

Pembroke Planning Board
Meeting Minutes
February 28, 2023
Approved March 28, 2023

MEMBERS PRESENT: Brian Seaworth, Chairman; Robert Bourque, Vice Chairman; Rick Frederickson, Selectmen's Rep; Kathy Cruson, Kevin Foss, Clint Hanson

ALTERNATES PRESENT: Bryan Christiansen

MEMBERS EXCUSED: Brent Edmonds

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

Chairman Seaworth called the meeting to order at 6:30 pm. Six members and one alternate member were present. Chairman Seaworth designated Bryan Christiansen to vote for Brent Edmonds. Brian Seaworth stepped down for the first item of New Business because he received an abutter notice. Vice Chairman Bourque chaired the meeting for New Business Item #1.

New Business

1. **Special Use Permit Applications SUP-AC #23-101, SUP-WP #23-302, and SUP-SP 23-303, Stantec Consulting Services, Inc. acting as Applicant on behalf of Eversource Energy, owner of a utility easement across Tax Maps 632, 561, 563, 260, 262, 868, and 937 on multiple lots along the M108 and G146 transmission lines, located in the Commercial/Light Industrial (C1) Zone, the Soucook River Development (SR) Zone, the Rural Residential/Agricultural (R3) Zone, and the Aquifer Conservation (AC), Shoreland Protection (SP), Floodplain Development (FD), and Wetlands Protection (WP) Districts.**
 - The Applicant requests a Special Use Permit in accordance with Article 143-68.E. for utility construction in the Aquifer Conservation District.
 - The Applicant requests a Special Use Permit in accordance with Article 143-72.D.(2) for utility construction within wetlands, wetland buffers, and potential vernal pool buffers.
 - The Applicant requests a Special Use Permit in accordance with Article 143-71.E. for utility construction within the shoreland protection district.

Present: Ashley Friend, Eversource

Vice Chairman Bourque asked Planner Cronin for an update on this application. Planner Cronin reported that the Applicant requests Special Use Permits for work, which includes temporary and permanent impacts, within the wetlands, aquifer, and shoreland overlay districts. The work involves removing wooden transmission line towers and replacing them with new steel towers along portions of the M108 and G146 lines. The project area is within the utility right-of-way and spans over 30 properties in town. Health Officer and Pembroke Water Works have no concerns. Conservation Commission has no environmental concerns as the plan meets or exceeds best management practices.

A TRC meeting was held on February 14, 2023. Most of the discussion focused on temporary access to the easement. The Town Engineer had no concerns.

The Conservation Commission met with the applicant on February 13th. The Commission had no environmental concerns but did express concerns about the use of the range roads and unauthorized vehicles gaining access into the easement area during construction.

Planner Cronin stated that the application is necessitated by the impacts to the wetlands, wetland buffers, the aquifer, and the shoreland. The Planning Board should evaluate the Special Use Permit criteria based on the information provided. Building permits and temporary driveway permits will be required. All construction will be subject to any conditions imposed by EPA and NHDES review and approval.

MOTION: Selectmen's Rep Frederickson moved to accept the application as complete. Seconded by Member Hanson.

VOTE: B. Christiansen – Y K. Foss – Y K. Cruson - Y
R. Frederickson - Y R. Bourque – Y C. Hanson - Y

MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 6-0 VOTE.

At 6:40 p.m. Vice Chairman Bourque opened the public hearing on Special Use Permit Applications SUP-AC #23-101, SUP-WP #23-302, and SUP-SP #23-303. If this business item is not resolved tonight, the application and the public hearing will be continued without being renoticed. Information will be on the town website for a future agenda item.

Ashley Friend of Eversource, stated that this project is a replacement of structures in kind. Eversource had prior projects in March and July of 2022. Two transmission lines run parallel to P145. For the first two miles, the M108, and for 16 miles to Deerfield, the G146. Ashley stated that sixty-five deteriorated existing wood structures are being replaced with steel structures. The wood is cracking and is damaged by woodpeckers. The new structures will be within 10 feet of existing structures. The structures vary in height plus or minus 15 feet. We are seeking Special Use Permits and do not need access to Class VI roads. Access is planned via Cross Country Road and North Pembroke Road. We will use access we already have in place. NH DES Alteration of Terrain and NH Fish and Game approvals are pending. We anticipate construction will be from June 2023 to Fall 2024. Crews will be working through the winter.

