

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

Thursday, March 17, 2016

- I. **Rick Surette called the meeting to order at 6:36 PM.**
- II. **Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
 - A. Members present: Rick Surette, Rob Collins, Ed Comeau, and David Champy II.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: Geary Ciccarone, Jim Freeman, Selectman Rich Zacher 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 of the Planning Board.
- IV. **Public Comments.**

(None).
- V. **Nomination and Election of the Planning Board Chairman and Vice-chairman.**
 - A. **Motion: Rob Collins nominated Rick Surette to the position of Planning Board Chairman.** Second: David Champy II. The motion passed unanimously.
 - B. Rick Surette provided an opportunity for other nominations to be presented to the Planning Board for the Chairman position. No other nominations were made.
 - C. **Motion: Rob Collins moved that the Planning Board elect Rick Surette as Planning Board Chairman.** Second: Dianne Smith. The motion passed unanimously.
 - D. **Motion: Rob Collins nominated David Champy II to the Vice-chairman position of the Planning Board.** Second: Chairman Rick Surette. The motion passed unanimously.
 - E. Rick Surette provided an opportunity for other nominations to be presented to the Planning Board for the Vice-chairman position. No other nominations were made.
 - F. **Motion: Chairman Rick Surette moved that the Planning Board elect David Champy II as Vice-chairman to the Planning Board.** Second: Ed Comeau. The motion passed unanimously.
- VI. **Announcements/Correspondence/Mail.**

Chairman Rick Surette announced the following;

 - A. The latest edition of *Town and City* will be on display in the common office.

- B. Chairman Rick Surette read a letter from Eversource informing the Planning Board of its intention to trim and remove trees and brush beneath power lines located at the following scenic roads- : Lyford Road, Moose Mountain Road and Tumbledown Dick Road. Additionally the letter requested notification of a public hearing as required by RSA 231:158. The following discourse took place regarding a public hearing;
1. Rob Collins read portions of RSA 231:158 to the Planning Board and noted that notice of the public hearing must-
 - a. Be published twice, but no later than seven days before the hearing.
 - b. A written notice be sent to Eversource informing them of the time and place of the hearing.
 2. Chairman Rick Surette informed the Planning Board that the Road Agent wanted to remove or trim trees that interfered with plowing. After some discussion there was a general consensus that the Road Agent's concerns could also be addressed at the public hearing.
 3. Chairman Rick Surette requested that the administrative assistant schedule the public hearing for the next Planning Board meeting and to publish the announcement of the public hearing accordingly;
 - a. List the purpose.
 - b. Scenic roads should be mentioned.
 - c. Eversource and the Road Agent should be notified.

VII. Review and Possible Approval of the February 18, 2016 Meeting Minutes.

- A. A draft of the February 18, 2016 meeting minutes was distributed to Planning Board members. After reviewing the minutes the following motion was proposed;
- B. **Motion: Rob Collins made a motion to accept the February 18, 2016 as written.** Second: Chairman Rick Surette. The motion passed unanimously.

VIII. New Business-

- A. Discussion of Tree Removal- Lyford Road.
Chairman Rick Surette referred to RSA 231:158 in regard to the possibility of trees posing as an eminent threat and volunteered to speak to the Road Agent about the possibility of Selectmen providing written authorization for tree removal should there be a more immediate need.
- B. Review and Certification of the Amended Zoning Ordinance as Approved by Vote at the Town Meeting.
1. The following documents were distributed to Planning Board members;
 - a. Proposed changes to the Zoning Ordinance presented for approval at the Town Meeting.
 - b. Copies of pages of the Zoning Ordinance that were amended per the Town vote.
 2. The following format errors were noted at the meeting;
 - a. Page 44 of 56- format is too far to the left.
 - b. Page 6 of 56- items "g" and "h" are not lined up properly.
 - c. Page 6 of 56- spacing incorrect at bottom of page.
 3. **Motion: Rob Collins made a motion to accept the amended Zoning Ordinance with noted typographical corrections.** Second: Chairman Rick Surette. The motion passed unanimously.

