

**Pembroke Planning Board
Meeting Minutes
(ADOPTED)
April 14, 2020**

MEMBERS PRESENT: Brian Seaworth, Chairman; Robert Bourque, Vice Chairman; Kathy Cruson; Clint Hanson; Ann Bond, Selectman's Rep.; Dan Crean

ALTERNATES PRESENT: Holli Germain

EXCUSED: Ian Blakeney

STAFF PRESENT: Carolyn Cronin, Town Planner

Chairman Seaworth read the Governor's NH State of Emergency authorization for electronic based meetings in its entirety. Chairman Seaworth called the meeting to order at 6:40 pm after some technical difficulties with the meeting platform. Holli Germain was designated to vote for the vacant position.

Appointments

1. Master Plan Discussion with Mike Tardiff, Central NH Regional Planning Commission

Mike Tardiff prepared a draft Land Use chapter, following the discussion of the Housing and Economic Development chapters. He went over the highlights of the draft Land Use chapter, including discussion on the range roads and sewer capacity. Member Crean noted that we need to have public input into the process. Mike Tardiff suggested that we could always have the Planning Board get the whole master plan document out and have a similar conversation like this. Mike Tardiff suggested that we can put the draft document up on the town website and provide an opportunity for folks to read and comment on it. Member Cruson noted that hopefully we can have in person comment at a future meeting. With a mix of in person and electronic comment, there will be public participation. Chairman Seaworth noted that the intent of this meeting was to accept input from Central NH Regional Planning Commission to the Board and was not intended to be a public hearing.

Mike Tardiff walked through the draft Land Use chapter. After the Board has a chance to read the draft and make comments, we will take up the Vision and Implementation chapter later. We have worked very hard to incorporate the survey results from the community. For this reason, we circle back to keeping the rural character of Pembroke, promoting business in the village, and use of the rail trail

The objectives and recommendations tie together a lot from earlier chapters including natural resources, conservation, and having a complete street study done of Pembroke Street. Pembroke can request that the Department of Transportation study all things along the Pembroke Street corridor in 30 years. Member Cruson noted that Pembroke was funded for a bike lane, but with no signage and few usable sidewalks, it is not well marked or used. Member Cruson supports a study of Pembroke Street. Mike Tardiff noted that there may be a future stimulus program coming with funds for infrastructure as proposed in the 10-year plan studies and the master plan.

The chapter recommendations include promoting commercial development along Route 106; incentives, façade, and parking improvement in the village; simplifying regulations; and promoting mixed use development in the short term. Long term recommendations include use of 3rd and 4th Range Roads, capacity at the wastewater treatment plant, and providing clarity of the planning process. On page 6 and 7, the key long-term issues are highlighted as a real time element of future land use: the summary of existing land uses, zoning districts, overlay districts, and the aging population demographics of New Hampshire. Planner Cronin asked that members mark up the chapter with edits and comments, then scan it back to her. Selectmen's Rep Bond asked that a picture of just Pembroke be put on the front. Chairman Seaworth thanked Mike Tardiff for his presentation.

New Business

2. Subdivision Regulations Updates re: Dead End Streets, Class VI Roads, and other
Planner Cronin sent a marked-up word document and a pdf version of the Subdivision Regulations. Treatment of Class VI roads and dead-end roads are about half of the revisions. Planner Cronin shared her document on the screen and provided an overview. Definitions are open for comment. Temporary dead-end road is added as part of a phased development with stipulations. Vice Chairman Bourque agrees with a one year extension but would like to see a maximum of two years before something must be done. Chairman Seaworth would like it to say hammerhead "or other permitted turnaround." Member Crean noted that as a matter of legal drafting, one does not put substantive language in the definition. Chairman Seaworth agreed and asked if legal counsel had reviewed any of the proposed edits. Planner Cronin got legal input on Section 205.14 (A) and new (B), the process of reviewing Class VI roads. It requires the applicant to acquire the approval of the Board of Selectmen to open a Class VI road before filing for Planning Board review. The Planning Board would not be able to accept an application in as complete without prior approval obtained. The process would be sequential, not simultaneous. The Planning Board agreed to review and think over page 27 description of local streets. Number (2) says local streets shall be laid out to discourage use by through traffic. Selectmen's Rep. Bond asked why we would discourage this. Chairman Seaworth said that is a point well taken. This is a confusing provision that should be reworded or eliminated. Selectmen's Rep. Bond stated that we want roads to connect neighborhoods. Member Cruson stated we want roads to provide access for safety vehicles. Member Hanson is in favor of eliminating the section. Member Cruson wants to clarify section (a).