Selectmen's Rep Frederickson asked what structures were being replaced with weathered steel. Ashley stated that no buildings are being replaced. Single, double and three pole units are being replaced. Vice Chairman Bourque asked how refueling in the field would be handled. Eversource follows NH DES Best Management Practices. Refueling will occur 100 feet away from wetlands. Secondary containment will be provided if equipment is on a stationary mat. Spill kits will be kept with all equipment. Member Cruson asked how the vendor will handle the existing poles. Vendor will haul the poles offsite for proper disposal. The 100' x 100' work pad will be shrunk to 30' x 60' once work is complete. Selectmen's Rep Frederickson asked how often the structures are inspected. Ashley stated that yearly

inspections rank each structure. We are confident that weathered steel is the number one material for long lasting poles.

James Quinzani, Map and Lot 262-54, 6th Range Road, stated that some of the rocks in the corridor have distinct markings, some are shaped like arrows, and are shaped and formed to lock together. I want these stones to be maintained. Member Cruson noted that the stones may have archaeological significance. Mr. Quinzani stated that some stones are carved with an X and are historic items. Mr. Quinzani stated he would like to be present when work is taking place in that area. Ashley Friend stated it is hard to speak about a specific property and location of right-of-way. We can have a site visit with you and an Army Corp field report is reviewed by the State Department of Historic Resources. You can talk to the engineer one on one about your concerns.

Sarah Lussier, 452 6th Range Road wanted to clarify the project is not planned to access any Class VI roads. Ashely Friend confirmed and stated that we will be putting in crushed stone 12 feet wide in the upland areas. The 100' x100' work pad will be shrunk to 30' x 60'. Any wetlands will have a berm mounted temporary pad. Ms. Lussier stated we have a stream that runs by our driveway. Ashley Friend stated we can talk about your property and the right-of-way work that will be done in your area.

There being no further input Vice Chairman Bourque closed the public hearing at 6:55 p.m. for tonight. Vice Chairman Bourque noted that if this application is not completed tonight, the application and its public hearing will be continued to a future meeting and not renoticed.

Special Use Permit – Aquifer Conservation:

MOTION: Selectmen's Rep Frederickson moved to approve Special Use Permit SUP-AC #23-301 subject to the following conditions:

1. This Special Use Permit is in accordance with Article 143-68.E., Aquifer Conservation District, to perform utility construction work within the Aquifer Conservation District.
 2. The Special Use Permit shall be recorded at the Merrimack County Registry of Deeds.
- Seconded by Member Hanson.

VOTE: B. Christiansen – Y K. Foss – Y K. Cruson - Y
R. Frederickson - Y R. Bourque – Y C. Hanson - Y

MOTION TO APPROVE SUP-AC-#23-301 WITH CONDITIONS PASSED ON A 6-0 VOTE.

Special Use Permit – Wetlands Protection:

MOTION: Selectmen's Rep Frederickson moved to approve Special Use Permit SUP-WP #23-302 subject to the following conditions:

1. This Special Use Permit is in accordance with Article 143-72.D.(2), Wetlands Protection District, to perform utility construction work. It includes work within a wetland and wetland buffer and shall be constructed according to the submitted plans and the NHDES Wetlands Permit conditions of approval.

2. The Special Use Permit shall be recorded at the Merrimack County Registry of Deeds.

Seconded by Member Hanson.

VOTE: B. Christiansen – Y K. Foss – Y K. Cruson - Y
R. Frederickson - Y R. Bourque – Y C. Hanson - Y

MOTION TO APPROVE SUP-WP-#23-302 WITH CONDITIONS PASSED ON A 6-0 VOTE.

Special Use Permit – Shoreland Protection:

MOTION: Selectmen's Rep Frederickson moved to approve Special Use Permit SUP-SP #23-303 subject to the following conditions:

1. This Special Use Permit is in accordance with Article 143-71.E., Shoreland Protection District, to perform utility construction work within the Shoreland Protection District.

