

**Pembroke Planning Board  
Meeting Minutes  
(Approved November 10, 2020)  
October 27, 2020**

**MEMBERS PRESENT:** Brian Seaworth, Chairman; Robert Bourque, Vice Chairman; Ann Bond, Selectman's Rep. (arrived 7:15 pm); Brent Edmonds **ALTERNATES PRESENT:** Kevin Foss

**MEMBERS EXCUSED:** Kathy Cruson, Dan Crean, Holli Germain

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

Chairman Seaworth explained that this meeting is held in person at the Pembroke Academy Cafeteria, 209 Academy Road, Pembroke, NH with masks and sanitizer available and social distancing in the meeting space.

Chairman Seaworth noted that a quorum is present and opened the meeting at 6:35 p.m. He noted that Selectmen's Rep Bond would arrive after a School Board meeting ends. Kevin Foss will be voting for Kathy Cruson.

**Old Business**

1. **Major Subdivision Application #20-04, Mark Sargent, Richard D. Bartlett & Associates, LLC, acting as Applicant on behalf of Ayn Whytemare-Donovan, owner of Tax Map 561, Lot 4 located at 636-674 Fourth Range Road in the Rural/Agricultural-Residential (R3) Zone, Medium Density-Residential (R1) Zone, Commercial/Light Industrial (C1) Zone, and the Wetlands Protection (WP) District.**

The Applicant proposes a subdivision to create four new residential lots to be served by private well and on-site septic.

➤ **Special Use Permit Application SUP-WP #20-302.**

The Applicant requests a Special Use Permit in accordance with Article 143-72.D., Wetlands Protection District, for construction of a driveway resulting in impacts to the wetlands.

Planner Cronin provided an overview of the Major Subdivision Application. Applicant proposes to subdivide the parcel into a total of 5 lots to be served by on-site septic and private well. This parcel is the same that was before the Board in June for a lot line adjustment with the Pembroke Animal Hospital. Two lots are proposed to front on Beacon Hill Road with three lots fronting on Fourth Range Road. There is no new roadway involved with the project.

The project requires a Special Use Permit for a wetlands impact at a driveway crossing. A Wetlands Permit from NHDES is required.

The project does not trigger any criteria in the regulations for a Development of Regional Impact, but the Board should still discuss and vote on whether it feels this may be considered a regional impact or not.

Waiver request items: proposed streets (C), water and sewer lines (L), easements (R), open space (S), phasing (T), and open space development (W) are not applicable. Due to

the lot sizes exceeding the lot minimums, items: partial topography (I), drainage (M), and test pits (O) seem reasonable. Construction plans (Part B, Items A through F) are not applicable.

**MOTION:** Vice Chairman Bourque moved to grant the waiver requests for checklist items: Part A, Items: C, I, L, M, O, R, S, T, and W and Part B, Items: A, B, C, D, E, F, as requested by the applicant. Seconded by Member Edmonds.

**VOTE:** B. Seaworth – Yes K. Foss - Yes  
B. Edmonds - Yes R. Bourque – Yes

**MOTION TO GRANT THE WAIVER REQUESTS AS REQUESTED PASSED ON A 4-0 VOTE.**

**MOTION:** Vice Chairman Bourque moved to accept the application as complete. Seconded by Member Foss.

**VOTE:** B. Seaworth – Yes K. Foss - Yes  
B. Edmonds - Yes R. Bourque – Yes

**MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 4-0 VOTE.**

**MOTION:** Vice Chairman Bourque moved that the application is not a Development of Regional Impact. Seconded by Member Foss.

**VOTE:** B. Seaworth – Yes K. Foss - Yes  
B. Edmonds - Yes R. Bourque – Yes

**MOTION TO ACCEPT THAT THE APPLICATION IS NOT A DEVELOPMENT OF REGIONAL IMPACT PASSED ON A 4-0 VOTE.**

At 6:42 p.m. Chairman Seaworth opened the public hearing on Major Subdivision Application #20-04 and its associated permit. Chairman Seaworth 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.

