

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

Public Hearing

**Thursday, April 21, 2016**

- I. Chairman Rick Surette called the meeting to order at 6:35 PM.**
- II. Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
  - A. Members present: Chairman Rick Surette, Vice-chairman David Champy II, Jim Freeman, Ed Comeau, and Selectman Rich Zacher.
  - B. Alternates present: Dianne Smith.
  - C. Members and Alternates absent: Rob Collins, Geary Ciccarone, 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. No members of the public were present with the exception of Robert Berner, who would be representing Eversource at the Public Hearing).
- V. Public Hearing- Removal and Trimming of Trees on Scenic Roads.**
  - A. Chairman Rick Surette began the Public Hearing at 6:36 PM.
  - B. Chairman Rick Surette announced that Road Agent Ed Nason informed him of the necessity of removing from two to five trees on Lyford Road which are too close to the road and interfere with snow plow clearance. Additionally, Chairman Rick Surette stated that Road Agent Ed Nason has informed the landowner who has agreed to the removal of the trees by the town.
  - C. Chairman Rick Surette notified those present that the purpose of the Public Hearing was to determine the necessity for the removal or trimming of trees on scenic roads in Brookfield. Chairman Rick Surette referred to a document received from Eversource disclosing the location of dead, decayed and split trees to be cut to prevent outages. Robert Berner confirmed that the trees were located on Tumbledown Dick Road and Moose Mountain Road.
  - D. Both Chairman Rick Surette and Vice-chairman David Champy II stated that they had observed the designated trees to be cut and confirmed the necessity for trimming and / or removal.

- E. Representative Ed Comeau asked Mr. Berner about the procedure for removing the remains of the trees after they are cut. Robert Berner replied that the wood will remain on the property unless the owner requests for it to be hauled away.
- F. Mr. Berner stated that all owners will be contacted for approval before trees are cut on their property.
- G. Representative Ed Comeau requested confirmation that the Public Hearing had been posted. The administrative assistant provided a copy of the Public Hearing notice (attached).
- H. At 6:44 PM Chairman Rick Surette closed the Public Hearing.
- I. **Motion: Chairman Rick Surette moved that the Planning Board approve the cutting of trees on the Brookfield scenic roads.** Second: Jim Freeman. The motion passed unanimously.

## VI. Announcements/Correspondence/Mail.

Chairman Rick Surette announced the following;

- A. A Wetlands Permit Application was received regarding property located on Map 17 Lot 22. Upon review by Planning Board members, Chairman Rick Surette requested that the administrative assistant file the application.
- B. A Wetlands Permit Notification was received regarding property located on Map 26 Lot 2. Upon review by Planning Board members, Chairman Rick Surette requested that the administrative assistant verify the existence of a signature page from the Town Clerk and file the notification.
- C. SRPC sent a copy of the 2015- 2040 Metropolitan Transportation Plan and a notice of a Public Hearing to review the proposal. The administrative assistant displayed the documents in the public area of the Town Office building.
- D. DOT sent a copy of the Red List Bridges Report. Selectman Rich Zacher accepted the document for distribution to the Selectmen.

## VII. Review and Possible Approval of the March 17, 2016 Meeting Minutes.

- A. A draft of the March 17, 2016 meeting minutes was distributed to Planning Board members. After reviewing the minutes the following was proposed;  
On page 1 of 7, V, D- insert "Vice-chairman" before "position".
- B. **Motion: Ed Comeau made a motion to accept the March 17, 2016 as corrected.** Second: Chairman Rick Surette. The motion passed with four members in favor of the motion and two abstentions.

## VIII. New Business- (None).

## IX. Old Business-

- A. Recurring Activities of the Planning Board Working Document.
  - 1. A document entitled, "Recurring Activities of the Planning Board Working Document" was distributed to Planning Board members (attached).

2. **Motion: Chairman Rick Surette made a motion that the Planning Board accept the Recurring Activities of the Planning Board Working Document as Appendix W of the Rules of Procedure.** Second: David Champy II. The motion passed unanimously.