2. The Special Use Permit shall be recorded at the Merrimack County Registry of Deeds.
Seconded by Member Hanson.

VOTE: B. Christiansen – Y K. Foss – Y K. Cruson - Y
R. Frederickson - Y R. Bourque – Y C. Hanson - Y

MOTION TO APPROVE SUP-SP-#23-303 WITH CONDITIONS PASSED ON A 6-0 VOTE

Brian Seaworth returned to the Planning Board as Chair. Vice Chairman Bourque returned as member. Chairman Seaworth read the next two business items aloud and stated that their public hearings would be held together.

2. **Minor Subdivision Application #23-02, Christopher Swiniarski, Esq., Devine Millimet acting as Applicant on behalf of FW Holdings, LLC, owner of Tax Map 266, Lot 85-49 located at 162 Tina Dr. in the Medium Density Residential (R1) Zone.**

The Applicant proposes a convert an existing two-family home into condominium ownership. No physical changes are proposed, only the form of ownership.

3. **Minor Subdivision Application #23-03, Christopher Swiniarski, Esq., Devine Millimet acting as Applicant on behalf of FW Holdings, LLC, owner of Tax Map 266, Lot 85-45 located at 163 Tina Dr. in the Medium Density Residential (R1) Zone.**

The Applicant proposes a convert an existing two-family home into condominium ownership. No physical changes are proposed, only the form of ownership.

Present: Christopher Swiniarski, Esq., Devine Millimet on behalf of FW Holdings, LLC, owner

Planner Cronin reported that the Applicant requests a condominium conversion of two existing duplexes. No changes are proposed to the lot lines or to the building footprint. Condominium changes go through the subdivision process. A TRC meeting was held on February 14th. Sewer and water connection requirements were discussed. The Town Engineer has no concerns. The Conservation Commission has no concerns.

The following waiver requests have been submitted for each application by the Applicant: Part A – General Information, Items: C. Proposed streets, I. Topography, M. Surface water collection, N. Soil types, O. Test pits, R. Open space, W. NH Natural Heritage Inventory, and U. Open space development.

Planner Cronin stated that the waiver requests for are appropriate as they do not apply to the application. No new lots are being created and no lot lines are being amended. No changes to the footprint of the structure are proposed.

MOTION: Vice Chairman Bourque moved to grant the waiver requests for checklist items for New Business Item #2, 162 Tina Drive: Part A. Items C, I, M, N, O, R, W and U as requested by the applicant. Seconded by Member Cruson.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MOTION TO GRANT THE WAIVER REQUESTS AS LISTED ABOVE PASSED ON A 7-0 VOTE.

MOTION: Vice Chairman Bourque moved to grant the waiver requests for checklist items for New Business Item #3, 163 Tina Drive: Part A. Items C, I, M, N, O, R, W and U as requested by the applicant. Seconded by Selectmen's Rep Frederickson.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MOTION TO GRANT THE WAIVER REQUESTS AS LISTED ABOVE PASSED ON A 7-0 VOTE.

MOTION: Vice Chairman Bourque moved to accept the New Business Item #2, 162 Tina Drive, application as complete. Seconded by Member Cruson.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 7-0 VOTE.

MOTION: Vice Chairman Bourque moved to accept the New Business Item #3, 163 Tina Drive, application as complete. Seconded by Member Cruson.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 7-0 VOTE.

At 7:05 p.m. Chairman Seaworth opened the public hearing on Minor Subdivision Application #23-02 and Minor Subdivision Application #23-03. Members of the public who wish to speak please state your name and address for the record. If this business item is not resolved tonight, the application and the public hearing will be continued without being renoticed. Information will be found on the town website for a future agenda item.

Christopher Swiniarski, Esq., Devine Millimet on behalf of FW Holdings, LLC, owner, stated the duplexes are across the street from each other. At the Technical Review Committee (TRC) meeting a single water meter for each unit was required. Owner will be adding one water meter to each building so that individual owners can be billed. Sewer bill are based on water usage.

The Planning Board reviewed the proposed conditions of approval. Alternate Member Christiansen asked if the separate water meters should be a condition of approval. This requirement falls under Pembroke Water Works operations.

At 7:09 p.m. Chairman Seaworth closed the public hearing on Minor Subdivision Application #23-02 and Subdivision Application #23-03. If this business item is not resolved tonight, the application and the public hearing will be continued without being renoticed. Information will be found on the town website for a future agenda item.