Mark Sargent noted that two lots are proposed to front on Beacon Hill Road with three lots fronting on Fourth Range Road. There is no new roadway involved with the project. The lots on Fourth Range Road are oversized and meet minimum required buildable area. The commercial/residential district line bisects the lot such that it cannot get sewer and is considered residential. Mark Sargent showed a larger plan of a wetland crossing on Lot 6 and a small crossing on Lot 5. The applicant is meeting with the Conservation Commission on November 9, 2020 and will file with NHDES after. They have conditional approval on state subdivision. If anything needs to change on the plans for wetland crossing, the applicant understands they will need to refile. Ann Whytemare said that Conservation Commission discussed the overall plan at their last meeting. She had stepped out of the room for that discussion. Mark Sargent said we feel confident that the crossings come under minimal impact. Mark Sargent said there was a delay in wetlands delineation, and they had to bring in another wetland scientist, Jim Fougere, for the driveway crossing. Mr. Fougere will attend the November 9, 2020 Conservation Commission meeting.

Chairman Seaworth reviewed the nine draft conditions. Mark Sargent asked if driveway permits were needed prior to recording. No, town driveway permits can be finalized after recording.

There being no further input Chairman Seaworth closed the public hearing at 6:53 p.m.

**MOTION:** Vice Chairman Bourque moved to approve Wetlands Special Use Permit SUP-WP-#20-302 with the following conditions:

1. This Special Use Permit is in accordance with Article 143-72.D.(2), Wetlands Protection District, for construction of a driveway resulting in impacts to the wetlands. 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. SUP-WP #20-302 was approved in conjunction with Major Subdivision Plan #20-04. If at any time Major Subdivision Plan #20-04 is revoked or final approval is not received, this Special Use Permit becomes invalid.

Seconded by Member Foss.

**VOTE:**           B. Seaworth – Yes                   K. Foss - Yes  
                  B. Edmonds - Yes               R. Bourque – Yes

**MOTION TO APPROVE SUP-WP-#20-302 WITH CONDITIONS PASSED ON A 4-0 VOTE.**

**MOTION:** Vice Chairman Bourque moved to approve Major Subdivision Application #20-04 with the following conditions:

1. All waivers and the date granted shall be listed on the plan.
2. All conditions of approval shall be listed on the plan.
3. The original signatures of all property owners shall be provided on the final plan.
4. The final plan and the Special Use Permit (SUP-WP #20-302) Notices of Decision shall be recorded at the Merrimack County Registry of Deeds. LCHIP check to accompany the final plan.
5. All new lot corners shall be monumented in the field.
6. The plan will not be considered as receiving final approval until all conditions of approval are met.
7. NHDES Wetland Permit is required.
8. Town Driveway Permits for each lot are required.
9. Prior to occupancy, residential sprinkler systems shall be installed and operational for each house seeking occupancy at that time.

Seconded by Member Foss.

**VOTE:**           B. Seaworth – Yes                   K. Foss - Yes  
                  B. Edmonds - Yes               R. Bourque – Yes

**MOTION TO APPROVE MAJOR SUBDIVISION APPLICATION #20-04 WITH CONDITIONS PASSED ON A 4-0 VOTE.**

1. ALL WAIVERS AND THE DATE GRANTED SHALL BE LISTED ON THE PLAN.
2. ALL CONDITIONS OF APPROVAL SHALL BE LISTED ON THE PLAN.
3. THE ORIGINAL SIGNATURES OF ALL PROPERTY OWNERS SHALL BE PROVIDED ON THE FINAL PLAN.

4. THE FINAL PLAN AND THE SPECIAL USE PERMIT (SUP-WP #20-302) NOTICES OF DECISION SHALL BE RECORDED AT THE MERRIMACK COUNTY REGISTRY OF DEEDS. LCHIP CHECK TO ACCOMPANY THE FINAL PLAN.
5. ALL NEW LOT CORNERS SHALL BE MONUMENTED IN THE FIELD.
6. THE PLAN WILL NOT BE CONSIDERED AS RECEIVING FINAL APPROVAL UNTIL ALL CONDITIONS OF APPROVAL ARE MET.
7. NHDES WETLAND PERMIT IS REQUIRED.
8. TOWN DRIVEWAY PERMITS FOR EACH LOT ARE REQUIRED.
9. PRIOR TO OCCUPANCY, RESIDENTIAL SPRINKLER SYSTEMS SHALL BE IN INSTALLED AND OPERATIONAL FOR EACH HOUSE SEEKING OCCUPANCY AT THAT TIME.

