

Planning Board Meeting Minutes  
Town of Brookfield, NH  
267 Wentworth Road  
Brookfield, NH 03872

**Thursday, January 15, 2015**

- I. Chairman Rick Surette called the meeting to order at 6:30 PM.**
- II. Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
  - A. Members present: Chairman Rick Surette, Vice-chairman Rob Collins, Geary Ciccarrone, Jim Freeman, Ed Comeau, and Selectman Rich Zacher.
  - B. Tardy: David Champy II.
  - C. Alternates present: (none).
  - D. Members and Alternates absent: Dick Peckham and John Merrigan.
- III. Appointment of Alternates per RSA 673:11, 673:12.**

(No alternates were present.)
- IV. Public Comments.**

(None).
- V. Comments Announcements / Correspondence / Mail.**
  - A. Chairman Rick Surette read a letter to the Planning Board that promoted a NHTI course on planning and zoning laws in New Hampshire.
  - B. Chairman Rick Surette read an email from Dick Peckham. The email stated Dick Peckham's intent to resign from the Planning Board.
    1. Vice-chairman Rob Collins read 3.5 of the Rules of Procedure to the Planning Board, requiring the Board to accept the resignation by motion and vote.
    2. **Motion: Vice-chairman Rob Collins moved that the Planning Board accept the resignation of Dick Peckham.** Second: Chairman Rick Surette. The motion passed unanimously.
- VI. Review and Possible Approval of the December 18, 2014 Planning Board Meeting Minutes and the January 8, 2015 Meeting Minutes.**
  - A. Chairman Rick Surette announced that since ten days had not elapse since the time that the minutes were emailed to the Planning Board, the review of the January 8, 2015 meeting minutes would be postponed.
  - B. **Review of the December 18, 2014 Planning Board Meeting Minutes.**

1. A hard copy of the December 18, 2014 meeting minutes was distributed to Planning Board members.
2. After review the following were noted for correction: page 3 of 10, VIII, A, 2, first sentence- add “Collins” before “informed” and delete “he” after “that”.
3. **Motion: Vice-chairman Rob Collins moved that the Planning Board accept the December 18, 2014 Planning Board meeting minutes as amended.** Second: Ed Comeau. The motion passed with three in favor and three members abstaining.

**VII. New Business-**

**A. Proposal that the Town Attorney Annually Address the Planning Board to Review Changes in Legislation.**

1. Different options were discussed regarding the best way to be informed about any legislated changes to the RSAs instituted throughout the year.
2. Chairman Rick Surette volunteered to phone the town attorney and ask her to suggest the best way to annually be informed about yearly legislated changes in the RSAs that impact the responsibilities of the Planning Board.

**B. Proposal to Amend the Rules of Procedure in Regard to Publication and Postings of Proposed Zoning Ordinance Amendments.**

1. After some discussion, Chairman Rick Surette requested that the administrative assistant draft a proposed template for posting and publication of proposed Zoning Ordinance amendments.
2. Chairman Rick Surette requested that that the administrative assistant place the proposed document for posting and publication of proposed Zoning Ordinance amendments on the agenda at the next Planning Board meeting.

**C. Attendance Review of Planning Board Members and Alternates.**

1. Vice-chairman Rob Collins referenced 5.1.1, 5.2.1 and 5.2.5 of the Rules of Procedure, particularly noting the requirement of members to notify the Board when they are unable to attend Planning Board meetings.
2. Chairman Rick Surette expressed concern regarding the absenteeism of Alternate John Merrigan.
3. Geary Ciccarone volunteered to communicate with Mr. Merrigan to ask him about his intentions to fulfill the attendance requirements.
4. There was a general consensus that the intent of approaching members in future situations should be approached with an attitude of encouragement.
5. There was some discussion about how to accommodate members who may have future attendance issues.

**D. Proposal to Amend the Zoning Amendment Warrant Article Working Document.**

1. Chairman Rick Surette declared a recess to be in progress at 7:27 PM and commenced the Planning Board meeting at 7:29 PM.
2. **Motion: Vice-chairman Rob Collins moved that the Planning Board update the Zoning Amendment Warrant Article Working Document dated Dec 18, 2014 by**

changing “public” to “private” in “Amendment #3” of the document. Second: Jim Freeman. The motion passed unanimously.

**VIII. Old Business- Proposal to Amend the Rules of Procedure in Regard to Legislated Changes in Notification Requirements.**

- A. A hard copy of proposed changes to the Rules of Procedure (6.1, 6.2, and Appendix T) was distributed to Planning Board members (attached).
- B. At 7:43 PM David Champy II arrived and participated in the Planning Board meeting.
- C. Vice-chairman Rob Collins suggested amending the proposed document to include-
  - 1. the administrative assistant’s responsibility to maintain the list of those who desire to be noticed. This responsibility could be added to 6.1 of the proposed changes with the following language, ”The administrative assistant shall maintain a list of property owners who have requested to be notified of public hearings related to all Zoning Ordinance changes.”
  - 2. that the maintaining of the list includes the responsibility of purging names from the list when those listed no longer own property within town limits.
  - 3. reviewing the list to determine ownership within the Town could be done annually.
  - 4. that Appendix T contain space for the administrative assistant to document when the form is received, when information on the form is transferred to the mailing list, when a name is purged from the list, and notes related to these functions.
- D. Jim Freeman suggested inserting a designation for the printed name of the requester on the Public Hearing Notification Form.
- E. Selectman Rich Zacher suggested that there be a reference to Appendix T among the administrative assistant duties.
- F. Chairman Rick Surette suggested that Appendix T contain the following;
  - 1. “I, the undersigned, have property located at”... with space for physical address and map and lot numbers.
  - 2. Add- “Please send such notices to the following email address”. Leave space and add, “Or the following mailing address”.
  - 3. Supply space for the mailing address.
  - 4. Place the request for the email address before the physical mailing address.
  - 5. Add a line at the bottom for “Official Use”.
- G. Vice-chairman Rob Collins suggested that “14.1” of the Rules of Procedure should end after “675:7”- the remainder of the paragraph being moved to section “13”.