B. Gravel Pit Inspection Form

1. A document entitled, “Gravel Pit Inspection Report” (as a portion of the March 17, 2016 minutes) was reviewed by the Planning Board members.
2. Code Enforcement Officer, Ed Nason, questioned why both “washout” and “erosion” are listed on the document checklist. Jim Freeman responded that DES defines erosion as applying to the landscape while washout is specific to a traumatic event.
3. Code Enforcement Officer, Ed Nason and Representative Ed Comeau expressed concern that the document should be specific enough to remove ambiguity in the interpretation of the requirements.
4. Ed Nason expressed that the results of the gravel pit inspection should be submitted to the Code Enforcement Officer.
5. Chairman Rick Surette tabled discussion of the Gravel Pit Inspection Form until the next Planning Board meeting.

C. Amending of the Rules of Procedure.

Chairman Rick Surette postponed discussion of the Gravel Pit Inspection Form until the next Planning Board meeting.

D. Review and Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book.

Chairman Rick Surette postponed discussion of the compiling of changes to the New Hampshire Planning And Land Use Regulation book until the next Planning Board meeting.

## X. Public Comments.

(None.)

## XI. Member Comments

- A. Dianne Smith reported while in attendance at several SRPC meetings, four amendments were made to the Transportation Improvement Plan, which governs what projects can be funded by the state. Dianne Smith expressed the following:
  1. DOT carefully responded to questions regarding the amendments.
  2. The Transportation Improvement Plan was adopted at the last Policy meeting.
  3. Additionally the DOT has submitted the draft of the Non-metropolitan Consultation Process that the state DOT uses as a procedure to solicit comments from the public in non-metropolitan areas until the middle of May.
  4. SRPC has reorganized the GIS system in a user friendly fashion which speeds up the process for accessing maps as requested by cities and towns in New Hampshire.
  5. That she had attended a meeting as presented by Ben Frost regarding Accessory Dwelling Units and the review of signage laws.
  6. Dianne Smith suggested that the Planning Board may want to review Accessory Dwelling Units requirements in the Zoning Ordinance.

7. Chairman Rick Surette requested that the administrative assistant place the review of ADU requirements in the Zoning Ordinance on the May Planning Board agenda.
- B. Chairman Rick Surette announced that some workshops are available for Planning Board members to attend and details of the workshops have already been distributed via email.
- C. Representative Ed Comeau reported that he had compiled the changes to the New Hampshire Planning And Land Use Regulation book and will disseminate the document at the next Planning Board meeting.
- D. Representative Ed Comeau stated that he would like for the Planning Board to consider addressing regulations for “tiny houses”.

**XII. Adjournment**

At 8:02 PM the Planning Board meeting was adjourned.

Respectfully submitted by  
George Nick, Administrative Assistant.

\_\_\_\_\_ Date 4/26/16

**Notice of Public Hearing:**

Pursuant to RSA 231:158, the Brookfield Planning Board will review the removal of trees, brush and the trimming of trees on the following designated scenic roads: Lyford Road, Moose Mountain Road and Tumbledown Dick Road.

A public hearing will be conducted at the Brookfield Town Office Building, 267 Wentworth Road, Brookfield, NH 03872, on April 21, 2016 at 6:30 PM concerning decayed or defective trees which present a threat to Eversource power lines and Town equipment.

Anyone needing assistance to attend this meeting or further information should contact the Planning Board Administrative Assistant at 522-3688.

The Town Offices are open Monday, 11am-6pm; Tuesday, 8:30am-1pm; Wednesday, 8:30am-12:30pm; Thursday, 8:30am-12:30pm; 2<sup>nd</sup> and 4<sup>th</sup> Fridays 10-2 pm; 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Fridays 8am-12 noon. For additional available times, please contact the Planning Board Chair or Administrative Assistant by calling 522-3688.

March 19, 2016

Brookfield Planning Board  
George Nick, Administrative Assistant

**Appendix W**  
Recurrent Activities of the Planning Board

<b>Date</b>	<b>Activity</b>	<b>Regulation</b>
February	Review and compiling of changes to the <u>New Hampshire Planning And Land Use Regulation</u> book.	
May	Assign inspectors to inspect gravel pits.	
June	Inspectors will report to the Planning Board.	