

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

Thursday, July 16, 2015

- I. Vice-chairman Rob Collins 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: Vice-chairman Rob Collins, Geary Ciccarone, Jim Freeman, Ed Comeau, David Champy II, and Selectman Rich Zacher.
 - B. Tardy: Dianne Smith (6:32 PM).
 - C. Alternates present: Dianne Smith
 - D. Members and Alternates absent: Chairman Rick Surette, John Merrigan.
- III. Appointment of Alternates per RSA 673:11, 673:12.**
Acting-chairman Rob Collins selected Alternate Dianne Smith to participate as a voting member for the duration of the meeting.
- IV. New Business-**
Acting-chairman Rob Collins temporarily suspended the agenda schedule and proceeded to New Business.
- A. Informational Assessment of Subdivision Requirements- Map 18, Lot 2.
 - 1. Peter Holland introduced himself and requested guidance in regard to proceeding with a possible subdivision.
 - 2. Acting-chairman Rob Collins referred Mr. Holland to Building Lot Requirements of the Zoning Ordinance and explained that the Planning Board has no authority to approve a non-conforming lot. Mr. Collins explained that a surveyor would be needed to diagram all the features of the land, in order for the Planning Board to review the proposed subdivision for approval- including wetlands, buildable area, conformation to road frontage requirements and the size of the lots.
 - 3. Acting-chairman Rob Collins added that other options may include approaching neighbors with the possibility of a lot line adjustment or should a subdivision not meet approval that Mr. Holland could appeal to the ZBA.
 - 4. Mr. Holland thanked the Planning Board for their input.
 - B. Preliminary Conceptual Consultation Pre-application- Lot Line Adjustment, Map 28 Lot 17.
 - 1. Chuck Robbins introduced himself and explained that he desires to extend the boundary of Map 28 Lot 17 through a portion of Map 29 Lot 7, which he also owns. Mr. Robbins added that when the survey stipulating where the lot line adjustment is finalized, he will approach the Planning Board for approval.
 - 2. Acting-chairman Rob Collins suggested that Mr. Robbins fill out an application as located in Appendix B of the Rules of Procedure.

3. Jim Freeman stated that distinctive markers should be placed along the corners of the lots.
4. Mr. Robbins thanked the Planning Board for taking time to listen to his proposal.

V. Public Comments.

(None)

VI. Comments Announcements / Correspondence / Mail.

- A. Acting-chairman Rob Collins announced the following;
 1. The latest issue of *Town and City* has arrived and will be on display in the public office.
 2. Acting-chairman Rob Collins read an email from Ernie Brown in response to a request from the Planning Board regarding CIP as it relates to the Kingswood school district. Mr. Brown responded, “The GWRSD is not a department of any municipality, but rather a separate independent agency, equal to a county government. The school board is responsible for any CIP for the school district.” Planning Board members assumed that there was a misunderstanding regarding the initial request. Geary Ciccarone volunteered to personally request that Mr. Brown supply any Kingswood school financial status that he may have access to as it pertains to the Brookfield CIP.
- B. The following emails were verbally read to the Planning Board by Acting-chairman Rob Collins;
 1. An email from Cynthia Copeland acknowledging that she had received a response from the Planning Board to not pay dues was read by the acting chairman.
 2. An email from Chairman Surette stating that he would not be able to attend the Planning Board meeting was read by the Acting-chairman Rob Collins.
 3. An email from Dennis and Francine Wylder requested that the Planning Board provide guidance into the best option for building, repairing or accessorizing a structure that is located on property that they are considering for purchase. After many options were discussed
 - a. **Motion:** Geary Ciccarone made a motion for Chairman Surette to send a letter to Dennis and Francine Wylder in regard to what was discussed at the Planning Board meeting. Second: Jim Freeman. The motion passed unanimously.
 - b. Acting-chairman Rob Collins requested that the administrative assistant draft a letter responding to Dennis and Francine Wylder and work with Chairman Surette to convey the discussed options.

VII. Review and Possible Approval of the June 18, 2015 Meeting Minutes.

- A. A draft of the June 18, 2015 meeting minutes was distributed to Planning Board members.
 1. Planning Board members reviewed the minutes and requested the following changes;
 - a. Page 3 of 3, IX, A- replace “but to sign the invoice” with “and to sign the refusal designation”.

- b. Page 2 of 3, VIII, A, 6, b- delete all.
- c. Page 3 of 3, VIII, A, 8- replace “necessary” with “advisable”.
2. **Motion: David Champy II made a motion to accept the June 18, 2015 minutes as amended.** Second: Ed Comeau. The motion passed with four members in favor and three abstaining.

VIII. Old Business-

A. CIP- Responses

Acting-chairman Rob Collins requested that the administrative assistant give a report on the number of survey responses received so far from all departments. The administrative assistant responded that two surveys were received- one from the assessor clerk and the other from the administrative assistant to the Planning Board.

