

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

Thursday, September 17, 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, Jim Freeman, Ed Comeau, and Selectman Rich Zacher.
 - B. Tardy: none.
 - C. Alternates present: Dianne Smith.
 - D. Members and Alternates absent: Geary Ciccarone, David Champy II (excused), and John Merrigan.
- III. **Appointment of Alternates per RSA 673:11, 673:12.**

Chairman Rick Surette appointed Dianne Smith as an alternate to Geary Ciccarone.
- IV. **Public Comments.**

Chairman Rick Surette introduced discussion regarding the possible construction of a General Dollar store in Wakefield. Vice-chairman Rob Collins commented on the necessity of having zoning regulations that meets the town's objectives.
- V. **Announcements/Correspondence/Mail.**

Chairman Rick Surette announced the following:

 - A. The latest copy of *Town and City* would be made available in the public office.
 - B. An invitation from NH Public Transportation for planners to attend public meetings.
- VI. **Review and Possible Approval of the August 20, 2015 Meeting Minutes.**
 - A. A draft of the August 20, 2015 meeting minutes was distributed to Planning Board members.
 - B. **Motion: Vice-chairman Rob Collins made a motion to accept the August 20, 2015 minutes as written.** Second: Ed Comeau. The motion passed with two members in favor and four abstentions.
- VII. **New Business-**
 - A. A Review of the Definition of Agriculture as Defined by the Supreme Court.

Planning Board members participated in discussion of the NH Supreme Court ruling involving the disputed claim of agritourism at a farm in the town of Henniker. The following points were considered-

 1. A discussion of RSA 21:34-a.

2. The dispute in regard to whether Henniker's zoning requirements allows wedding events on farms and whether state laws supersede local restrictions by including agritourism as part of farming in the RSAs. Vice-chairman Rob Collins commented that Brookfield's ordinances does make allowances for wedding events.
 3. Event permits.
 4. The consideration of road restrictions, safety issues and parking problems during events.
 5. **Motion: Chairman Rick Surette moved that the Planning Board leave the wording of the Zoning Ordinance as defined on page 3 of 56, "as is".** Second: Ed Comeau. The motion passed with four members in favor, one against and one abstention.
- B. Yearly Budget.
1. A copy of the 2015 Planning Board budget was distributed to Planning Board members (attached).
 2. Chairman Rick Surette publically read items from the 2015 Planning Board budget.
 3. The following discussion points were considered;
 - a. Whether a review of the Master Plan will increase expenditures due to extra meetings and public surveys.
 - b. Whether an increase in expenditures due to additional public hearings for proposed Master Plan amendments was necessary.
 - c. Whether to add an extra line item to the budget for expenditures that is solely related to the Master Plan.
 4. **Motion: Vice-chairman Rob Collins made a motion to add an item 6 to the Planning Board budget entitled "Master Plan" with a budget of \$3000.** Second: Dianne Smith. With one "yea" and five "nays", the motion did not carry.
 5. **Motion: Vice-chairman Rob Collins made a motion that the 2016 Planning Board budget be identical to the 2015 Planning Board budget.** Second: Chairman Rick Surette. The motion passed with three in favor, two against, and one abstention.
- C. Driveways
1. Selectman Rich Zacher explained the necessity of clarifying driveway requirements accordingly;
 - a. Presently regulations can allow for more than one house to be accessed by one driveway.
 - b. There is a definition of driveways in the Subdivision Regulations but not in the Zoning Ordinance. Selectman Rich Zacher suggested that the definition of driveway in the Subdivision Regulations be added to the Brookfield Zoning Ordinance.
 2. Planning Board members discussed the following regarding driveways:
 - a. Lake front properties.
 - b. Non-conforming lots.
 - c. The relevancy of private roads to driveways.
 - d. The necessity of access by emergency vehicles.
 3. Selectman Rich Zacher volunteered to propose language for amending the Zoning Ordinance at the next Planning Board meeting.

- D. Discussion of Parameters for Approved Private Roads.
1. Selectman Rich Zacher explained that there are no parameters for approving private roads in Brookfield regulations and that the necessity of the approval process is a prerequisite for receiving a building permit.
 2. After some discussion Selectman Rich Zacher volunteered to propose language for amending the Zoning Ordinance at the next Planning Board meeting.
 3. Chairman Rick Surette postponed discussion until David Champy II could present his research regarding approved private roads at the next Planning Board meeting.

VIII. Old Business-

A. CIP- Responses

1. Chairman Rick Surette instructed the administrative assistant to add \$20,000 to the CIP under the Cemetery Trustees expenditures list for the Lyford Road cemetery project.
2. The administrative assistant reported that he had received CIP survey responses from the Conservation Committee, Cemetery Trustees, Assessor Clerk, Tax Collector, Planning Board, and Supervisor of the Checklist- only the Planning Board and the Cemetery Trustees have submitted expenditures for inclusion in the CIP.
3. Chairman Rick Surette requested that the administrative assistant present a copy of the amended CIP document to the Planning Board at the next meeting.

B. Master Plan.

Chairman Rick Surette postponed discussion of the Master Plan until the next Planning Board meeting.

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

1. State Representative Ed Comeau reported that he has five more RSA changes to include in the document for review.
2. The following are discussion points regarding the process for reviewing RSA amendments in the future;
 - a. A suggestion that there should be Planning Board regulations that insure the review process in the future.
 - b. A suggestion of a possible proposal of amendments to the Rules of Procedure requiring the yearly review of legislated changes as they pertain to planning and zoning.
3. Dianne Smith asked State Representative Ed Comeau if there was a process to be notified of any proposed changes to the RSAs before they are debated in the legislature. State Representative Ed Comeau volunteered to approach OEP about how the Planning Board can be notified of any proposed changes to the RSAs before they are debated in the legislature.

IX. Public Comments.

(None).

X. Member Comments

Selectman Rich Zacher provided a plot plan of the proposed town cemetery and requested that Planning Board members certify acknowledgement of the cemetery plot plan with their signatures. Planning Board members signed the plot plan documents.

XI. Adjournment

At 8:27 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 9/23/15

TOWN OF BROOKFIELD
Brookfield Planning Board

Approved Planning Board Budget for 2015

1.	Salary- Planning Board Secretary (4191.1)	\$ 7,000.00
2.	Expenses (4191.2)	\$ 750.00
3.	Planning and Development (4191.3)	\$ 1.00
4.	Public Notices (4191.4)	\$ 400.00
5.	Dues and Workshop (4191.5)	\$ 150.00
	Total	\$8,251.00