

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

Thursday, November 19, 2015

- I. **Chairman Rick Surette called the meeting to order at 6:32 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 Ciccarone, Ed Comeau, David Champy II and Selectman Rich Zacher.
 - B. Tardy: Geary Ciccarone.
 - C. Alternates present: none.
 - D. Members and Alternates absent: Jim Freeman, Dianne Smith 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.**

Chairman Rick Surette announced the following:

 - A. The latest copy of *Town and City* would be made available in the public office.
 - B. A letter from FEMA inviting officials to attend the Risk MAP discovery meeting scheduled for December 3, 2015.
- VI. **Review and Possible Approval of the October 15 and 29, 2015 Meeting Minutes.**
 - A. A draft of the October 15, 2015 meeting minutes was distributed to Planning Board members. After reviewing the minutes the following took place;
 1. **Motion: Chairman Rick Surette made a motion to accept the October 15, 2015 minutes as written.** Second: Vice-chairman Rob Collins. The motion passed unanimously.
 2. At 6:40 pm Geary Ciccarone entered the building and contributed as a voting member of the Planning Board for the duration of the meeting.
 - B. A draft of the October 29, 2015 meeting minutes was distributed to Planning Board members.

After reviewing the minutes the following took place;

Motion: Vice-chairman Rob Collins made a motion to accept the October 29, 2015 minutes as written. Second: Ed Comeau. The motion passed with four Planning Board members in favor of the motion and two abstentions.

VII. Review of Charles and Ann Marie Robbins Conditional Approval for a Lot Line Adjustment.

- A. Rick Surette and Rich Zacher recused themselves during this portion of the meeting.
- B. Rob Collins presided as acting-chairman and permitted David Champy II to report on his eye witness account of the placement of monuments as required by the Planning Board's conditional approval.
- C. Copies of Map 28, Lot 17 and Map 29, Lot 7 were distributed to Planning Board members. While referencing the map, David Champy II verbalized his account of perambulating the proposed lot line adjustment and the position of each monument.
- D. A copy of the surveyor's letter certifying the placement of monuments was distributed to Planning Board members. Acting-chairman Rob Collins verbally read the contents of the surveyor's letter to those present.
- E. **Motion: David Champy II made a motion for the Planning Board to accept that the requirements to place monuments, as a condition of approval for the Robbins' lot line adjustment, has been met.** Second: Geary Ciccarone. The motion passed unanimously.
- F. Voting members of the Planning Board signed the mylar and plats.
- G. Owner Charles Robbins commented that the administrative assistant was most helpful during the lot line adjustment process and expressed gratitude to the Planning Board.
- H. Rick Surette and Rich Zacher reinstated themselves as Planning Board members. Rick Surette presided as chairman for the remainder of the meeting.

VIII. New Business-

- A. Review and Possible Amending of the Rules of Procedure.
 - 1. A copy of a document proposing changes to the Rules of Procedure as generated by the administrative assistant was distributed to Planning Board members (attached; proposed changes are italicized).
 - 2. Chairman Rick Surette verbally read the changes as proposed in the document.
 - 3. The following are discussion points regarding the amending of the proposed changes to the Rules of Procedure;
 - a. In number 4, second sentence- delete "transcription".
 - b. In the title of the document add "and Other Requirements".
 - c. In number 4, last sentence- insert "parcels and owners on the" after "accuracy of the".
 - 4. **Motion: Chairman Rick Surette made a motion to accept the presented document for amending the Rules of Procedure, with discussed changes, as a working document.** Second: Vice-chairman Rob Collins. The motion passed unanimously.
- B. Consideration of Amending the Zoning Ordinance in Regard to Defining "Staging Area".
 - 1. The driveway working document was distributed to Planning Board members (attached).
 - 2. After some discussion regarding staging area the following took place;
Motion: Chairman Rick Surette made a motion that the Planning Board strike number 7 of the Driveway Working Document. Second: **Selectman Rich Zacher.** The motion passed unanimously.

3. There was some discussion about driveways in regard to subdivisions. Rich Zacher pointed out that the Subdivision Regulations already addresses driveways.
- C. Consideration of Amending the Zoning Ordinance in Regard to Page 5, IIA3c and Page 42, Definition “Y”.
 1. **Motion:** Vice-chairman Rob Collins made a motion for the creation of a working document to amend the Zoning Ordinance with the removal of “approved” in the first sentence of Article IIA3c and replacement of “approved street or road” with “class V or private road” on Page 42, definition “Y”. Second: Geary Ciccarone. The motion passed unanimously.
 2. There was brief discussion about the possible wording of warrant articles pertaining to amending the Zoning Ordinance.