Planner Cronin formalized Section C of 205.20 Conditional Approval Time Limit to codify the time limit for an extension. Vice Chairman Bourque would like to see a limit to how many extensions can be granted. Planner Cronin stated that the Board can deny a request. Member Hanson stated that the Planning Board cannot limit a future Board. Planner Cronin noted that the Go to Meeting platform has a monthly fee plus telephone charges by the minute. Regarding 205.21 Lot Frontage is edited to consider requiring each lot to provide access from its frontage. Vice Chairman Bourque would like to see shared driveways not allowed. They are currently allowed by Special Use Permit. Planner Cronin stated that a waiver would be required for the lot that needs access from another lot's frontage. Member Cruson stated shared driveways may start as two family members share one driveway but later has new owners. Alternate Member Germain stated that as

someone who has a shared driveway, there is no physical space on Glass Street for individual driveways. There are always issues. Member Hanson stated that the Board makes the decision. Planner Cronin stated that issuance of a Driveway Permit takes place after a subdivision is approved. Chairman Seaworth stated a change now does not limit existing lots but does come into play when laying out new lots.

Planner Cronin stated that another consideration is that most Special Use Permits have specific criteria. For a shared driveway Special Use Permit, there is currently no criteria listed. Planner Cronin went on to private wells on page 39. Drinking water supply on new lots must comply with NH DES standards. The edit proposed is that all well radii must fit within the lot or the applicant must apply for a waiver. Member Cruson stated well radii cannot be within a certain distance of septic. Vice Chairman Bourque said radii should not extend into the roadway, detention ponds, or firefighting ponds. Member Crean agreed. Planner Cronin asked that members read through the subdivision regulations and call or email Planner Cronin with comments.

3. Election of Officers and Committee Representatives

Chairman Seaworth stated the next item is election of officers and appointment of Planning Board representatives to various committees. He opened the floor to nominations. Vice Chairman Bourque nominated Brian Seaworth for Chair. Member Crean seconded. Member Hanson moved to close nominations. Member Crean seconded. There being a single name put forth, I will cast a single ballot as Chair and will serve as Chair for another year. Thank you for your confidence.

Chairman Seaworth nominated Bob Bourque as Vice Chair. Member Crean seconded. Member Hanson moved to close nominations. Member Crean seconded. There being a single name put forth, I will cast a single ballot as Chair and Bob Bourque will serve as Vice Chair for another year. Thank you for your confidence. Vice Chairman Bourque thanked the members for their vote of confidence.

Chairman Seaworth stated that the key parameters of committee membership are what night of the week people are available to serve. Anyone currently serving on a board or committee as Planning Board representative is welcome to stay in that role. Anyone who is interested in serving on a particular board is also welcomed to make that known and I for one, would step aside so that someone else can gain the experience of the boards I have served on. Member Crean asked what committees and boards are there, when they meet, and is there a list of existing members. Chairman Seaworth said that is an excellent suggestion. We really need volunteers on some boards. Alternates can serve on committees as well. Chairman Seaworth asked Planner Cronin to compile a list of boards and committees, day and time of meeting, and existing members and send it to all Planning Board members. Representative positions will be filled at the next work session. Member Hanson asked if there has ever been a Planning Board member on the School Board. Member Cruson stated she believes there has been in the past. Alternate Member Germain stated there is no cross talk between the School Board and town officials. Selectmen's Rep Bond stated that she is currently on the Board of Selectmen and the School Board. Member Hanson noted that a Planning Board Rep to the School Board

would not have a vote but could serve as a resource. In the past the School Board schedule has been second Tuesday, same as the Planning Board. Selectmen's Rep Bond stated that for 2020 the calendar has been set and School Board meetings do not conflict with Board of Selectmen or Planning Board meetings. Further discussion deferred to a future meeting.

