

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

Thursday, May 21, 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, David Champy II, and Selectman Rich Zacher.
 - B. Tardy: (none).
 - C. Alternates present: (none).
 - D. Members and Alternates absent: John Merrigan.
- III. **Appointment of Alternates per RSA 673:11, 673:12.**

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

Dianne Smith requested that the Planning Board consider the following suggestions:

 1. That a second opportunity for the public to address the Planning Board be placed at the end of the agenda.
 2. That the Planning Board reconsider its decision not to select a committee for revising the Brookfield Master Plan. She stated that there are town residents who would be very interested in providing input into composing a revised Master Plan. Chairman Rick Surette responded that a committee is not needed for public input and assured those in attendance that every opportunity would be provided for town residents to participate in the revision of the Master Plan.
 3. That notice of the Planning Board's intent to revise the Master Plan be sent to residents with their tax bills. Chairman Rick Surette responded that the suggestions would be taken under advisement.
- V. **Comments Announcements / Correspondence / Mail.**

Chairman Rick Surette announced that a new publication of *Town and City* magazine had been received and would be available in the public office area.
- VI. **Review and Possible Approval of the April 16, 2015 Planning Board Meeting Minutes.**

A draft of the April 16, 2015 meeting minutes was distributed to Planning Board members.

 1. Planning Board members reviewed the minutes and the following amendment was proposed; on page 3 of 9, IX, A- replace "zoning" with "subdivision".

2. **Motion:** Chairman Rick Surette made a motion to accept the April 16, 2015 minutes as amended. Second: Jim Freeman. The motion passed with five members in favor and two abstentions.

VII. New Business-

A. Cemetery Subdivision.

1. Rich Zacher opened discussion by notifying Planning Board members that the town has consulted with a surveyor to subdivide the property of Marsha Hunter (Map 19 Lot10) to transfer a portion of the land to the Town of Brookfield for use as a cemetery. Rich Zacher suggested that the Planning Board may want to consider waiving certain subdivision regulation requirements to reduce the town's cost of compliance and to expedite the purchase of the property.
2. Vice-chairman Rob Collins remarked that "reasons" must be supplied to justify the waiving of regulations and added that any exception opens the door for future applicants to request waivers accordingly.
3. Jim Freeman suggested that in order for waivers to be considered, a Subdivision Application should first be submitted to the Planning Board and then abutters must be notified. Additionally, Mr. Freeman stated that the best process for expediting the subdivision / transfer, may be for the town to purchase the property in its entirety and then subdivide it afterward.
4. Geary Ciccarone requested that the Chairman consider consulting with the Town Attorney to provide guidance to the Planning Board and remarked that the town has the authority, in the interest of its residents, to negate town imposed regulatory requirements.
5. Vice-chairman Rob Collins referred to Appendix A of the Rules of Procedure and emphasized the process for advancing an application.
6. State Representative Ed Comeau asked if the town had a contract with the owner of the property. Rich Zacher responded that the town was under a contractual agreement in the form of a purchase and sales agreement.
7. **Motion:** Geary Ciccarone made a motion for Chairman Rick Surette to phone the Town Attorney to establish the simplest means to proceed with the subdivision process. Second: Jim Freeman. The motion passed unanimously.
8. Rich Zacher suggested that, pending the attorney's consultation, the Planning Board may want to meet earlier than the next scheduled meeting.
9. **Motion:** Chairman Rick Surette made a motion to schedule a Planning Board meeting on May 28, 2015 concerning the subdivision of property for use as a town cemetery. Second: Ed Comeau. The motion passed unanimously.

B. Composing of Questionnaire to Survey Expenditures Regarding CIP.

1. A copy of the 2014 CIP survey and cover letter was distributed to Planning Board members.
2. After reviewing the 2014 CIP survey, Planning Board members proposed the following amendments;
 - a. Change all dates on the documents to reflect the current date.
 - b. Change all references to the planning period from "2015-2121" to "2016-2122".
3. After some discussion about the best way to receive CIP information from the Kingswood Regional School district, the Planning Board members considered adding Ernie Brown and Dr. Manning to the CIP survey distribution list.

4. Chairman Rick Surette requested that the administrative assistant add Ernie Brown and Dr. Manning to the CIP survey distribution list and provide a copy of the amended distribution list to the Planning Board on May 28, 2015.
 5. **Motion: Chairman Rick Surette made a motion to accept the CIP Survey as amended.** Second: Vice-chairman Rob Collins. The motion passed unanimously.
 6. Chairman Rick Surette requested that the administrative assistant send copies of the CIP Survey to all departments including Ernie Brown and Dr. Manning.
- C. Consideration for the Nomination of an Alternate to the Planning Board.
Motion: Vice-chairman Rob Collins nominated Dianne Smith to serve as alternate to the Planning Board for a three year term. Second: Chairman Rick Surette. The motion passed unanimously.

VIII. Old Business-

A. Master Plan.

1. Chairman Rick Surette welcomed Planning Board members to discuss the process for amending the Master Plan.
2. Vice-chairman Rob Collins suggested that in order to provide a Master Plan, the projected population growth of the town is a deciding factor.
3. Ed Comeau referred to guidelines in RSA 674:2.
4. Chairman Rick Surette assigned Planning Board members to read the present Master Plan for the purpose of providing input at the June Planning Board meeting.