IX. Old Business-

A. Driveways

1. The driveway working document was distributed to Planning Board members (attached).
2. Chairman Rick Surette read the working document to those in attendance.
3. The following points were discussed;
 - a. The cost of paving driveways and roads.
 - b. Whether or not a driveway is required at a dwelling.
 - c. Discussion of waivers of town liability concerning access of emergency vehicles for dwellings located on Class VI roads.
4. **Motion:** Selectman Rich Zacher made a motion that the Planning Board add “or greater than 500 feet in length” after “lots” in the first sentence of the Driveway Working Document. Second: Vice-chairman Rob Collins. The motion passed unanimously.
5. **Motion:** Selectman Rich Zacher made a motion that the Planning Board replace “12” with “8” in number 1 and add “and shoulders” after “portion” in number 2 of the Driveway Working Document. Second: Vice-chairman Rob Collins. The motion passed with four Planning Board members in favor and two against.
6. State Representative Ed Comeau commented that at his previous residence in New Jersey, regulations were gradually introduced to require that driveways be built to the same code as streets. Years later the state of New Jersey declared that all driveways were “quasi-owned” by the state, extending the control of the government from the curb to the front door. State Representative Ed Comeau concluded his discussion by stating that any regulations introduced must be deliberated with the fore-thought of how future generations could suffer the consequences of laws that may be twisted to trespass their rights.

B. Proposed Parameters for Approved Private Roads.

1. The private roads working document was distributed to Planning Board members (attached).
2. The following points were discussed;
 - a. Private roads on privately owned land.
 - b. A proposed definition of a private road: a private way that provides vehicular access to 3 or more lots and links to any street or private road.

3. **Motion:** Selectman Rich Zacher made a motion to add the definition of a private road to the Private Road Working Document. Second: Vice-chairman Rob Collins. The motion passed unanimously.

C. Amended CIP

1. A copy of the amended CIP document was distributed to Planning Board members (attached).
2. Vice-chairman Rob Collins noted the following changes to the CIP document:
 - a. the cost listed for “Town Cemetery” was changed from \$50,000 to \$20,000.
 - b. The line item “Roof Town House/School/Offices” was deleted.
 - c. The line item “Shared Office Equipment” was deleted.
3. The administrative assistant explained that the CIP document spreadsheet had been amended per an email from Selectman Brian Robischeau.
4. Geary Ciccarone expressed concern for the lack of details and procedural instruction regarding the projection of the cost of maintaining roads in the CIP.
5. **Motion:** Chairman Rick Surette made a motion for the CIP document to be submitted to the Selectmen and the Office of Energy and Planning. Second: Vicechairman Rob Collins. The motion passed unanimously excepting one abstention.

D. Master Plan.

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

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

Chairman Rick Surette postponed discussion of the Notification of RSA Revisions until the next Planning Board meeting.

X. Public Comments.

(None).

XI. Member Comments

- A. State Representative Ed Comeau stated that the CIP can be improved upon in the future.
- B. Vice-chairman Rob Collins asked Selectman Rich Zacher if the CIP was useful to the Selectmen for budgetary projections. Selectman Rich Zacher said that other than a well formatted document it didn't assist the Selectmen very much. Vice-chairman Rob Collins responded that the requirement to submit a CIP to the Selectmen was dictated by town vote and suggested that a warrant article could be presented at the Town Meeting for consideration of removing the requirement.
- C. Geary Ciccarone suggested that the town should consider hiring “non-fiduciary” interests to assess roads for the CIP.

XII. Adjournment

At 9:12 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 11/25/15

Driveway: A private way that serves not more than two (2) lots and provides vehicular access to any street or private road and must meet the following specification

1. Minimum width of travel portion of driveway of 12' with 2' shoulders.
2. The travel portion of the driveway shall have an all weather road surface and base capable of supporting 43,500 pound GVW vehicles with 27,000 pound rear axle load.
3. Minimum overhead clearance of all obstructions (eg. branches, limbs, wires): fourteen feet (14').
4. Minimum horizontal road curve centerline radius of 40'.
5. Turnoffs every 500' or less if sight lines require.
6. Driveways shall allow fire apparatus to park within a maximum of 100' of any dwelling.
7. The driveway shall provide a staging area within 1000' of any dwelling for multiple emergency vehicles.
8. Driveways that exceed 500 feet shall have a turn around within 250 feet of any dwelling.

