

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

Thursday, January 21, 2016

- 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, Ed Comeau, David Champy II and Selectman Rich Zacher.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: Geary Ciccarone, Jim Freeman, and John Merrigan.
- III. Appointment of Alternates per RSA 673:11, 673:12.**

Chairman Rick Surette appointed Dianne Smith as an alternate for one of the absent members.
- IV. Public Comments.**

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

Chairman Rick Surette announced the following;

 - A. A letter from the NH Electric Cooperative was received, requesting a list of scenic roads in Brookfield. Chairman Rick Surette requested the administrative assistant to provide a list of scenic roads to the NH Electric Cooperative.
 - B. The latest edition of *Town and City* is available for review in the common office.
- VI. Review and Possible Approval of the December 17, 2015, January 7, 2016 and January 14, 2016 Meeting Minutes.**
 - A. A draft of the December 17, 2015, meeting minutes was distributed to Planning Board members. After reviewing the minutes the following correction was proposed as part of a motion;
 1. There was some discussion of page 3 of 5, X, A, regarding the number of legislative submissions proposed at the state level. A suggestion was made to clarify the reference “seven hundred sixty-six”.
 2. **Motion: Vice-chairman Rob Collins made a motion to accept the December 17, 2015 minutes as amended.** Second: David Champy II. The motion passed unanimously.
 3. Chairman Rick Surette requested the administrative assistant amend the December 17, 2015 accordingly.

- B. A draft of the January 7, 2016 meeting minutes was distributed to Planning Board members. the following correction was proposed as part of a motion;
 - 1. On page 2 of 7, IX, A- change “Longmeadow” to “Longmeadow / Smith”.
 - 2. **Motion: Vice-chairman Rob Collins made a motion to accept the January 7, 2016 minutes as amended.** Second: Chairman Rick Surette. The motion passed unanimously.
 - 3. The administrative assistant was instructed to verify the name listed on the deed of the “Longmeadow / Smith” excavation property.
- C. A draft of the January 14, 2016 public hearing minutes was distributed to Planning Board members. After reviewing the minutes the following corrections were proposed as part of a motion;
 - 1. On page 2 of 7, D, 4 insert “In the event that the attorney accepts the wording as is” at the beginning of the sentence.
 - 2. On page 2 of 7, B, last sentence- replace “one opposed” with “Ed Comeau opposed”.
 - 3. **Motion: Vice-chairman Rob Collins made a motion to accept the January 14, 2016 minutes as amended.** Second: David Champy II. The motion passed unanimously.

VII. New Business-

Review of Earth Excavation Requirements.

- A. After Chairman Rick Surette requested input from Ed Nason regarding the inspection of excavation sites, Ed Nason provided the following information;
 - 1. Summer time is the best time for an inspection.
 - 2. That the inspection is more of a formality since excavation requirements are regulated by the state.
 - 3. The inspection should note the following;
 - a. No more than five acres should be open for excavation.
 - b. Note evidence of washouts.
 - c. Note evidence of erosion.
 - d. Look for evidence of illegal dumping.
 - e. Determine if the pit reclamation plan is adhered to.
- B. Chairman Rick Surette requested the administrative assistant develop and submit a gravel pit inspection form at the next Planning Board meeting.
- C. Chairman Rick Surette requested that Planning Board members read RSA 155E in preparation of reviewing excavation regulations and added that the Planning Board does not need to be redundant regarding requirements that are already regulated by the state.

VIII. Old Business-

- A. Proposed Zoning Ordinance Amendments/ Warrant Articles.
 - 1. A copy of a document listing proposed changes to the Zoning Ordinance as emailed to the attorney was distributed to Planning Board members (attached).
 - 2. A copy of the suggested warrant article wording as emailed by the Attorney Laura Spector-Morgan was submitted to Planning Board members.

3. After some discussion Planning Board members requested that the wording with proposed changes to the Zoning Ordinance and the wording of the warrant articles be combined into one document.
 4. **Motion: Vice-chairman Rob Collins made a motion to accept the attorney's proposed wording for warrant article number one, to retain the Planning Board's original wording for warrant article number two, and to accept the attorney's proposed wording for warrant article number three.** Second: Chairman Rick Surette. The motion passed with five members in favor and one opposed.
 5. **Motion: Chairman Rick Surette made a motion for the warrant articles to be added to the document listing amendments to the Zoning Ordinance.** Second: Vice-chairman Rob Collins. **After some discussion the motion was amended by Chairman Rick Surette to entitle the warrant articles as "Proposed Zoning Ordinance Amendments 2016".** Second: Dianne Smith. The amendment to the motion was accepted unanimously by vote. By separate vote, the motion was accepted unanimously.
 6. Chairman Rick Surette requested that the administrative assistant email a copy of the warrant articles / proposed Zoning Ordinance amendments document to Planning Board members before publically displaying the document and submitting the warrant articles to the Town Clerk.
 7. **Motion: Vice-chairman Rob Collins made a motion for the administrative assistant to add the original wording of the Zoning Ordinance in Article X, Y under warrant article number three as listed in the Proposed Zoning Ordinance Amendments 2016 document.** Second: Chairman Rick Surette. The motion passed by a unanimous vote.
- B. Consideration of Organizations Providing Notification of RSA Revisions that Apply to Planning.
Representative Ed Comeau discussed the following;
1. Informed the Planning Board of the procedure of how bills are made.
 2. volunteered to make a new list of legislative changes to conform with the new NH Planning and Land Use Regulations books.
 3. Representative Ed Comeau informed the Board that he submitted a request to Legislative Services to compile a list of legislation hearings for the purpose of informing the Planning Board of future considerations before they become law.
- C. Rules of Procedure Working Document.
(Postponed until next Planning Board meeting).

IX. Public Comments.

(None).

X. Member Comments

- A. Rich Zacher informed the Planning Board that the Selectmen decided the following in regard to the Planning Board;
 1. to reduce the Planning Board's expenditures by cutting the administrative assistant's pay by two thousand dollars.
 2. That a warrant article would be introduced to rescind the necessity of a CIP.
 3. There would be a public hearing regarding the budget on February 4, 2016.
- B. Vice-chairman Rob Collins suggested that a calendar of events should be incorporated into the Rules of Procedure. Chairman Rick Surette requested that administrative

assistant add the amending of the Rules of Procedure to the agenda of the next Planning Board meeting.

XI. Adjournment

At 8:20 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 1/27/16

A. The proposed changes listed in the section below are in regards to the proposed wording for warrant article, amendment one.

The following wording is proposed for insertion in Article X of the Zoning Ordinance;

1. **Road, Private:** a highway, street, road, avenue or way with the following characteristics:
 - (1.) not open to public use as a matter of right for vehicular travel,
 - (2.) the maintenance and repair of which shall be borne by the subdivider, abutting landowners or an association of abutting landowners.
 - (3.) serves three or more lots.
2. **Road, Approved Private:** a private road that was approved by the Subdivision Regulation process.

B. The proposed changes listed in this section are in regards to the proposed wording for warrant article, amendment two.

1. Add “h. A driveway is required for each dwelling” under Article II, A, 3, g on page 6 of the Zoning Ordinance as part of the Driveway Working Document.
2. Add the following to the definitions as listed in Article X of the Zoning Ordinance; “**Driveway:** a private way that serves not more than two (2) lots and provides vehicular access to any street or approved private road.”

C. The proposed changes listed in this section are in regards to the proposed wording for warrant article, amendment three.

The following wording is proposed for amending item “Y” in Article X of the Zoning Ordinance;

- Y. Frontage:** that part of the lot or lot line abutting a *road or body of water*.