

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

Public Hearing

Thursday, May 19, 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, Rob Collins, Ed Comeau, and Selectman Rich Zacher.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: Jim Freeman, 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).
- V. **Announcements/Correspondence/Mail.**

Chairman Rick Surette announced that the latest edition of *Town and City* could be accessed for review in the common office area.
- VI. **Review and Possible Approval of the April 21, 2016 Meeting Minutes.**
 - A. A draft of the April 21, 2016 meeting minutes was distributed to Planning Board members. After reviewing the minutes the following was proposed;
On page 3 of 6, XI, A- insert "SRPC" before "meetings" and replace "money" with "projects".
 - B. **Motion:** Vice-chairman David Champy II made a motion to accept the April 21, 2016 as corrected. Second: Ed Comeau. The motion passed with five members in favor of the motion and one abstention.
- VII. **New Business-**
 - A. Lot Line Adjustment Application.
 1. Chairman Rick Surette announced that an application for a Lot Line Adjustment had been submitted to the Planning Board and would be subject to review at the meeting. The application involves the proposed adjustments of the following properties; Tax Map 28,

Approved

- Lots 2, 2A, 3, 4, 5, 17, and 18, at Tumbledown Dick Road and Meade Dam Road, concerning owners Marcy and Michael Guttadauro, Richard & Rose Zacher Trust, and Zip Tie LLC.
2. Selectman Rich Zacher recused himself and sat in the public seating area.
 3. The Lot Line Adjustment proposal with maps of the property were available for Planning Board members to examine.
 4. Chairman Rick Surette invited the surveyor for applicant David Guttadauro, to provide an overview of the proposal.
 5. Bryan Berlind, as the surveyor from Land Technical Service Corporation, displayed two maps of the properties affected by the proposed changes- one map listing boundary lines before any changes, the other map listing the proposed changes to the boundary lines. Mr. Berlind provided the following summary;
 - a. The proposed changes to seven lots involve;
 - i. Map 28 Lot 2 which is non-conforming and owned by Zip Line LLC.
 - ii. Map 28 Lot 3 which is non-conforming and owned by Zip Line LLC.
 - iii. Map 28 Lot 2A which is non-conforming and owned by Zip Line LLC.
 - iv. Map 28 Lot 4 which is non-conforming and owned by the Michael and Marcy Guttadauro Trust.
 - v. Map 28 Lot 5 which is non-conforming and owned by Richard and Rose Zacher Trust.
 - vi. Map 28 Lot 17 which is non-conforming and owned by Zip Line LLC.
 - vii. Map 28 Lot 18 owned by Zip Line LLC.
 - b. The proposal to combine the seven lots into five lots;
 - i. Lot 2, when expanded to eleven acres, will become conforming with road frontage.
 - ii. Lot 2A will be absorbed by Lot 3 which will be increased to twenty-one acres and will become conforming with road frontage.
 - iii. Lot 4 will lose some water frontage to Lot 3 and though it receives some land from Lot 5 will not become conforming, but will be more conforming than in its present boundaries.
 - iv. Lot 5 is the only lot that will become smaller other than Lot 17 but will have 6.7 acres without changes.
 - v. Portions of Lot 17 will be absorbed by Lots 2 and 3 which will leave 8.7 acres in Lot 17.
 6. Planning Board members made the following comments;
 - a. Rob Collins brought up concerns that the changes, will produce some non-buildable lots as a result of non-compliance with water frontage requirements. Mr. Collins read from page 5 of 56 of the Zoning Ordinance and stated that after the adjustment of boundary lines, only lot 2 would meet buildable lot requirements and suggested that the ZBA may provide considerations.

- b. Chairman Rick Surette stated that Lots 17 and 3 may be considered buildable as they are grandfathered lots. There was some discussion as to what constitutes a grandfathered buildable lot.
 - c. Rob Collins stated that the proposed Lot Line Adjustment was complex and suggested that a voluntary merger of some lots may simplify the process, otherwise more than one lot line adjustment application may be necessary.
 - d. David Guttadauro, the applicant, suggested that the Planning Board could exercise the option of approving the Lot Line Adjustment with the contingency of a voluntary merger.
7. **Motion: Chairman Rick Surette made a motion that the Planning Board conduct a public hearing on June 6, 2016 to determine the completeness and possible approval of the Guttadauro Lot Line Adjustment application.** Second: Ed Comeau. The motion passed unanimously.
8. Surveyor Bryan Berling stated that a merger plan would be available at the June 6, 2016 public hearing.
- B. Review of ADU Requirements in the Zoning Ordinance.
1. Dianne Smith stated that Senate Bill 146 will take effect in either June or July of 2017 and that the bill allows towns to have attached dwelling units but does not required it.
 2. Rob Collins suggested that some Planning Board members could be assigned to develop a working document that amends the Zoning Ordinance to comply with any workforce housing changes in the RSA.
 3. Vice-chairman David Champy II and Dianne Smith volunteered to develop a working document to amend the Zoning Ordinance in regard to workforce housing and to present the proposed changes to the Planning Board.
 4. There was some discussion about the prospect of replacing the workforce overlay with a one hundred percent allowance of ADUs.
- C. Schedule Inspection of Gravel Pits.
1. A draft of a gravel pit inspection notification letter was distributed to Planning Board members. Upon review, the following points were discussed;
 - a. Insert a comma after “155E” in the first sentence.
 - b. Insert a comma after “courtesy” in the second sentence.
 - c. Insert a comma after “inspection” in the third sentence.
 - d. Replace “on your premises” with “ Map Lot”.
 - e. Replace the letter head with the official JPEG town letter head.
 - f. **Motion: Rob Collins made a motion that the Planning Board incorporate the amended gravel pit inspection notification letter into the Rules of Procedure.** Second: Chairman Rick Surette. The motion passed unanimously.
 - g. Chairman Rick Surette requested that the administrative assistant incorporate the document into the Rules of Procedure, to notify him of responses to the letter, and set up an appointment with the owner while providing the option for the owner to be in absentia.