Sub-Division Regulations Article XII page 17 and under building lot requirements

MINIMUMS FOR PRIVATE ROADS

A private road shall meet the following minimum standards:

1. Width of traveled way: sixteen (16) feet, minimum;
2. Road shoulders: three (3) feet, minimum;
3. The travel portions and shoulders of private roads shall have an all weather road surface and base capable of supporting 43,500 pound GVW vehicles with 27,000 pound rear axle load;
4. Minimum overhead clearance (branches, limbs, wires): fourteen feet (14').
5. Provide turnaround area at dead end roads to accommodate vehicles that are thirty-five (35) feet in length;
6. Grade roads to eliminate crown over six (6) inches;
7. Provide adequate culverts where required (culverts minimum twelve inch in diameter);
8. Provide that all grades and changes in grades can accommodate a thirty-five (35) foot long vehicle;
9. Provide that all sharp turns, curves and blind areas to ensure a thirty-five (35) foot long vehicle can safely negotiate the roadway.
10. Private roads must meet life safety codes, DES, and shore land protection regulations.

Town of Brookfield
Capital Improvements Program
2016 Budget Year
Approved November 20, 2014

Background and Purpose

A Capital Improvements Program (CIP) is a decision making tool used to plan and schedule town improvements over a period of six years or more. It is a statement of a town's intended schedule for the construction, expansion or replacement of public facilities and equipment that have an appreciable life expectancy such as schools, libraries, and highway equipment. For Brookfield, a capital improvement has been defined as an item costing at least \$5,000 and having a useful life expectancy of at least three years. Operating expenditures are not included in this definition. It is a principal goal of the CIP to increase the predictability and regularity of the Town's budget by planning for routine or anticipated major expenditures and determining appropriate methods for meeting the Town's capital needs. While the CIP should be used as a guide for the municipal budget process, it is an advisory document only and not a strict set of guidelines. The responsibility for preparing the annual town budget remains with the Selectmen, with the final approval for appropriations made by the voters at Town Meeting.

Authorization and Requirements

New Hampshire RSA 674:5-7 provide legal guidance regarding authorization, purpose, description and preparation of the CIP. Brookfield authorized the Planning Board to implement the CIP by passing warrant article #12 in March 2001.

According to RSA 674:5-7, there are required elements and optional elements in the CIP. A CIP "shall" do the following:

- Address capital improvement projects over a period of at least six years. It can be a longer period, of course, and 6-10 years is typical in many municipalities.
- Classify projects according to the urgency and need for implementation.
- Include a timetable for implementation of projects.
- Take into account public facility needs that are indicated by the development shown in the Master Plan or which are permitted under the municipality's zoning ordinances and regulations.

A CIP "may" include the following:

- Estimated cost of each project.
- Probable operation and maintenance costs.
- Probable revenues (if any) from each project. □ Suggested funding sources.

Process/Schedule

The CIP process is updated annually by the Planning Board.

1. Summer - The Planning Board collects proposed capital projects and supporting information from the various departments, boards, commissions, committees, etc.
2. August - The Planning Board reviews the recommendations of the Master Plan in relation to the capital improvements program (required by RSA 674:7).

3. September - The Planning Board organizes and prioritizes these projects and creates the CIP working document.
4. October - The Planning Board finalizes the CIP and formally approves the CIP.
5. After the CIP has been formally approved, the Planning Board forwards it to the Office of Energy and Planning (RSA 674:9) and to the Selectmen (RSA 674:8) to aid in their creation of the proposed budget. The final budget is determined by the legislative body at Town Meeting.

Funding

The financial projections presented in this CIP represent the “worst case” scenario, in which town tax appropriations must pay for all projects. It is anticipated that the cost of some projects may be partially or fully offset by grants or may be funded by other means.

Projects

The following table summarizes the proposed capital projects and an appropriation schedule. The “urgency” column represents the Planning Board’s understanding of the urgency and need for implementation of the project. The “cost” column represents the project’s estimated total cost. The year columns refer to budget years and the values represent the appropriation to add to the capital reserve fund(s) to support that particular project in that budget year.

Project	Urgency	Cost	2016	2017	2018	2019	2020	2021
Archives	Medium	\$6,000			\$6,000			
Paint Town House/School	High	\$20,000		\$20,000				
Restore Town House	Medium	\$425,000	\$49,360	\$70,124	\$41,534	\$68,444	\$122,366	\$73,174
Town Cemetary	High	\$20,000	\$20,000					
Municipal Land Purchase	Low	\$210,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Moose Mountain Rd	High	\$74,832			\$74,832			
Brice Drive	High	\$32,242		\$32,242				
Stoneham Road (east)	High	\$53,006	\$53,006					
Pike Brook Road	High	\$53,922				\$53,922		
Clark Road	High	\$49,192						\$49,192
Total		\$944,194	\$157,366	\$157,366	\$157,366	\$157,366	\$157,366	\$157,366
		\$157,366						