**IX. Member Comments**

- A. Ed Comeau reported that the he would receive the NH Planning and Land Use Regulation Books on January 16, 2015.
- B. Selectman Rich Zacher announced that the Planning Board’s budget had been increased in the section for “notices”, for a total of six hundred dollars.
- C. Ed Comeau reported that SRPC would have a policy meeting in Rochester, NH at 9 AM on January 16, 2015.

D. David Champy II apologized for being late to the Planning Board meeting.

**X. Adjournment**

At 8:30 PM the Planning Board meeting was adjourned.

Respectfully submitted by  
George Nick, Administrative Assistant.

\_\_\_\_\_ Date 1/21/15

argument for having the alternate sit during subsequent discussions of the proposal. A rule of common sense would seem to be in order. If an alternate sat during most of the meetings on the petition then that alternate should as a matter of practicality, but not necessarily as a matter of law, sit on the final meeting when the matter is voted upon.” *New Hampshire Practice: Land Use Planning and Zoning, 3<sup>rd</sup> ed., Vol.15 27.07, p.362.*

5.2.5 If an alternate member indicates by behavior or absenteeism a lack of interest in serving the Board, the Board may, by a majority vote, request his/her resignation. Failure to resign may result in removal by the Board of Selectmen under the terms of **RSA 673:13**.

## ***VI. DUTIES OF THE ADMINISTRATIVE ASSISTANT***

**6.1 General.** The Administrative Assistant shall be responsible for the following tasks during and after meetings.

- Post meeting notices and publish the agenda.
- Distribute the last meeting minutes draft and other related correspondence to the Board members and alternates one week prior to the meeting.
- Attend meetings taking notes of meetings for minutes, documenting map and lot numbers of properties discussed at Planning Board meetings.
- Type minutes (draft copy must be available to the public; i.e., placed in the public access binder within the Town Offices within five (5) business days.)
- Correct minutes after draft review by Chair and by the Board, and file paper copies in the Planning Board File and in the public access binder.
- Display agendas, minutes and regulatory documents on the Town Website. All signatures, phone numbers and email addresses shall be redacted from documents displayed on the Town Website, exclusively.
- Open Planning Board mail and determine to whose attention it should be brought. Mail items that may have an impact on the Board’s agenda should be brought to the attention of the Chair.
- *When requested, the Administrative Assistant shall provide notification of all public hearing zoning changes to property owners. See 6.2.3 for details.*
- Other duties the Board may deem necessary.

### **6.2 Hearing Preparation.**

**6.2.1** The Administrative Assistant shall prepare for Site Plan Review and Subdivision Hearings as follows:

- Collect application and supporting documentation, verify the abutters list, and start a file.
- Assign a Case Number and identify parcel Tax Map Number and Lot Number(s).
- Copy the application fee check and pass it to the Board Chair.
- Assist Chair with scheduling.
- Have notice published in Granite State News or Foster’s Daily Democrat.
- Send notices to abutters by certified mail (return receipt requested).

**6.2.2** *The Administrative Assistant shall prepare for Zoning Boundary changes and Minimum Lot Size changes within a zoning district accordingly:*

- *Collect supporting documentation, verify the affected property owners and start a file.*
- *Assign a Case Number and identify parcel Tax Map Number(s) and Lot Number(s).*

- *Assist Chair with scheduling.*
- *Have notice published in Granite State News or Foster's Daily Democrat.*
- *In instances where one hundred or fewer properties are affected by the change, send notices to property owners by certified mail (return receipt requested). **Note: this notification requirement does not apply to petitioned zoning amendments (RSA 675:7,I).***

*6.2.3 The Administrative Assistant, upon request, shall supply notification of all public hearings regarding proposed zoning changes accordingly:*

- *All requests must be documented and signed on the Public Hearing Notification Form.*
- *Notices shall be sent either electronically or by first class mail. Such notices shall be provided without charge to the recipient. **Note: this notification requirement does not apply to petitioned zoning amendments (RSA 675:7,I).***
- *Notices shall include a statement of the proposed changes to the zoning ordinance, the areas affected, and any other information that improves public understanding of the proposal in easily understood language (RSA 675:7,II).*

**Appendix T**

**Public Hearing Notification Form**

*I, the undersigned, request notification of all public hearings regarding zoning changes. My property is located at \_\_\_\_\_,*

*Brookfield, NH. Please send such notices to the following **physical address**:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*or to the following **email address**: \_\_\_\_\_*

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*

*Note: this notification requirement does not apply to petitioned zoning amendments (RSA 675:7,I).*