Minutes

February 18, 2020

MOTION: Member Hanson moved to approve the minutes of February 18, 2020 as presented. Member Crean seconded.

VOTE: B. Seaworth – YES C. Hanson – YES A. Bond - YES
D. Crean – YES R. Bourque – YES K. Cruson – YES
H. Germain - YES

MOTION TO APPROVE THE MINUTES OF FEBRUARY 18, 2020 AS PRESENTED PASSED ON A 7-0 VOTE.

February 25, 2020

MOTION: Member Hanson moved to approve the minutes of February 25, 2020 as presented. Member Crean seconded.

VOTE: B. Seaworth – YES C. Hanson – YES A. Bond - YES
D. Crean – YES R. Bourque – YES K. Cruson – YES
H. Germain - ABSTAIN

MOTION TO APPROVE THE MINUTES OF FEBRUARY 25, 2020 AS PRESENTED PASSED ON A 6-0-1 VOTE WITH ALTERNATE MEMBER GERMAIN ABSTAINING.

Miscellaneous

1. Correspondence – Planner Cronin reported that a miscellaneous carry over item was receipt of a memo from Central NH Regional Planning about traffic counts to be conducted this summer. Planner Cronin will send members a copy of the Roads Committee suggested list.

2. Committee Reports

Board of Selectmen (BOS) – Selectmen's Rep Bond reported that the Board of Selectmen will be meeting with the School Board as a guest at their 4/21/20 meeting. We have a predicament that residents are unable to pay their taxes, meals and rooms taxes are down, and car registration fees are down. The Town of Pembroke has frozen all non-emergency purchases. Governor Sununu passed an emergency order that no late fees can be assessed on unpaid taxes during this pandemic. David Jodoin has written to the Governor and to the NH Municipal Association about RSA 31 Special Town Meeting to discuss not putting money in reserve as voted on in March 2020. Member Crean asked if the School Board has put a stop to transportation expense. Selectmen's Rep Bond said that the School Board will not address that until the April 21, 2020 meeting.

Selectmen's Rep Bond stated that she is on the SAU Executive Board and they have no provisions in place to save money. No School District in the SAU had an issue with no cost saving measures in place. Two contracts were approved that include \$3,000 into an

annuity of employee choice, family-2 person or single health insurance provisions, travel reimbursement and \$75 per month for cell phone. Member Cruson asked if the SAU Executive Board has had a discussion with the School Superintendent. The SAU Executive Board has no intention of doing anything with the budget. Member Cruson asked Selectmen's Rep Bond to take back to the SAU Executive Board meeting being held remotely on Wednesday, May 6, 2020 at 5:30 p.m. resident and Planning Board concern over their lack of action.

3. Other Business- none

4. Planner Items- Planner Cronin reported that no new applications have come in so the remote meeting on 4/28/20 will be the same information that was in the postponed March 24, 2020 meeting package. Member Cruson asked how we are going to do that and address the needs of the board and the public. Planner Cronin stated that the presenters will have full permission to speak and share their screen as we do. The public will have a telephone number to call into the meeting platform or they can participate on the webinar platform or email Carolyn Cronin. Their microphones will be muted until they raise their hand (button on their screen) and are recognized to speak. Planner Cronin noted that the Planning Board can adjourn the meeting per the executive order that Chairman Seaworth read if the electronic platform does not meet the needs of the board or public to a later date. Chairman Seaworth noted that the executive order also waives time limits for Planning Board review period so time constraints will not be a factor if the electronic meeting format does not work as planned.

5. Board Member Items - none

6. Audience Items – none

MOTION: Member Hanson moved to adjourn the meeting. Seconded by Member Crean. Unanimously approved.

The meeting was adjourned at 8:11 p.m.

Respectfully submitted,
Susan Gifford, Recording Secretary