2. **Major Site Plan Application #20-102, Robert Kilmer, Sanford Surveying and Engineering, acting as Applicant on behalf of Michael & Maranda Donnelly, owners of Tax Map 870, Lot 8 located at 617B Buck Street in the Rural/Agricultural-Residential (R3) Zone and the Aquifer Conservation (AC) and Floodplain Development (FD) Districts.**

The Applicant proposes a change in use from a residential duplex to one residential unit and one day care center.

➤ **Special Use Permit Application SUP-AC #20-301.**

The Applicant requests a Special Use Permit in accordance with Article 143-68.E., Aquifer Conservation District, for day care center use over the aquifer.

Planner Cronin provided an overview. The property is a residential duplex. The Applicant proposes to convert one of the residential units into a day care center. A parking waiver is requested from paving to maintain the gravel parking surface. Waivers are requested from multifamily housing, all property boundary lines, proposed buildings, proposed streets, test pits, topography, soil types, and construction plans.

**MOTION:** Vice Chairman Bourque moved to grant the waiver requests for checklist items: Part A, Item: L, Part B, Items: B(2), B(6), B(11), B(16), B(18), B(19), and Part C, Items A through F, as requested by the applicant. Seconded by Member Edmonds.

**VOTE:**            B. Seaworth – Yes                      K. Foss - Yes  
                          B. Edmonds - Yes                      R. Bourque – Yes

**MOTION TO GRANT THE WAIVER REQUESTS AS REQUESTED PASSED ON A 4-0 VOTE.**

Chairman Seaworth noted that the requested waiver of paved parking would be discussed during public hearing, and a vote taken after the close of public hearing.

**MOTION:** Vice Chairman Bourque moved to accept the application as complete. Seconded by Member Foss.

**VOTE:**            B. Seaworth – Yes                      K. Foss - Yes  
                          B. Edmonds - Yes                      R. Bourque – Yes

**MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 4-0 VOTE.**

At 7:01 p.m. Chairman Seaworth opened the public hearing on Major Site Plan Application #20-102 and its associated permit. Chairman Seaworth 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.

Bob Kilmer, Sanford Surveying and Engineering, on behalf of the applicant stated the lot is in the R3 and AC zoning districts. Michael and Maranda Donnelly have owned the property since 2016. It is a big farmhouse with an attached barn. Farmers work the fields in back from 4:00 am to early afternoon. There is an existing horseshoe shaped gravel driveway in the front of the house that will be used for drop off and pick up. The lot is on municipal water and onsite septic. Mr. Kilmer has been in contact with NH DES to obtain historical septic design. The daycare is proposed for 19 children and would have four employees, three full-time and one part-time.

Chairman Seaworth asked Mr. Kilmer to highlight the portion that would be used for daycare and the portion that is residential. The right side over to the barn is the daycare area. Vice Chairman Bourque noted that TRC asked for 25-foot paved aprons at the entrance and exit of the horseshoe driveway. NH DOT District 5 maintains Buck Street. Chairman Seaworth clarified that when a local road is also a state maintained road, regulations defer to the locality. Mr. Kilmer showed three parking spaces in the rear, two for the residential use, that they are requesting a waiver to keep gravel. There are four parking spaces out front and one designated handicapped space. Five or more spaces require a handicapped space be installed. Member Edmonds asked for clarification that the horseshoe driveway would remain gravel as configured. Mr. Kilmer is looking for a driveway permit at NH DOT District 5.

Chairman Seaworth asked for clarification on the number of students. There will be 19 students. State licensing for family daycare allows 12 full-time and 5 after school students. This would be center based daycare, limited by square footage and other factors. Less than 12 students, there are no specific life safety regulations. Over 12 students requires compliance with life safety codes. Chairman Seaworth noted that the driveway paving waiver would be addressed after the public hearing is closed.

An abutter letter was submitted regarding traffic, including farm vehicles in the field in back. Mr. Kilmer noted the farmers come on the land as early as 4 am and leave early, depending on the crop. Maranda Donnelly noted their property has a right of way on the next property for farm vehicle access.