VIII. Old Business-

- A. Gravel Pit Inspection Form Working Document.
1. The Gravel Pit Inspection Report was distributed to Planning Board members.
 2. **Motion: Chairman Rick Surette made a motion that the Planning Board accept the Gravel Pit Inspection Report Working Document for inclusion into the Rules of Procedure.** Second: Rob Collins. The motion passed unanimously. Chairman Rick Surette requested that the administrative assistant incorporate the document into the Rules of Procedure.
- B. Amending of the Rules of Procedure.
1. Abutter Notification Form and Other Requirements.
 2. Page 18 and 19- Gravel Pits.
 - a. A document entitled, “*XX. Gravel Pits*” was distributed to Planning Board members in consideration of amending the Rules of Procedure.
 - b. Rob Collins read the document to Planning Board members.
 - c. The following were suggestions to amend the document;
 - i. In “d” add “the owner and the Code Enforcement Officer” after “Planning Board” and replace “results” with “report”.
 - ii. Add “e. The Planning Board determines compliance / non-compliance based on the report. Compliant inspections will be filed with the Planning Board and the Code Enforcement Officer. Non-compliant inspections will be submitted to the Selectmen for appropriate action.”
 - d. **Motion: Chairman Rick Surette made a motion that the Planning Board accept the “*XX. Gravel Pits*” document as amended.** Second: Rob Collins. The motion passed unanimously.
 - e. **Motion: Rob Collins made a motion that the Planning Board incorporate the amended “*XX. Gravel Pits*” document into the Rules of Procedure.** Second: Chairman Rick Surette. The motion passed unanimously.
 3. Deletion of References to CIP.
Chairman Rick Surette postponed this item until the next Planning Board meeting.
 4. Recurring Activities of the Planning Board- Appendix W.
Chairman Rick Surette postponed this item until the next Planning Board meeting.
- C. Review and Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book.
Representative Ed Comeau stated that a compilation of changes was sent out to the Planning Board via email. Mr. Comeau stated that he would like the Board to spend some quality time in the future, reviewing the changes including ten or twelve inactive RSAs that should also be reviewed. Chairman Rick Surette requested that the administrative assistant schedule the review of changes to the New Hampshire Planning And Land Use Regulation Book under Old Business of the June Planning Board meeting.

IX. Public Comments.

(None).

X. Member Comments

- A. Chairman Rick Surette announced that the regularly scheduled June Planning Board meeting will have another preliminary preview of a lot line adjustment for consideration.
- B. **Motion: Rob Collins made a motion that the Planning Board incorporate the Abutter Notification Form and Other Requirements Working Document into the Rules of Procedure.** Second: Chairman Rick Surette. The motion passed unanimously.
- C. Dianne Smith reported that the Rules of Procedure designates the Planning Board as meeting on Mondays instead of Thursdays and made the following motion;
Motion: Dianne Smith made a motion for the Planning Board to amend the Rules of Procedure by replacing “the second Monday of each month” with “the third Thursday of each month” in the first sentence of 8.1.1. Second: Rob Collins. The motion passed unanimously.

XI. Adjournment

At 8:56 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 5/25/16



Approved

Gravel Pit Inspection Report
Inspection Pursuant to RSA 155E

Map _____ Lot _____

Date _____

Owner / Agent _____

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: _____

Approved

BROOKFIELD PLANNING BOARD

267 WENTWORTH ROAD

BROOKFIELD, NH 03872

(603) 522-3688

Date

Name

Address

Dear _____;

Pursuant to RSA 155E the Brookfield Planning Board will be conducting an inspection of the gravel pit located on your premises. As a courtesy the Planning Board will contact you to schedule an inspection time for the month of June.

If you have any questions regarding this notice or to schedule a gravel pit inspection please contact the Planning Board administrative assistant.

Sincerely,

George Nick
Administrative Assistant
Brookfield Planning Board
pb.admin.asst@brookfieldnh.org

XX. Gravel Pits

20.1 Gravel pits will be inspected annually by the Planning Board pursuant to RSA 155E.

20.2The inspection of gravel pits will proceed accordingly;

- a. The Chairman appoints Planning Board members to inspect gravel pits.
- b. A postal certified notification letter shall be sent to the owners of all gravel pits for the scheduling of an inspection.
- c. Upon confirmation of the postal receipt, the administrative assistant will contact the owner / agent to establish an appointment for the gravel pit inspection.
- d. After the inspection, the Gravel Pit Inspection Report will be filed and the results will be conveyed to the Planning Board.