

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

Thursday, February 18, 2016

- I. **Chairman Rick Surette called the meeting to order at 6:33 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, Ed Comeau, David Champy II and Selectman Rich Zacher.
  - B. Alternates present: Dianne Smith.
  - C. Members and Alternates absent: 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 Jim Freeman.
- IV. **Public Comments.**

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

Chairman Rick Surette announced the following;

  - A. A brochure from Plan NH that announced a “2-day workshop” about community design charrettes.
  - B. A survey of 66 Mead Dam Road, Map 28 Lot 6, which referenced RSA 676:18,iv. “Prior to recording any plat in the registry of deeds, the surveyor shall file, for information purposes only, a copy of the survey with the town planning board”. Chairman Rick Surette requested that the administrative assistant file the survey.
- VI. **Review and Possible Approval of the January 21, 2016 Meeting Minutes.**
  - A. A draft of the January 21, 2016 meeting minutes was distributed to Planning Board members. After reviewing the minutes the following motion was proposed;
  - B. **Motion: Vice-chairman Rob Collins made a motion to accept the January 21, 2016 as written.** Second: Chairman Rick Surette. The motion passed unanimously excepting one abstention.
- VII. **New Business-**
  - A. SRPC Representation.
    1. State Representative Ed Comeau explained that at times the SRPC scheduled meetings conflict with his other duties as state representative and suggested since the Town of

Brookfield is allowed to have two commissioners that Dianne Smith would make an excellent addition.

2. There was some discussion as to whether SRPC acknowledged that Ed Comeau retained his commissioner status.
  3. **Motion: Vice-chairman Rob Collins nominated Ed Comeau and Dianne Smith to serve as SRPC commissioners and TAC (Technical Advisory Committee) appointees and for their nomination to be forwarded to the Selectmen for their selection.**  
Second: Chairman Rick Surette. The motion passed unanimously.
  4. Chairman Rick Surette requested that the administrative assistant forward the nominations of Ed Comeau and Dianne Smith to serve as SRPC and TAC representatives to the Selectmen.
- B. Gravel Pit Inspection Form.
1. A document entitled, “Gravel Pit Inspection Form” was distributed to Planning Board members.
  2. Chairman Rick Surette vocalized that he had reviewed RSA 155E and didn’t see anything that requires towns to inspect gravel pits.
  3. Discussion;
    - a. After reviewing RSA 155E there was some discussion about following the minimum state requirements.
    - b. **Motion: Geary Ciccarone made a motion for the Planning Board to delegate members to inspect the two gravel pits and report back to the Planning Board utilizing the “Gravel Pit Inspection Form”.** Second: Chairman Rick Surette. The motion passed by a unanimous vote.
    - c. Chairman Rick Surette requested that the administrative assistant add “Inspection Dates of Gravel Pits” to the May Planning Board agenda.
    - d. There was some discussion in regard to the “Brookfield Earth Excavation and Restoration Regulations”.
    - e. **Motion: Ed Comeau made a motion for the Planning Board to accept the “Gravel Pit Inspection Form” as a working document.** Second: Chairman Rick Surette. The motion passed by a unanimous vote.
    - f. Upon review Planning Board members suggested the following:
      - i. Insert “Date”.
      - ii. Insert “Map”.
      - iii. Insert “Lot”.
      - iv. Insert “Inspectors”.
      - v. Replace “Form” with “Report” in the title.
      - vi. Add “Inspection Pursuant to RSA 155E” under the title.
      - vii. Add “Comments” at the bottom of the document.
    - g. Chairman Rick Surette requested that the administrative assistant make the aforementioned changes to the Gravel Pit Inspection Form document for presentation at the next Planning Board meeting.

- h. Chairman Rick Surette requested that the administrative assistant add “Home Occupation” to the March Planning Board agenda.
- C. Amending of the Rules of Procedure (Calendar of Events).
  - 1. The following suggestions concerning the scheduling of Planning Board annual events were discussed accordingly;
    - a. Master Plan.
    - b. Appointments to SRPC.
    - c. Gravel pit inspections.
  - 2. Chairman Rick Surette requested that the administrative assistant develop a proposed working document entitled, “Recurring Activities of the Planning Board” with the aforementioned insertions for presentation at the March Planning Board meeting.
- D. Application for Voluntary Merger.
  - 1. An application for a voluntary merger from Fish and Game was distributed to members for review.
  - 2. **Motion:** Chairman Rick Surette made a motion that the Planning Board approve the application for voluntary merger of the Fish and Game property (located on Map 29 Lots 6, 7, and 9 through 15). Second: Vice-chairman Rob Collins. The motion passed by unanimous vote.
  - 3. Planning Board members signed the Application for Voluntary Parcel Merger document.

## VIII. Old Business-

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

Representative Ed Comeau discussed the following;

  - 1. That the new list of legislative changes to conform with the new NH Planning and Land Use Regulations books was in progress.
  - 2. Representative Ed Comeau informed the Board that accumulation of a list of legislation hearings for the purpose of informing the Planning Board of future considerations before they become law was on-going.
- B. Rules of Procedure Working Document.
  - 1. A copy of the ROP Working Document was distributed to Planning Board members.
  - 2. Chairman Rick Surette requested that the administrative assistant place the Rules of Procedure working document on the agenda for the next Planning Board meeting.

## IX. Public Comments.

(None).

**X. Member Comments**

- A. Vice-chairman Rob Collins questioned if there could be a forum for explaining the proposed Zoning Ordinance amendments to the public such as a public meeting with coffee and pizza. Selectman Rich Zacher said that the Selectmen could consider such a proposal in the future.
- B. Selectman Rich Zacher notified Planning Board members that a new technology would be introduced that will supersede DSL / cable and suggested that the Zoning Ordinance may need to be amended to accommodate the upgrade since present zoning prevents towers.

**XI. Adjournment**

At 8:32 PM the Planning Board meeting was adjourned.

Respectfully submitted by  
George Nick, Administrative Assistant.

\_\_\_\_\_ Date 2/22/16

## Gravel Pit Inspection Form

1. No more than five acres can be active.	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
2. Is there evidence of washout?	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
3. Is there evidence of erosion?	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
4. Is the pit reclamation plan being adhered to?	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
5. Is there evidence of illegal dumping?	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>