Chairman Seaworth reviewed the draft conditions. Selectmen's Rep Bond arrived at 7:15 pm. She asked for an overview of parking plans. Mr. Kilmer stated there would be 4 spots in front, and 3 spots on the side along with a designated handicapped parking spot in front for 8 parking spaces allocated to the daycare. The driveway can accommodate a row of cars waiting on drop off and pick up. Maranda Donnelly said parking has not been an issue throughout the school year. If the driveway is full, parents are asked to drive around and come back. There will be a sign for the handicapped space.

Selectmen's Rep Bond noted a September 14, 2020 email asking the state for an approved septic plan. Mr. Kilmer said if the state does not have a copy, we will need to design one. Chairman Seaworth noted that as a state road, NH DOT would have issued the driveway permit. The requirement for a 25-foot paved apron at each end of the horseshoe driveway to Buck Street is taken from the town driveway permit application. The applicant was given a contact at Pembroke DPW.

There being no further input Chairman Seaworth closed the public hearing at 7:23 p.m.

**MOTION:** Member Foss moved to waive the paved parking requirement to allow gravel parking spaces. Seconded by Vice Chairman Bourque.

**DISCUSSION:** Selectmen's Rep Bond is concerned there could be damage to the aquifer if cars are parked on unpaved surfaces. We have required paving for other applications on the aquifer. Member Foss stated he sees a benefit to having a pervious surface. Selectmen's Rep Bond said the drop off is for young children and there is not enough space for the number of cars.

**VOTE:**            B. Seaworth – Yes            K. Foss – Yes            A. Bond - No  
                      B. Edmonds - Yes            R. Bourque – Yes

**MOTION TO WAIVE PAVED PARKING REQUIREMENT PASSED ON A 4-1 VOTE.**

**MOTION:** Vice Chairman Bourque moved to approve Aquifer Special Use Permit SUP-AC-#20-301 conditionally until Major Site Plan #20-102 has received final approval, at which time the Special Use Permit becomes final for as long as the plan is approved. If at any time the plan is revoked or final approval is not received, the Special Use Permit becomes invalid.

Seconded by Member Edmonds.

**VOTE:**            B. Seaworth – Yes            K. Foss – Yes            A. Bond - Yes  
                      B. Edmonds - Yes            R. Bourque – Yes

**MOTION TO APPROVE SUP-AC-#20-301 WITH CONDITIONS PASSED ON A 5-0 VOTE.**

**MOTION:** Vice Chairman Bourque moved to approve Major Site Plan Application #20-102 with the following conditions:

1. All waivers and the date granted shall be listed on the plan.
2. All conditions of approval shall be listed on the plan.
3. Prior to signature, the plans shall be revised to include both a true north and magnetic north arrow.
4. Prior to signature, correct a typo in Plan Note 6 on both sheets where the lot area should be listed as 75,000 SF.
5. All building and fire permits and approvals are required.
6. All local, state, and federal permits and approvals are required.
7. Updated NHDOT Driveway Permit is required.
8. Applicant shall submit confirmation from NHDES that the septic can accommodate the day care use.
9. One parking space shall be designated for handicapped parking.
10. The original signatures of all property owners shall be provided on the final plan.

11. The Special Use Permit Notice of Decision (SUP-AC #20-301) and the Site Plan Review #20-102 Notice of Decision shall be recorded at the Merrimack County Registry of Deeds.
12. The site plan will not be considered as receiving final approval until all conditions of approval are met.
13. Applicant will install a 25-foot paved apron to Buck Street at each end of the horseshoe driveway as per Pembroke DPW.

Seconded by Selectmen's Rep Bond.

**VOTE:**        B. Seaworth – Yes        K. Foss – Yes        A. Bond - Yes  
                   B. Edmonds - Yes        R. Bourque – Yes

