

**November 6, 2019**  
**Planning Board**

**Present were:** Regular Members Tom McCue, Lori Langlois, Greg Estrella, Richard Cassidy, Helene Rayborn, Christina Lefebvre, Naomi Levesque; Alternate Members Aline Boucher, Tony Valliere , Suzanne Wasileski, and Ex-Officio Member Bryan Chevarie

Alternate Member Lane Strahan and Ex-Officio Member Lucie Remillard were excused.

**Others Present:** Pamela Laflamme, Community Development Director

**Public Comments**

None

**Approval of October Minutes**

Ms. Levesque noted that Mr. Valliere is listed as being present for the October meeting, however, he was excused that evening. Mr. Valliere agreed.

Ms. Rayborn made a motion to accept the minutes as amended. Mr. Estrella seconded the motion. All were in favor, the motion carried.

**Discussion around Master Plan 2020 and outcomes from the Community Profile and Economic Development Strategy**

Camoin Associates have completed their economic development strategy report for the City of Berlin. Ms. Laflamme distributed a document to the group that summarizes the highlights of this study.

There are four primary goals emphasized:

- Expand outdoor recreation, tourism, community health initiatives, and related business opportunities.
- Reconceptualize the downtown area to improve community appearance and business vibrancy.
- Support and develop business and workforce to enhance economic development.
- Recognize and promote Berlin's quality of life through internal and external community marketing initiatives.

The group discussed various aspects of the report, the four primary goals, and how the findings can be integrated with the development of the City's upcoming Master Plan. The group discussed the possible redefining of the area delineated as the downtown zone. Benefits and potential drawbacks relating to short-term rentals were also discussed.

Others items discussed were the flood plain ordinance, the home occupation ordinance, and miscellaneous items included in the report. It was noted that many of the topics addressed in the Camoin study were also expounded on in the Community Profile report.

**Project Updates**

Ms. Laflamme explained that the City Manager, Jim Wheeler, will be at the December meeting of the Planning Board to present the Capital Improvement Plan. Burgess BioPower may present their greenhouse plan at the meeting as well.

**Other**

None.

**Public Comments**

None.

**Member Comments**

Mr. Estrella inquired about the riverwalk project timeline. Ms. Laflamme explained that the City is awaiting word from DOT before the next step can be undertaken.

Ms. Rayborn inquired about the City not having a fenced-in dog park. She also inquired about several properties that are unkempt and wondered if this is being addressed. Ms. Laflamme will refer the issue to the Building Inspector and also to the Health Officer.

**Planner Comments**

None.

**Adjournment**

There being no further business to come before the Board, Ms. Rayborn made a motion to adjourn, seconded by Ms. Levesque. All in favor, the motion carried. The meeting ended at 7:30 pm.

The next Planning Board meeting will be held on Tuesday, December 3, 2019.

Respectfully Submitted,  
Bryan Chevarie