B. Master Plan.

1. Acting-chairman Rob Collins welcomed Planning Board members to discuss a procedure for amending the Master Plan.
2. Dianne Smith suggested that a committee would be useful in presenting options to the Planning Board. Geary Ciccarone agreed and added that a committee would be able to stay focused on the task and would be useful for receiving public input. Vice-chairman Rob Collins expressed concern that at times committees to the Planning Board were not always productive. Geary Ciccarone responded by suggesting that one way to be sure that a committee stays productive is to require that such a committee report to the Planning Board, regularly, on their accomplishments to date.
3. Ed Comeau suggested that the Planning Board may want to consider a separate meeting per month to amend the Master Plan so that the Planning Board retains responsibility for oversight but with public input. Ed Comeau added that committees can be coerced by outside influences to add dubious language which may be undetected when reviewed by the Planning Board and emphasized that the Planning Board is the elected body responsible for the Master Plan. Discussion continued as to whether to involve a committee or for the Planning Board to conduct a separate meeting per month, strictly dedicated to the task of amending the Master Plan.
4. The following discussion points were made in regard to the best procedure for editing the present Master Plan;
 - a. Reviewing the Master Plans of other towns.
 - b. Approaching the process via page by page.
 - c. Approaching the process via section by section.
 - d. Beginning from the RSA requirements, fulfill the minimum requirements and customize language to meet the town’s needs.
5. Geary Ciccarone reviewed the beginning pages of the present Master Plan and stated that the first pages of the document are “indispensable”.
6. **Motion: Geary Ciccarone made a motion to have a committee, with no less than two members of the Planning Board, direct the amending of the Master Plan.** Second: Dianne Smith. After some discussion regarding committee requirements as set forth by the Rules of Procedure the motion did not pass with two members in favor and five against.
7. **Motion: Geary Ciccarone made a motion for the Planning Board to conduct a review of the Master Plan at extra meetings, with not more than one extra meeting**

per month, but with public involvement as governed by the Chairman. Second: Ed Comeau. The motion passed with five in favor, one opposed and one abstention.

8. There was some discussion concerning budgetary constraints regarding extra meetings for amending the Master Plan.
 9. The following are proposed “homework” assignments in preparation of the next meeting in regard to the Master Plan;
 - a. Time limits for discussion.
 - b. Read the 2006 Master Plan.
 - c. Compare the Brookfield Master Plan to the Master Plans of other towns.
 - d. Consider ideas for the scope (maximum/ minimum requirements) of what the Master Plan should address.
 10. Vice-chairman Rob Collins requested that the administrative assistant converse with Chairman Surette about placing a specific goal to accomplish within the Master Plan on the next agenda.
- C. Consideration of Organizations Providing Notification of RSA Revisions that Apply to Planning.
- State Representative Ed Comeau reported the following:
1. A compiled list of changes in the New Hampshire Planning and Land-use Regulation book as they pertain to planning regulations is almost completed and will be presented at the next Planning Board meeting.
 2. A list of Supreme Court decisions as they pertain to the Rules of Procedure and the Zoning Ordinance will be compiled and presented at a future Planning Board meeting.

IX. Public Comments

- A. Rich Zacher reported on the progress for the purchase of land for use as a cemetery- flags are in place and a draft diagram of the lot is being prepared for submission to the Cemetery Trustees for the purpose of determining the ingress, egress and what portion needs to be cleared.
- B. Code Enforcement Officer Ed Nason requested clarification of the phrase “the set back from the right of way” as stated in the Zoning Ordinance. Ed Nason questioned whether the “right of way” in this circumstance refers to the road as a right of way, the possible right of way in the middle of a property, or the telephone poles as right of way. Acting-chairman Rob Collins responded by reading the definition of right of way as listed in the Rules of Procedure which excludes private right of ways.
- C. Rich Zacher requested an answer for the Selectmen; when does a driveway become a road?
 1. **Motion: Jim Freeman made a motion that the Planning Board continue the meeting past 9 PM to hear the Selectmen’s comments to be brought before the Planning Board.** Second: Ed Comeau. The motion passed six in favor and one opposed.
 2. Rich Zacher continued his request for clarification by the following;
 - a. What is a driveway? CEO Ed Nason responded that a driveway permit is submitted with a building permit for a house. Then discussion began as to what constitutes a private driveway. CEO Ed Nason stated that the reason he had not face such a dilemma is because the driveway is listed on the state approved septic system

document. After there was a suggestion that clarification for driveways was in order, Ed Nason suggested that the language be inserted into the Driveway Regulations.

- b. What is an approved private road? David Champy II stated that approved private roads must be brought up to the standards of a class V road. Rich Zacher responded that though most towns require an upgrade he could not find the requirement in the Brookfield ordinances. Rich Zacher requested that “Driveway” be on the agenda for the next Planning Board meeting. Acting-chairman Rob Collins that Rich Zacher provide a proposal to amend the driveway ordinances at the next Planning Board meeting.

X. Member Comments

(None).

XI. Adjournment

At 9:25 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 7/20/15