**MOTION TO APPROVE MAJOR SITE PLAN APPLICATION #20-102 WITH CONDITIONS PASSED ON A 5-0 VOTE.**

1. ALL WAIVERS AND THE DATE GRANTED SHALL BE LISTED ON THE PLAN.
2. ALL CONDITIONS OF APPROVAL SHALL BE LISTED ON THE PLAN.
3. PRIOR TO SIGNATURE, THE PLANS SHALL BE REVISED TO INCLUDE BOTH A TRUE NORTH AND MAGNETIC NORTH ARROW.
4. PRIOR TO SIGNATURE, CORRECT A TYPO IN PLAN NOTE 6 ON BOTH SHEETS WHERE THE LOT AREA SHOULD BE LISTED AS 75,000 SF.
5. ALL BUILDING AND FIRE PERMITS AND APPROVALS ARE REQUIRED.
6. ALL LOCAL, STATE, AND FEDERAL PERMITS AND APPROVALS ARE REQUIRED.
7. UPDATED NHDOT DRIVEWAY PERMIT IS REQUIRED.
8. APPLICANT SHALL SUBMIT CONFIRMATION FROM NHDES THAT THE SEPTIC CAN ACCOMMODATE THE DAY CARE USE.
9. ONE PARKING SPACE SHALL BE DESIGNATED FOR HANDICAPPED PARKING.
10. THE ORIGINAL SIGNATURES OF ALL PROPERTY OWNERS SHALL BE PROVIDED ON THE FINAL PLAN.
11. THE SPECIAL USE PERMIT NOTICE OF DECISION (SUP-AC #20-301) AND THE SITE PLAN REVIEW #20-102 NOTICE OF DECISION SHALL BE RECORDED AT THE MERRIMACK COUNTY REGISTRY OF DEEDS.
12. THE SITE PLAN WILL NOT BE CONSIDERED AS RECEIVING FINAL APPROVAL UNTIL ALL CONDITIONS OF APPROVAL ARE MET.
13. APPLICANT WILL INSTALL A 25 FOOT PAVED APRON TO BUCK STREET AT EACH END OF THE HORSESHOE DRIVEWAY AS PER PEMBROKE DPW.

**New Business**

3. **Minor Site Plan Application #20-103, Thomas Zajac, Hayner/Swanson, Inc., acting as Applicant on behalf of One Wall Allenstown, LLC, owner of Tax Map VW, Lot 188-2 located at Hemlock Island in the Medium Density-Residential (R1) Zone.**  
 The Applicant is conditionally approved to redevelop 25 Canal Street, Allenstown into 150 apartments. A portion of the property is located in Pembroke. No development is proposed on the Pembroke portion.

Through the surveying, it was discovered that Hemlock Island is actually part of Pembroke, not Allenstown. Because the land is also in Pembroke, the plan must be approved by both

towns. Legal counsel has advised that the best option was to apply for Minor Site Plan and waivers of all the checklist items.

Chairman Seaworth noted that the project was designated a Development of Regional Impact. The Pembroke Planning Board concurred with all the concerns raised in a letter dated July 31, 2020 from Central NH Regional Planning Commission. The main concerns were additional traffic north on Broadway to Route 3, lack of parking in the village and sewer capacity for 150 new residential units. The Town of Allenstown took our comments into evaluation during their review of the plan. I want to re-emphasize that the application tonight concerns just the undeveloped island that is in Pembroke. Selectmen's Rep Bond stated that the developer does pay taxes to Pembroke on the small island.

**MOTION:** Vice Chairman Bourque moved to grant the waiver requests for checklist items: Part A. All Items: A through M as requested by the applicant. Seconded by Selectmen's Rep Bond.

**VOTE:**            B. Seaworth – Yes            K. Foss – Yes            A. Bond - Yes  
                      B. Edmonds - Yes            R. Bourque – Yes

**MOTION TO GRANT THE WAIVER REQUESTS AS REQUESTED PASSED ON A 5-0 VOTE.**

**MOTION:** Vice Chairman Bourque moved to accept the application as complete. Seconded by Member Foss.

**VOTE:**            B. Seaworth – Yes            K. Foss – Yes            A. Bond - Yes  
                      B. Edmonds - Yes            R. Bourque – Yes

**MOTION TO ACCEPT THE APPLICATION AS COMPLETE PASSED ON A 5-0 VOTE.**

At 7:45 p.m. Chairman Seaworth opened the public hearing on Minor Site Plan Application #20-103. Chairman Seaworth 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.

Tom Zajac, Hayner/Swanson, Inc., and Attorney John Bisson were present. Tom noted that his firm spent the good part of a year on the design and permitting process. Member Foss asked if they foresee any plans for the island. Tom Zajac stated there are no plans now or in the future to develop the island. It has very steep topography and retaining walls. A good portion of the two-acre island lies in the flood zone. The island dates to the late 1870's when the mill was constructed. The Suncook River is to the north, and a stream bisects the island along town line in the south. The island is in Pembroke. This project has no impact and no development on the island. I am happy to answer questions or go into more detail.