MOTION: Vice Chairman Bourque moved to approve Minor Subdivision Plan Application #23-02 with the following conditions:

1. Prior to signature, all waivers and the date granted shall be listed on the plan.
2. Prior to signature, all conditions of approval shall be listed on the plan.
3. Prior to signature, a signature block shall be added to the plan.
4. The original signatures of all property owners shall be provided on the final plan.
5. The condominium plans, declaration, and bylaws shall be recorded at the Merrimack County Registry of Deeds. LCHIP check to accompany the final plan.
6. All recording fees shall be paid to Town of Pembroke.
7. The plan will not be considered as receiving final approval until all conditions of approval are met.

Member Hanson seconded.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MINOR SUBDIVISION PLAN #23-02 APPROVED WITH CONDITIONS ON A 7-0 VOTE.

- 1. PRIOR TO SIGNATURE, ALL WAIVERS AND THE DATE GRANTED SHALL BE LISTED ON THE PLAN.**
- 2. PRIOR TO SIGNATURE, ALL CONDITIONS OF APPROVAL SHALL BE LISTED ON THE PLAN.**
- 3. PRIOR TO SIGNATURE, A SIGNATURE BLOCK SHALL BE ADDED TO THE PLAN.**
- 4. THE ORIGINAL SIGNATURES OF ALL PROPERTY OWNERS SHALL BE PROVIDED ON THE FINAL PLAN.**
- 5. THE CONDOMINIUM PLANS, DECLARATION, AND BYLAWS SHALL BE RECORDED AT THE MERRIMACK COUNTY REGISTRY OF DEEDS. LCHIP CHECK TO ACCOMPANY THE FINAL PLAN.**
- 6. ALL RECORDING FEES SHALL BE PAID TO TOWN OF PEMBROKE.**
- 7. THE PLAN WILL NOT BE CONSIDERED AS RECEIVING FINAL APPROVAL UNTIL ALL CONDITIONS OF APPROVAL ARE MET.**

MOTION: Vice Chairman Bourque moved to approve Minor Subdivision Plan Application #23-03 with the following conditions:

1. Prior to signature, all waivers and the date granted shall be listed on the plan.
2. Prior to signature, all conditions of approval shall be listed on the plan.
3. Prior to signature, a signature block shall be added to the plan.
4. The original signatures of all property owners shall be provided on the final plan.
5. The condominium plans, declaration, and bylaws shall be recorded at the Merrimack County Registry of Deeds. LCHIP check to accompany the final plan.
6. All recording fees shall be paid to Town of Pembroke.
7. The plan will not be considered as receiving final approval until all conditions of approval are met.

Member Hanson seconded.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MINOR SUBDIVISION PLAN #23-03 APPROVED WITH CONDITIONS ON A 7-0 VOTE.

1. **PRIOR TO SIGNATURE, ALL WAIVERS AND THE DATE GRANTED SHALL BE LISTED ON THE PLAN.**
2. **PRIOR TO SIGNATURE, ALL CONDITIONS OF APPROVAL SHALL BE LISTED ON THE PLAN.**
3. **PRIOR TO SIGNATURE, A SIGNATURE BLOCK SHALL BE ADDED TO THE PLAN.**
4. **THE ORIGINAL SIGNATURES OF ALL PROPERTY OWNERS SHALL BE PROVIDED ON THE FINAL PLAN.**
5. **THE CONDOMINIUM PLANS, DECLARATION, AND BYLAWS SHALL BE RECORDED AT THE MERRIMACK COUNTY REGISTRY OF DEEDS. LCHIP CHECK TO ACCOMPANY THE FINAL PLAN.**
6. **ALL RECORDING FEES SHALL BE PAID TO TOWN OF PEMBROKE.**
7. **THE PLAN WILL NOT BE CONSIDERED AS RECEIVING FINAL APPROVAL UNTIL ALL CONDITIONS OF APPROVAL ARE MET.**

Presentation

4. **Nicholas Golon, TF Moran, acting as applicant on behalf of Big Step, LLC, owner of 7 Break O'Day Drive, Concord, NH.**

Planner Cronin stated that the Applicant is currently before the Concord Planning Board with a site plan application for a charitable gaming hall, hotel, and restaurant. The application was determined to be a Development of Regional Impact. Therefore, the applicant requested to present the project to the Pembroke Planning Board to answer any questions or address any concerns.

