

**Pembroke Planning Board  
Meeting Minutes  
(Adopted)  
April 13, 2021**

**MEMBERS PRESENT:** Brian Seaworth, Chairman; Robert Bourque, Vice Chairman; Ann Bond, Selectman's Rep.; Kathy Cruson (left meeting 7:17 p.m.), Brent Edmonds, Kevin Foss, Clint Hanson

**ALTERNATES PRESENT:**

**MEMBERS EXCUSED:**

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

Chairman Seaworth called the meeting to order at 6:30 pm. He read the legal notice required for remote meetings under the Governor's Emergency order. The Planning Board is utilizing Go to Meeting platform. The public has access to listen or participate as stated on the public notice of meeting. Seven members were present.

**New Business**

**Election of Officers – Planning Board**

Chairman Seaworth opened nominations for Chairman at 6:35 p.m.

Bob Bourque nominated Brian Seaworth as Chairman for the coming year. Selectmen's Rep Bond seconded.

With only one name on the ballot, Clint Hanson moved to close the nominations and vote for Brian Seaworth as Chairman. Selectmen's Rep Bond seconded. Chairman Seaworth thanked members for their support.

Chairman Seaworth opened nominations for Vice Chairman at 6:40 p.m.

Brian Seaworth nominated Bob Bourque as Vice Chairman for the coming year. Brent Edmonds seconded.

With only one name on the ballot, Clint Hanson moved to close the nominations and vote for Bob Bourque as Vice Chairman. Brent Edmonds seconded. Bob Bourque thanked members for their support.

**Committee Representatives**

Chairman Seaworth explained that there are five town committees that the Planning Board sends a representative to serve. He would like to go down the list, name a representative and take a single vote after discussion.

**CIP** – Kevin Foss Kevin has been serving as a citizen representative on CIP. Planner Cronin noted that CIP is no longer held on Wednesday, but would be held on Monday or Thursday.

**Central NH Regional Planning** - Kathy Cruson

**Conservation Commission** – Kevin Foss, with Brent Edmonds as Alternate

**Roads Commission** – Brian Seaworth

**Technical Review Committee** – Bob Bourque

**MOTION:** Member Hanson moved to approve the five Planning Board committee representatives as discussed. Vice Chairman Bourque seconded.

**Discussion:** Vice Chairman Bourque asked how Planning Board participation is required for these committees. Chairman Seaworth explained that the board follows state

regulations. Planner Cronin noted that based on membership structure and procedures, these boards require a Planning Board representative.

**VOTE:** B. Seaworth – Y C. Hanson – Y K. Foss - Y  
B. Edmonds - Y R. Bourque – Y K. Cruson-Y  
A. Bond - Y

**MOTION TO APPROVE PLANNING BOARD COMMITTEE REPRESENTATIVES AS LISTED PASSED ON A 7-0 VOTE.**

### **Minutes**

- March 23, 2021

**MOTION:** Vice Chairman Bourque moved to approve the minutes of March 23, 2021 as presented. Member Hanson seconded.

**VOTE:** B. Seaworth – Y C. Hanson – Y K. Foss - Y  
B. Edmonds - Y R. Bourque – Y K. Cruson-Y  
A. Bond - Y

**MOTION TO APPROVE MINUTES OF MARCH 23, 2021 AS PRESENTED PASSED ON A 7-0 VOTE.**

### **Miscellaneous**

1. Correspondence – Planner Cronin reported that City of Concord Planning Board sent plans and a project narrative for a site plan designated as a development of regional impact on March 17, 2021. A parking lot expansion planned by 3G Eagle LLC, 25 Penacook Street, is in the Pembroke aquifer. Any comments should be sent to the next public hearing on 4/21/2021. Chairman Seaworth asked Planner Cronin to thank the Concord Planning Board for notifying the Pembroke Planning Board.
2. NH DOT Dredge and Fill Permits – Planner Cronin described the scope of work on two dredge and fill permits by NH DOT. One is major replacement work on the North Pembroke Road bridge on Route 28 over the Soucook River, and the other is work on the Allenstown-Pembroke 40362 bridge repair. Chairman Seaworth said the North Pembroke bridge project was discussed at Roads Committee. The work was anticipated to be a winter project that is now scheduled for spring. This is the bridge used by sand and gravel trucks in good weather. There is a possibility the trucks can negotiate use of Continental paths. Selectmen's Rep Bond noted that Pembroke asked them to do a complete detour for the work. NH DOT did not agree, and the work will be done as a one lane bridge for at least three months.
3. Committee Reports – Chairman Seaworth explained that in recent years, the Planning Board has covered activity of other town department activity. Due to length of meetings, it was suggested that the board limit discussion to committees officially assigned to the Planning Board.

