

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

**Thursday, October 29, 2015
Public Hearing**

- 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: Dianne Smith and John Merrigan.
- III. Appointment of Alternates per RSA 673:11, 673:12.**

No alternates were present.
- IV. Public Comments.**
 - A. No members of the audience requested to speak.
 - B. Chairman Rick Surette announced there was no outstanding correspondence/ mail to review.
 - C. Chairman Rick Surette stated that as an abutter to the property submitted for a lot line adjustment (Map 28 Lot 17 and Map 29 Lot 7), he would recuse himself from participation on the Planning Board during the public hearing and announced that Vice-chairman Rob Collins would preside over the public hearing.
 - D. Selectman Rich Zacher recused himself from participation on the Planning Board during the public hearing, since he is also an abutter to the property being considered for a lot line adjustment.
- V. Announcements/Correspondence/Mail.**

None.
- VI. Public Hearing to Review a Lot Line Adjustment Application.**
 - A. Acting-chairman Rob Collins called the public hearing to order at 6:33 PM and explained the following:
 1. that all people who wished to address the Board complete a sign-in sheet with the administrative assistant.
 2. that the following are rules of conduct:

- a. Address all questions and comments to the Chair; parties will not address each other directly.
 - b. identify yourself and your address before you speak.
 - c. Do not engage in side conversations.
3. The Chair read the text of the notice (attached).
- B. After Acting-chairman Rob Collins read the application, The Planning Board reviewed the application with the list of submittal requirements to determine its completeness.
1. During the process of reviewing the document, the following items were discovered to not conform to the requirements as set forth by the Comprehensive Application Form-
 - a. Page 20, #7. "Certification that the Applicant is agent for the Owner or is the Owner of the land, or that the Owner has given consent under an option agreement."
 - b. Page 21, #9. "The shape, size, height and location of existing structures located on the site and within 200 feet of the site."
 - c. Page 21, #13. "Soils map showing all soil types and delineating any poorly or very poorly drained soils."
 2. Acting-chairman Rob Collins provided Chuck Robbins, the applicant, with the opportunity to submit a request for a waiver. Mr. Robbins complied and submitted the waiver request for the above noted items. After Acting-chairman Rob Collins read the waiver requests, the following motions were made in response to the waiver request;
 - a. **Motion: Jim Freeman made a motion that the Planning Board waive the requirement of the scale of the plat.** Second: Ed Comeau. The motion passed unanimously.
 - b. **Motion: Geary Ciccarone made a motion that the Planning Board waive the requirement of certification that the Applicant is agent since the applicant is the owner.** Second: Jim Freeman. The motion passed unanimously.
 - c. **Motion: Geary Ciccarone made a motion that the Planning Board waive the requirement to list the height of structures on the plat.** Second: Jim Freeman. The motion passed unanimously.
 - d. **Motion: Geary Ciccarone made a motion that the Planning Board waive the requirement of soil mapping on the plan.** Second: Ed Comeau. The motion passed unanimously.
 - e. **Motion: Geary Ciccarone made a motion that the Planning Board find the Charles Robbins Lot Line Adjustment application (Map 28 Lot 17 and Map 29 Lot 7) as complete.** Second: Jim Freeman. The motion passed unanimously.
- C. Acting-chairman Rob Collins provided an opportunity for a spokesperson to speak in regard to the application and to make a presentation. Randy Tatreault identified himself as the authorized agent and provided information accordingly;
1. Using a color-coded map on a tripod, Mr. Tatreault explained the placement of the lot lines and displayed the boundaries of the proposed lot line adjustment.
 2. Acting-chairman Rob Collins provided an opportunity for the Board to ask questions or make comments. Geary Ciccarone asked Mr. Tatreault how long it would take for

monuments to be placed at the new boundaries. Mr. Tatreault responded that it would take approximately two weeks.

- D. At 7:33 PM Acting-chairman Rob Collins opened the hearing to comments or questions from the Public.

Rick Surette, as a member of the public, commented that he endorsed the lot line adjustment proposal for Map 28 Lot 17 and Map 29 Lot 7 and added that David Guttadauro informed him that he also endorses the proposal.

- E. Acting-chairman Rob Collins provided an opportunity for any written comments to be read and recorded in the record.

No written records were provided.

- F. Acting-chairman Rob Collins closed the hearing to public comment at 7:35 PM.

- G. At 7:37 PM Acting-chairman Rob Collins closed the public hearing.

VII. Deliberation

- A. **Motion: Geary Ciccarone made a motion for the Planning Board conditionally approve the Charles Robbins Lot Line Adjustment with the contingency that the surveyor provides written certification that the monuments are in place before the Planning Board signs the mylar.** Second: Jim Freeman. The motion passed unanimously.

- B. Acting-chairman Rob Collins instructed the administrative assistant to submit a letter of conditional approval to the owner.

- C. Acting-chairman Rob Collins announced that provided the conditions of the approval are met, the Planning Board will sign the mylar at the next scheduled meeting.

- D. Rob Collins stepped down from his temporary position as acting-chairman. Rick Surette was reinstated to his chairmanship position.

VIII. Public Comments.

(None).

IX. Member Comments

(None).

X. Adjournment

At 7:45 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 11/3/15

Notice of Public Hearing:

A Public Hearing will be held at the Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on October 29, 2015, at 6:30 PM on the application of Charles and Ann Robbins for approval of a lot line adjustment for property located on Tumbledown Dick Road, Brookfield, and shown on Tax Map 28 Lot 17 and Map 29 Lot 7.

The application will be reviewed for completeness at the Planning Board meeting on October 29. Upon a finding by the Board that the application meets the submission requirements of the Lot Line Adjustment regulations, and if the Board votes to accept the application as complete, a Public Hearing on the merits of the proposal will follow immediately.

Should a decision to approve or reject the Lot Line Adjustment not be reached at the Public Hearing, the hearing may be continued to subsequent Planning Board meetings on the third Thursday of every month at the Brookfield Town Office Building at 6:30 PM, and this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Anyone needing assistance to attend this meeting or further information, should contact the Planning Board Administrative Assistant at 522-3688.

The application is available for inspection at the Brookfield Town Offices, in the Planning Board room. The Town Offices are open Monday, 11 AM - 6 PM; Tuesday, 8:30 AM - 1 PM; Wednesday, 8:30 AM – 12:30 PM; Thursday, 8:30 AM – 12:30 PM; Friday, 8:30 AM – 12:30 PM. For additional available times, please contact the Planning Board Chair or Administrative Assistant by calling 522-3688.

October 13, 2015.

Brookfield Planning Board
George Nick, Administrative Assistant