Nicholas Golon, TF Moran, acting as applicant on behalf of Big Step, LLC, owner of 7 Break O'Day Drive, Concord, NH, stated that the applicant submitted a letter responding to comments and questions, but wanted to appear at a Planning Board meeting to reach out and personally respond to any further questions in an open forum.

Andy Sanborn, owner of The Draft in Concord, NH stated that he and his wife Laurie live in Bedford, NH. Charitable gaming started thirty years ago in New Hampshire to raise money for

nonprofit organizations. He provides equipment and people to manage the bar, casino, equipment, and staff. He will host games. The legislature set up a consultant construct that each nonprofit can be benefitted for 10 days maximum at a time. Thirty-five percent of the money off the top goes to the nonprofit. The legislature has allowed incremental changes over the years, such as Bingo pull tabs. There are nine operators in 13-15 locations. Legislature recently passed a bill allowing electronic gaming with the stipulation that 92 cents of every dollar goes back to players and 8 cents to us and charity.

Alternate Member Christiansen asked if we are going to get a presentation of the proposal directly behind Chappell Tractor. Nicholas Golon stated the plan is a phased proposal with a 24,000 square foot gaming hall, 8,500 square foot bar and restaurant, office, and accounting areas on a dead end of Break O'Day. The driveway will be the primary access, with deliveries in the rear. There will also be a gated emergency access in the rear of the property.

The overall master plan includes a future hotel, event room for bands, comedians, shows and possible future expansion of the gaming hall. A three story parking garage is planned. In Phase I, wetland impact is 23,000 square feet or approximately one half acre. The applicant has received technical approval for development of half the site. The elevation goes from 360 feet to 440 feet at the tree line. Construction will cut into the slope. Utility infrastructure will include city water and sewer.

Landscape and lighting have been discussed with City of Concord. City of Concord has rigorous landscaping requirements including buffers and trees. There will be 84 shade trees planted in the parking lot. Light poles will be 15-22 feet tall and will be attractive and functional. There is no impact to sight lines to the north, some vision of the site from the west and obscured view in the east. The structure is located in the lower elevation, with a greenhouse in the field. The architecture of the front façade is modern with oversize windows, metal panels and a consistent color scheme. There is no sign package yet, but we are happy to revisit you when it is available. We are excited about providing this awesome entertainment facility.

Chairman Seaworth noted that Wellington Way in Pembroke is the closest road, and it is at the same elevation across the river. Nicholas Golon stated it would be an obstructed view.

Member Cruson asked about parking spaces other than the garage. Nicholas Golon stated there will be 366 parking spaces. Nicholas Golon stated that the final design is not complete.

Vice Chairman Bourque asked where the mechanicals would be located. The mechanicals are on the back of the building with a secondary access road for maintenance. A loading dock, transformers, generators and one or two large head air conditioning units are anticipated, along with several smaller units.

Member Christiansen asked about the panel façade and future expansion. The applicant is sensitive to aesthetics and plans to have a creative display space along the panel. A Concord Coach display is one idea. Member Cruson asked how traffic will return to the road. Nicholas Golon stated there will be five lanes of traffic with stop controls. A signalized light will be needed at the intersection in the future, so it is being installed now, with a dedicated right hand

turn lane and a three way left turn. This design will accommodate an oversized vehicle turning left. Nick Golon stated that Pembroke will see increased traffic, but the existing intersection can handle it. Chappell accesses their property here, which is also in redevelopment. The City of Concord and Chappell are working that out. A hammerhead will be provided for police and fire use in the back of the property. We are building a 34 foot wide road, which is almost double the average road width. Chairman Seaworth asked if the existing right-of-way goes to the hammerhead.

Member Foss asked what hours of operation would be. Nicholas Golon stated that the law allows 8:00 am to 4:00 am. They will open 4pm to 1:00 am, except for on Saturday and Sunday the hours will be noon to 1am. The applicant plans to install a brewery/restaurant with liquor services. Last call will be 12:30 am although the law says 1:30 am, so that all drinks are off the table by 1:00 am.