Roads Committee – Chairman Seaworth reported that Roads Committee met last week. The 2021 projects have not started yet. We discussed the many projects planned for 2022, more than Pembroke has a budget to cover. A road company was brought in to share a short version of a seminar given to professionals. The topic was that it is cheaper to maintain roads in good condition than to wait until the roads need replacement.

CNHRPC – Kathy Cruson was unable to attend last meeting, but will obtain the minutes and report on any relevant information.

Technical Review Committee – Vice Chairman Bourque was unable to attend today's TRC due to a conflict. Planner Cronin reported that a lot line adjustment was discussed to create 3 lots at Borough and No Pembroke Road. A plan for 32 apartments at the former Village School was reviewed.

Conservation Commission – has been vacant. Report will follow.

Board of Selectmen – Selectmen's Rep Bond reported that following public hearing, the Board of Selectmen did vote to extend the prohibition of OHRV from roads until May 31 which is the date most towns utilized.

#### 4. Other Business

**Five Alternate Member seats** – Planner Cronin noted that NONE of the Alternate Planning Board member seats are filled.

Open Space Development Survey – Planner Cronin reported that she was planning to include several photos and maps to the survey for ease of completing survey. She discovered this cannot be done on the free version of Survey Monkey. Survey Monkey is only available as an annual subscription at a cost of \$40 per month. Survey Planet, an equally good product, is available for selected months at \$20 per month. David Jodoin has confirmed that there is money in the budget. Planet Survey is the least cost solution to create a dynamic survey.

Chairman Seaworth noted that the Planning Board could also have a link or provide reference materials on the Planning Board website. Use of the survey software would not be a major cost. Planner Cronin wants the survey to be as user friendly as possible. Vice Chairman Bourque asked if Planner Cronin could look into Survey Planet as the less expensive option. Does it have a minimum time to use the services? Chairman Seaworth said it would be worth it to include maps, as it would increase participation in the survey. Vice Chairman Bourque asked if Survey Planet can weed out duplicate responses. Planner Cronin said yes, the software can requires use of an email address as a unique identifier.

5. Planner Items – Planner Cronin reported the Board of Selectmen did adopt a temporary outdoor dining policy. The town will do inspections of restaurants that choose to offer outdoor dining due to current COVID restrictions. A new Code Enforcement Officer with a background in construction has started work on Monday April 12, 2021.

#### 6. Board Member Items –

Selectmen's Rep Bond reported that on April 10, 2021 the Town presented a bell from one of the engines to Chief Paulson. Chief Paulson sadly passed away the Monday after the presentation. Town officials and Chief Paulson's family were very please and moved by the recognition of his service.

Selectmen's Rep Bond reported that people park on both sides at the top of Kimball Street. A site walk will be held to evaluation better options for parking. The Board updated the Solid Waste Ordinance. Gerry Fleury retired from Trustees of the Trust Fund. Mark Hollis will take his place.

Chairman Seaworth reported that the NH House passed a bill that gives the Planning Board an extra month to review applications declared as Development of Regional Impact. This makes up for the delay of notifying affected abutters.

Member Edmonds asked about water line work on Bow Lane. There is separation of authority, but he hopes that DPW road work coordinates with Pembroke Water Works repair work. Chairman Seaworth noted there is a cycle of long term planning set out on a spreadsheet. He does not have the spreadsheet handy to see the projected date of future road work. Selectmen's Rep Bond noted that a site walk was conducted by DPW at the Country Club development. With additional traffic onto Bow Lane from the residences and the new clubhouse, Water Works estimated an \$800,000 impact if a water main were to break in the area.

Chairman Seaworth noted that the Roads Committee procedure to evaluate projects for future work has shifted dramatically. Roads Committee members used to take a school bus ride around all the roads for planning purposes. Two years ago, CNHRPC and NHTI students collected data which is used by the DPW Director to develop a system of metrics to evaluate condition of roads.

Vice Chairman Bourque asked about the outcome of the site walk at the golf course for the two additional units. Planner Cronin reported that ambulance, police, fire, DPW, the applicant's engineers and the property owner walked around the building where the two new units would be located. Adequate signage directing residents and emergency vehicles to the back parking lot must be provided. Fire asked for a change to the curve. Access for a tower truck must be provided since the units have a walk out egress, which makes the structure a three story building in the back. Applicant will come back with a revised plan sheet and fire truck turning plan. It was a very productive meeting.

7. Audience Items - none

**MOTION:** Vice Chairman Bourque moved to adjourn the meeting. Seconded by Member Hanson.

Without objection the meeting was adjourned at 7:41 p.m.

Respectfully submitted,  
Susan Gifford, Recording Secretary