

Brookfield Planning Board
Commerce, Home Occupation and Cottage Industry Committee

Minutes

Wednesday, August 26, 2009

Attendance (in alpha order): Geary Ciccarone, Rob Collins, Bill Gaver, Bobby Lineham, Jim Murfey, Steve Petrequin, Fred Perry, Bob Russo. Public: Cliff Camp

The meeting was called to order by Chairman Jim Murfey at 6:35 pm

Minutes of the Meeting of August 12, 2009. Motion was made by Bill Gaver and seconded by Rob Collins to approve the minutes of the meeting of August 12, 2009. Agreed: Geary Ciccarone, Rob Collins, Bill Gaver, Jim Murfey (those in attendance who were in attendance at the August 12 meeting.)

Old Business:

- Make-up of the Committee. Geary Ciccarone contacted a majority of the names on the list, received "nos" from many, but some additional residents of the town have attended tonight's meeting.
- Jim Murfey discussed conversations he'd had with Charlie French of the UNH Cooperative Extension. He had prepared a document covering the substance of those discussions which is attached to these minutes.
- Geary Ciccarone indicated that he'd had additional discussions with another lawyer at LGC who has offered to help with the survey. Geary will get that name to the Chair.

MOTION. Bill Gaver moved, and Geary Ciccarone seconded that: The Committee would commit to frame a series of survey questions/topics to be presented to Charlie French by the time of the Committee's schedule meeting with Mr. French on September 24, 2009.

AMENDMENT. Geary Ciccarone moved and Rob Collins seconded to amend the above motion to add that the survey questions/topics would be presented to the LGC attorney as well.

After discussion, all voted to approve the amendment. After discussion, all voted to approve the motion as amended.

HOMEWORK ASSIGNMENTS: All committee members were requested to compile lists of possible permitted or non-permitted businesses and possible impact items, forwarding them on to Bill Gaver by Tuesday, September 1, 2009 to be compiled for review and further action at the next meeting.

The next meeting of the Commerce, Home Occupation and Cottage Industry Committee of the Planning Board was scheduled for Thursday, September 3, 2009 at the Town Offices.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

James J Murfey

Attachments: Jim Murfey review of telephone discussions with Charlie French of the UNH Cooperative Extension.

To: Commerce, Home Occupation and Cottage Industry Committee

From: Jim Murfey

Date: August 25, 2009

Re: Survey services available from UNH Cooperative Extension.

I spoke with Charlie French at the UNH Cooperative Extension about helping us conduct a survey on home occupations for the town of Brookfield. Bill Gaver had made initial contact and passed the contact information to me.

Charlie was eager to be able to help us. He has not done a survey on home occupations per se, but has done some land use surveys and surveys regarding master plans in the past.

I asked Charlie how we should go about creating the survey. Specifically, I asked him if he would like us to take a crack at developing survey questions and have him review them. This would not be his first choice. He recommended we meet with him and, in the course of that dialogue, he would get an idea as to what we were trying to learn. He would develop the questionnaire and submit it to us via email for comment. Refinement of the survey would then proceed via email. We would have internet-based and paper versions of the survey prepared. He asked me if it was our goal to achieve at least one survey response per household. I told him I thought that was a lofty goal. He said he could make some suggestions to shoot for that level of response.

I asked him about cost. He told me the fee would be \$250 and that was mostly designed to cover travel and expense and the shared expense of his online survey service.

I asked Charlie about what he anticipated for a timeline for this survey. There are three phases, development of the survey, conducting the survey and summarizing the survey. He estimated 3-6 weeks for development, 2 weeks for conducting and 2 weeks for summarizing the results. On that basis, the survey could be complete as early as November 12 or as late as December 3. The difference between 3 and 6 weeks for the development period depends on how much effort we put into it in advance.

Charlie is not available until late in September. In an effort to lock in a time frame, we agreed to hold a meeting with him on September 24 at 6:30pm at the town offices. We can cancel that if we decide that is too late or we decide on another approach.

We can discuss this at tomorrow nights meeting.

Jim Murfey