Member Cruson asked the applicant to address the location of Route 106 in relation to traffic off Loudon Road. There is a commercialized area to the west. NH DOT is planning a traffic scoping meeting. TF Moran is doing a traffic study and evaluating intersections. Initial counts show 260 cars in four hours for a 43,000 square foot facility. In comparison to something in Concord, Pitco is 460,000 square feet (ten times the size) with 650 employees and large truck traffic. The gaming facility will be half the size of Dicks on Loudon Road, or about the size of PetSmart. Andy Sanborn noted that the maximum bet will be \$10.

The event center will be used for wedding receptions and music performances. A 400-600 seat auditorium is smaller than Bank of NH Pavilion in Gilford, NH. We plan to book artists a day before or after their Bank of NH date in a smaller venue. Andy Sanborn noted that the land is designated "performance gateway" by the City of Concord. The applicant plans to build a small hotel. There are fourteen hotels on the west side of Concord. We now sponsor 36 charities, one every 10 days. In the new gaming hall, we can sponsor 72 charities, two every 10 days.

Planner Cronin noted that in relation to Pembroke Police and Fire concerns about number of calls in town or for mutual assistance, Central NH Regional Planning Commission is organizing a zoom call with all affected emergency personnel to discuss emergency logistics. Andy Sanborn stated that he personally called all the Police Chiefs and Fire Chiefs to ask them to weigh in on security plans offline. The response from chiefs was supportive and understanding. NH Speedway in Loudon has a similar regional emergency services protocol in place. Chairman Seaworth thanked Nick Golon and Andy Sanborn for their time and presentation.

Minutes

February 14, 2023

MOTION: Member Foss moved to approve the February 14, 2023 minutes as presented. Member Hanson seconded.

VOTE: B. Seaworth – Y R. Frederickson- Y K. Foss - Y
B. Christiansen - Y B. Bourque - Y K. Cruson - Y
C. Hanson - Y

MOTION TO APPROVE FEBRUARY 14, 2023 MINUTES AS PRESENTED PASSED ON A 7-0 VOTE.

Miscellaneous

1. Correspondence

A. CNHRPC Transportation Data Collection Program 2023 – Planner Cronin reported that she received the annual traffic count location request from Central NH Regional Planning Commission. She will combine recommendations from the Roads Committee with those of the Planning Board. Chairman Seaworth noted that any sites taken more than a year or two ago should be retaken to compare pre and post Covid numbers. The item was continued to the March 28th meeting pending Roads Committee comments.

2. Committee Reports – Technical Review Committee – Vice Chairman Bourque reported that this evening's applications were reviewed at TRC earlier this month. **Board of Selectmen** – Selectmen's Rep Frederickson stated that at the February 15 meeting, the Board approved tax deeds, the MS37 and town meeting warrants, along with five requests to the Trustees of the Trust Funds. Next meeting is March 1. **Roads Committee** – Chairman Seaworth noted that Roads Committee meets next week. A bill that would allow four residential units on a lot by right statewide did not pass the Legislature.

3. Other Business - none

4. Planner Items – Planner Cronin noted that the Planning Board does not hold a workshop on March 14 due to town meeting voting.

5. Board Member Items – Member Cruson noted that the ZBA has a voice vote as a group. Vice Chairman Bourque noted the ZBA does not typically hold a roll call vote. Chairman Seaworth noted there is a requirement for a roll call vote on certain items. Member Hanson asked if the Planning Board has a retention/destruction/recycle of records policy. Planner Cronin noted that copies of every agenda packet are saved in the Planning Department. Copies of actual plans and correspondence are saved in each application file. Selectmen's Rep Frederickson said that each member can choose what to keep and for how long before shredding or disposing records. Member Cruson stated that she keeps material that may come up again in the future. Vice Chairman Bourque asked about the tablets for Planning Board members discussed at one time. Planner Cronin stated the consensus was to keep using paper copies. The Planning office retains all records, so individual members can choose which record they retain. Member Hanson said the response is there is no policy.

6. Audience Items - none

MOTION: member Hanson moved to adjourn the meeting. Seconded by Member Foss.

Without objection the meeting was adjourned at 8:06 p.m.

Respectfully submitted, Susan Gifford, Recording Secretary