Jodoin spoke a bit about the upcoming wake and memorial service for former Selectman, Fred Kline.

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

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,  
Jocelyn Carlucci, Recording Secretary