B. Consideration of Organizations Providing Notification of RSA Revisions that Apply to Planning.

State Representative Ed Comeau reported the following:

1. He had contacted OEP about how to gain access to a list of revisions in the RSAs. Their response was, "It's in the book."
2. He began to compile a list of changes in the New Hampshire Planning and Land-use Regulation book and volunteered to present to the Planning Board a documented history of changes as they pertain to planning regulations.
3. He notified the Planning Board that presidential executive orders regarding the "Rural Councils" have been incorporated into the RSAs.

IX. Member Comments

Chairman Rick Surette opened discussion regarding the benefits of adding an additional opportunity for public input in all future meetings. Chairman Rick Surette requested that the administrative assistant add an additional "Public Comments" section before "Member Comments" on all future Planning Board agendas.

Adjournment

At 8:17 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 5/26/15

Date: June 26, 2014

To:

From: Rick Surette, Chairman, Planning Board

Re: Capital Improvements Projects for 2015-2021

Response requested by August 14, 2014

The preparation of a Capital Improvements Program (CIP) has been initiated by the Brookfield Planning Board, as authorized by the warrant article #12, March 2001. Your list of specific capital projects envisioned for the planning period 2015-2021 is needed for the CIP.

New Hampshire RSA 674:7 requires, as part of the CIP process, that municipal departments and related authorities and agencies transmit a statement of all capital projects they intend to undertake during the term of the CIP upon request of the Planning Board. The statute also requires communication between the Planning Board and the School Board in preparing the CIP.

The attached forms provide worksheets to assist in your response.

Please provide your recommendations for specific capital projects to be undertaken over the next six years, and cost estimates where possible. For the purpose of this CIP, "capital projects" have been defined as those projects outside normal operations and maintenance, and having the following characteristics:

1. A gross cost of at least \$5,000; and
2. A useful life of at least three years; and
3. Is non-recurring (not an annual budget item); or
4. Any project requiring bond financing.

If the project is eligible for any federal or state grants, matching funds, or loans, please indicate this on the form.

One worksheet should be completed per project, with separate sheets added for explanation where necessary.

Please note that the CIP is an advisory document only; the inclusion of any particular project on your list or its listing in the CIP does not commit the town to that expenditure.

Please submit project information on the forms provided, adding explanations where necessary. Submissions must be received by the Planning Board by August 14, 2014.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Rick Surette, Chairman, Brookfield Planning Board

**Capital Project Worksheet and Submission Form
Brookfield Planning Board
2015-2021**

Department: _____	Department Priority: _____ of _____ Projects																						
Type of project: (check one)	Primary effect of project is to: <input type="checkbox"/> Replace or repair existing facilities or equipment <input type="checkbox"/> Improve quality of existing facilities or equipment <input type="checkbox"/> Expand capacity of existing services level/facility <input type="checkbox"/> Provide new facility or service capacity																						
Service Area of Project: (check at least one)	<input type="checkbox"/> Region <input type="checkbox"/> Municipality <input type="checkbox"/> School District <input type="checkbox"/> _____ District <input type="checkbox"/> Central Business District <input type="checkbox"/> Neighborhood <input type="checkbox"/> Street <input type="checkbox"/> Other Area 																						
Project Description: 																							
Cost Estimate:	<table style="width:100%; border:none;"> <tr> <td style="width:50%;">Capital Costs Dollar Amount (in current \$)</td> <td style="width:50%;">Impact on Operating & Maintenance Costs or Personnel Needs</td> </tr> <tr> <td>\$ _____ Planning/feasibility analysis</td> <td><input type="checkbox"/> Added personnel</td> </tr> <tr> <td>\$ _____ Professional services</td> <td><input type="checkbox"/> Increased O & M costs</td> </tr> <tr> <td>\$ _____ Real estate acquisition</td> <td><input type="checkbox"/> Reduced personnel</td> </tr> <tr> <td>\$ _____ Site preparation</td> <td><input type="checkbox"/> Decreased O & M costs</td> </tr> <tr> <td>\$ _____ Construction</td> <td></td> </tr> <tr> <td>\$ _____ Furnishings & equipment</td> <td></td> </tr> <tr> <td>\$ _____ Vehicles & capital equip.</td> <td></td> </tr> <tr> <td>\$ _____ Capital Reserve Fund</td> <td>Dollar Cost of Impacts if Known:</td> </tr> <tr> <td>\$ _____ Other _____</td> <td>+ \$ _____ annually</td> </tr> <tr> <td>\$ _____ Total Project Cost</td> <td>(-) \$ _____ annually</td> </tr> </table>	Capital Costs Dollar Amount (in current \$)	Impact on Operating & Maintenance Costs or Personnel Needs	\$ _____ Planning/feasibility analysis	<input type="checkbox"/> Added personnel	\$ _____ Professional services	<input type="checkbox"/> Increased O & M costs	\$ _____ Real estate acquisition	<input type="checkbox"/> Reduced personnel	\$ _____ Site preparation	<input type="checkbox"/> Decreased O & M costs	\$ _____ Construction		\$ _____ Furnishings & equipment		\$ _____ Vehicles & capital equip.		\$ _____ Capital Reserve Fund	Dollar Cost of Impacts if Known:	\$ _____ Other _____	+ \$ _____ annually	\$ _____ Total Project Cost	(-) \$ _____ annually
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