

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

**Thursday, August 20, 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, Ed Comeau, and Selectman Bill Nelson.
  - B. Tardy: none.
  - C. Alternates present: none.
  - D. Members and Alternates absent: Chairman Rick Surette, Jim Freeman, David Champy II, Dianne Smith, Selectman Rich Zacher and John Merrigan.
- III. Appointment of Alternates per RSA 673:11, 673:12.**

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

(None).
- V. Announcements/Correspondence/Mail.**

(None).
- VI. Review and Possible Approval of the July 16, 2015 Meeting Minutes.**
  - A. A draft of the July 16, 2015 meeting minutes was distributed to Planning Board members.
  - B. **Motion: Ed Comeau made a motion to accept the July 16, 2015 minutes as written.**  
Second: Geary Ciccarone. The motion passed with three members in favor and one abstention.
- VII. New Business-**
  - A. Driveways
    1. Acting-chairman Rob Collins introduced the topic by explaining that the necessity for standards in driveways was dictated by the need for life and safety vehicles to have proper access to the residence.
    2. Acting-chairman Rob Collins expressed that additional input from absent Planning Board members would add to the discussion and postponed consideration of the topic.
    3. Acting-chairman Rob Collins requested that the administrative assistant place “Driveways” on the September Planning Board agenda.

- B. Discussion of Parameters for Approved Private Roads.
  - 1. Acting-chairman Rob Collins expressed that additional input from absent Planning Board members would add to the discussion and postponed consideration of the topic.
  - 2. Acting-chairman Rob Collins requested that the administrative assistant place “Discussion of Parameters for Approved Private Roads” on the September Planning Board agenda.
  - 3. Acting-chairman Rob Collins requested that the administrative assistant email Selectman Rich Zacher reminding him to present a proposal to the Planning Board.

## 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 other than the two surveys received in July, no new responses have been submitted. The following discussion points were considered;

- 1. After some discussion as to how the Planning Board may receive more input from the various departments concerning projected expenditures, Selectman Bill Nelson requested copies of the 2014 CIP and a copy of departments that have not yet responded to the survey. Acting-chairman Rob Collins instructed the administrative assistant to provide to the Selectmen-
  - a. a copy of the survey distribution list and
  - b. a copy of the completed CIP as presented to the Selectmen in 2014.
- 2. After discussion of the importance of receiving a copy of the Wentworth School District CIP Geary Ciccarone said that he would contact Ernie Brown to obtain a record of their CIP.
- 3. Acting-chairman Rob Collins spoke about the maintenance and repair of the forestry truck.
- 4. Geary Ciccarone introduced the following discussion points regarding the necessity of having a detailed assets list-
  - a. Scheduling maintenance.
  - b. Accounting for each item, quantity and use.
  - c. Insurance claims.
- 5. Discussion of the Assets Book and Road Book-
  - a. Geary Ciccarone reviewed topics listed in both the Assets Book and Road Book.
  - b. Acting-chairman Rob Collins and Selectman Bill Nelson concluded that there needs to be mutual access for both the keeper of the Road Book and the Road Agent.
  - c. The suggestion of adding “Culverts” and “Bridges” to topics listed in the Road Book.

### B. Master Plan.

The following discussion points were considered;

- 1. References to Master Plans of Albany and Nelson, New Hampshire.
  - a. Geary Ciccarone commented that he liked the simplicity and briefness of both Master Plans.
  - b. Ed Comeau suggested that a copy of both Master Plans would be useful as models for assessing the Brookfield Master Plan.

2. Surveys / Questionnaires
  - a. Acting-chairman Rob Collins suggested that inflammatory survey questions may illicit a greater public response.
  - b. Ed Comeau suggested that proper wording in a questionnaire would determine residents' priorities between the promotion of municipal growth versus the importance of individual rights.
  - c. Geary Ciccarone suggested that any questionnaire should have an introduction that emphasizes the importance of public participation.
3. Acting-chairman Rob Collins supplied a document comparing different population growth projections (attached).
  - a. Acting-chairman Rob Collins suggested that any Master Plan should be based upon an accurate projection of population growth to meet the needs of Brookfield.
  - b. **Motion: Geary Ciccarone made a motion that the Brookfield population projection document, as offered by Rob Collins, be accepted as a working document.** Second: Ed Comeau. The motion passed unanimously.
- C. Consideration of Organizations Providing Notification of RSA Revisions that Apply to Planning.

State Representative Ed Comeau reported that a completed document listing RSA changes had been emailed to Chairman Rick Surette and the administrative assistant for distribution to Planning Board members to review in preparation of the next Planning Board meeting.

**IX. Public Comments.**

(None).

**X. Member Comments**

Geary Ciccarone interjected, "A good productive meeting!"

**XI. Adjournment**

At 8:36 PM the Planning Board meeting was adjourned.

Respectfully submitted by  
George Nick, Administrative Assistant.

\_\_\_\_\_ Date 8/25/15

| Estimate Date    | 2000 | 2005 | 2010 | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | 2040 | Source                       |
|------------------|------|------|------|------|------|------|------|------|------|------|------------------------------|
| Census (actuals) | 604  |      | 712  |      |      |      |      |      |      |      | OEP                          |
| 2005             | 604  | 680  | 760  |      | 830  | 900  |      |      |      |      | MP 2006, Exhibit 2.4.6 (OEP) |
| 2013             |      |      | 712  |      | 748  | 802  | 831  | 856  | 873  | 880  | OEP                          |
| 2014 (est.)      |      |      |      | 710  |      |      |      |      |      |      | OEP                          |

**Key**

Based on Brookfield data

*Based on regional projection*

Blue cells are for use in the Master Plan update

| Date     | PB 2015 | OEP 2005 | OEP 2014 |
|----------|---------|----------|----------|
| 1/1/2000 | 604     |          |          |
| 1/1/2005 | 680     |          |          |
| 1/1/2010 | 712     |          |          |
| 1/1/2014 | 710     |          |          |
| 1/1/2015 | 710     | 830      | 748      |
| 1/1/2020 | 715     | 900      | 802      |
| 1/1/2025 | 720     |          | 831      |
| 1/1/2030 | 730     |          | 856      |
| 1/1/2035 | 740     |          | 873      |
| 1/1/2040 | 750     |          | 880      |