Derik Goodine, Town Administrator of Allenstown, NH, stated that this project includes attractive living, and overall will have a very positive impact on Suncook Village business on both sides. No public comment was received in opposition of the project.

Member Edmonds asked if considering the overall plan, the island would remain undeveloped in perpetuity. With the steep topography there are no plans for present or future development. Selectmen's Rep Bond is curious what the tax element is on the

island. She asked how many units and how many parking spaces were on the plan. There are 150 residential units and 263 parking spaces. Selectmen's Rep Bond noted that there is no parking available in the Pembroke Suncook village area. Member Edmonds asked if the applicant would consider donating the island to conservation. Tom Zajac stated that the density calculations did not include the island. He is not aware of any plan to donate the land to conservation but will pass on the suggestion.

**MOTION:** Vice Chairman Bourque moved to approve Minor Site Plan Application #20-103 with the following conditions:

1. The original signatures of all property owners shall be provided on the final plan.
2. The Site Plan Review Notice of Decision shall be recorded at the Merrimack County Registry of Deeds and recording fees paid to Town of Pembroke.
3. The site plan will not be considered as receiving final approval until all conditions of approval are met.

Seconded by Selectmen's Rep Bond.

**VOTE:** B. Seaworth – Yes K. Foss – Yes A. Bond - Yes  
B. Edmonds - Yes R. Bourque – Yes

**MOTION TO GRANT THE WAIVER REQUESTS AS LISTED PASSED ON A 5-0 VOTE.**

### Minutes

October 13, 2020

**MOTION:** Vice Chairman Bourque moved to approve the minutes of October 13, 2020 as presented. Selectmen's Rep Bond seconded.

**VOTE:** B. Seaworth – Yes K. Foss – Abstain A. Bond - Yes  
B. Edmonds - Abstain R. Bourque – Yes

**MOTION TO APPROVE MINUTES OF OCTOBER 13, 2020 PASSED ON A 3-0-2 ABSTAIN VOTE.**

### Miscellaneous

1. Correspondence -none
2. Committee Reports
3. Other Business
4. Planner Items – MS4 Public Hearing notice for Subdivision and Site Plan Regulations will be noticed Friday 10/30/20 for the 11/10/20 workshop.
5. Board Member Items- Selectmen's Rep Bond reported that the **Board of Selectmen** are working on the budget. A part-time employee was hired for the transfer station. Volunteers are needed on election day at Pembroke Academy to be runners. The Supervisors of Checklist will be in the cafeteria and voting will be held in the auditorium.  
**ZBA, Tri-Town** – Vice Chairman Bourque reported that the ZBA met last night and approved 2 applications, continued one. Vice Chairman Bourque reported that the appeals court in Boston ruled in favor of the Town after a three-year consideration of the Sign for Jesus. An appeal to the Supreme Court in Washington DC is the next option. Tri-Town had a regular meeting with manifests, payroll, and discussion of policies.  
**A. Open Space Development Outreach Plan** – Vice Chairman Bourque reported that the first action should be to change the wording of "open space" to 'smart growth',

'conservation subdivision' or as Chairman Seaworth suggested, 'Innovative Land Use', which is the title of the NH RSA that allows and limits options in development. An information table at voting would not be feasible. A handout on innovative land use might be an option to use at town and school voting. Vice Chairman Bourque noted it would be beneficial to receive as much feedback as possible whether residents are interested in a development option before we commit to working on one. Governor Sununu does not want to talk about how voting in March 2021 will look. Selectmen's Rep Bond suggested drafting a list of questions on *Survey Monkey* that residents could consider and answer at home. We might be able to reach more people this way. Chairman Seaworth suggested posting the survey on Facebook. Selectmen's Rep Bond said the Town has a Facebook page. Planner Cronin suggested setting up a dedicated email to receive all responses. Selectmen's Rep Bond noted that the town newsletter mailing had 672 returns so that list may not be used again. The mailing was addressed to "Resident at town address" not to property owners who may live out of town. There is already information that needs to be included in the tax bill mailing.

6. Audience Item

**MOTION:** Vice Chairman Bourque moved to adjourn the meeting. Seconded by Selectmen's Rep Bond.

Without objection the meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Susan Gifford, Recording Secretary