4. The administrative assistant was instructed to distribute the amended Zoning Ordinance per the Rules of Procedure and to arrange for the amended document to be displayed on the town website.
- C. Home Occupation.
1. Chairman Rick Surette suggested that the Planning Board may want to consider reviewing non-permitted uses concerning home occupation requirements.
 2. Rob Collins referred to pages 2 and 5 of the Zoning Ordinance in regard to non-permitted uses and initiated discussion to assess whether animal hospitals, boarding kennels and gravel pits should be non-permitted uses. The following points were considered;
 - a. Noise.
 - b. Environmental impact.
 - c. Permits.
- D. Inspection Dates of Gravel Pits.
1. A document entitled, “Recurring Activities of the Planning Board” was distributed to Planning Board members (attached).
 2. **Motion: Rob Collins made a motion for the Planning Board to accept the document entitled, “Recurring Activities of the Planning Board” as a working document.** Second: Chairman Rick Surette. The motion passed unanimously.
 3. After some discussion the following proposals were made in regard to adding gravel pit annual inspections to the “Recurring Activities of the Planning Board Working Document”;
 - a. May- assign inspectors to inspect gravel pits.
 - b. June- inspectors will report to the Planning Board.
 - c. Add RSA 155e and the appendix nomenclature of the Gravel Pit Inspection Report.
 4. Chairman Rick Surette requested that the administrative assistant add the above suggestions to the “Recurring Activities of the Planning Board Working Document” and to present the amended document to the Planning Board at the April meeting.

IX. Old Business-

- A. Gravel Pit Inspection Form
1. A document entitled, “Gravel Pit Inspection Report” was distributed to Planning Board members.
 2. Rob Collins noted that the document had been revised as was instructed at the February Planning Board meeting.
 3. Vice-chairman David Champy II suggested that a place for the name of the owner or agent should be placed on the report. Chairman Rick Surette requested that the administrative assistant add “Owner / Agent: _____” above “Inspector(s): _____.”
 4. There was some discussion about adding the following language to the Rules of Procedure regarding inspection of gravel pits;
 - a. A new section to the Rules of Procedure regarding Gravel Pits should be added to page 18 of 19.

- b. Gravel pits will be inspected annually by the Planning Board pursuant to RSA 155E.
 - c. The Chairman will appoint Planning Board members to inspect gravel pits.
 - d. Prior to inspection, a meeting should be scheduled with the owner / agent for the inspection.
 - e. After the inspection, the report should be filed and the results should be conveyed to the Planning Board.
 - f. A template of a notification letter should be added for the scheduling of the inspection.
 - g. The administrative assistant should converse with the owner / agent after receiving a reply to set up an appointment.
5. Chairman Rick Surette requested that the administrative assistant provide proposed working documents regarding the above proposals at the April Planning Board meeting.
- B. Amending of the Rules of Procedure.

After some discussion regarding the results of the vote at the Town Meeting, the following motion was proposed;

Motion: Chairman Rick Surette made a motion that all elements regarding CIP be expunged from the Rules of Procedure. Second: Rob Collins. The motion passed by a unanimous vote. Chairman Rick Surette requested that the administrative assistant delete language regarding CIP as part of a Rules of Procedure working document.

1. Abutter Notification Form and Other Requirements.

Chairman Rick Surette requested that the administrative assistant place the Abutter Notification Form and Other Requirements working document on the agenda for the next Planning Board meeting but without submitting hard copies at any subsequent meetings.

2. Recurring Activities of the Planning Board.

- a. After some discussion regarding the review of changes to the New Hampshire Planning And Land Use Regulation book, Chairman Rick Surette requested that the administrative assistant add “Review and compiling of changes to the New Hampshire Planning And Land Use Regulation book” for February of the “Reoccurring Activities Working Document”.
- b. Chairman Rick Surette requested that the administrative assistant add the above discussion point to the April agenda under “Old Business”.

X. Public Comments.

(None).

XI. Member Comments

- A. Dianne Smith reported that she had attended her first meeting as the Planning Board’s representative to the Regional Planning Commission. The meeting she attended on March 4, 2016 was a presentation about the federal highways. The meeting covered the following;
 - 1. The gas tax is insufficient for covering transportation projects.
 - 2. Freight has been given recognition.
 - 3. The service transportation fund, “highway money”, is now a block grant to the state.
 - 4. There is money set aside for recreation trail funding. Dianne Smith reported that she had done some research into the possibility of receiving funds for supporting the “rail trails”.
- B. Representative Ed Comeau pointed out that our ordinances presently prevent “tiny houses” and suggested that the Planning Board may want to consider ordinances that make allowances for them with the view of applying them toward the fulfillment of workforce housing requirements.
- C. During the course of the above discussion Selectman / Representative Bill Nelson arrived.

XII. Adjournment

At 8:59 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 3/24/16

Gravel Pit Inspection Report
Inspection Pursuant to RSA 155E

Map _____ Lot _____

Date _____

Inspector(s): _____

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"/>

Comments: _____

