

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

Public Hearing

Thursday, June 16, 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, Rob Collins, Ed Comeau, and Selectman Rich Zacher.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: Vice-chairman David Champy II, 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 the following;

 - A. Mail received from SRPC that included an invoice of eight hundred twenty-six dollars and twenty-nine cents for fiscal year 2017 dues.
 1. **Motion: Rob Collins made a motion that the Planning Board not pay the SRPC invoice.** Second: Chairman Rick Surette. The motion passed unanimously.
 2. Chairman Rick Surette signed an accompanying document designating that the Planning Board voted to refrain from paying the SRPC dues.
 3. Chairman Rick Surette requested that the administrative assistant forward a copy of the SRPC documents to the Selectmen.
 - B. Mail received from the Office of Energy and Planning which included an invoice in the amount of fifty-five dollars for the attendance of one Planning Board member at the Spring Planning and Zoning Conference.

Chairman Rick Surette requested that the administrative assistant forward a copy of the OEP invoice to the Selectmen.

VI. Alfred Cann- Proposed Minor Subdivision.

- A. Chairman Rick Surette announced that a Preliminary Conceptual Consultation for minor subdivision would commence.
- B. Alfred Cann addressed the Planning Board to request that the 1993 data of the survey of the proposed property (Map 25 Lot 1) be accepted and to introduce Surveyor Stephen Perron and Patricia Burns, the director of the Moose Mountain Regional Greenways.
- C. Surveyor Stephen Perron addressed the Planning Board regarding a minor subdivision that would “take out” twelve acres to cover transaction costs for the purpose of subjecting one hundred and fifty-one acres to a conservation easement held by the Moose Mountain Regional Greenways and requested that the Planning Board make allowances for the following;
 - 1. Tape and compass measurements of the original survey.
 - 2. The scale used in the plat of one inch equaling two hundred feet.
 - 3. A waiver of soil and wetlands mapping, topographic mapping, and test pits.
- D. Rob Collins expressed the following concerns;
 - 1. That the proposed subdivision result in two buildable lots with room for septic systems and therefore test pits may be necessary to assure compliance.
 - 2. That the lots meet setback requirements.
- E. Patricia Burns expressed that the proposed subdivision would provide a long term recreational opportunity for the town. Patricia Burns thanked the Planning Board for recognizing the necessity of limiting the expenses of transferring such a property to a conservation easement.
- F. Rob Collins asked about the placement of monuments and Surveyor Stephen Perron displayed a map and pointed out monument placement.

VII. Continued Public Hearing- Lot Line Adjustment Application.

- A. Review of the Application to Determine Completeness.
 - 1. At 6:56 PM Chairman Rick Surette continued the Public Hearing that was recessed on June 6, 2016.
 - 2. Selectman Rich Zacher recused himself and sat in the public seating area.
 - 3. Chairman Rick Surette invited the surveyor for applicant David Guttadauro, to provide an overview of the proposal.
 - 4. Bryan Berlind, as the surveyor from Land Technical Service Corporation, displayed a map of the properties affected by the proposed changes. Mr. Berlind provided the following summary;
 - a. The proposed changes to seven lots involve;
 - i. Map 28 Lot 2 owned by Zip Line LLC will become larger by absorbing a portion of Lot 17.
 - ii. Map 28 Lot 3 owned by Zip Line LLC will become larger by absorbing portions of Lot 17, 5, 4, 2, 2a.

- iii. Map 28 Lot 2A owned by Zip Line LLC will be merged with Lot 3.
 - iv. Map 28 Lot 4 owned by the Michael and Marcy Guttadauro Trust will become larger by absorbing a portion of Lot 5.
 - v. Map 28 Lot 5 owned by Richard and Rose Zacher Trust, will become smaller.
 - vi. Map 28 Lot 17 owned by Zip Line LLC, will become smaller after portions are given to Lots 4 and 3.
 - vii. Map 28 Lot 18 owned by Zip Line LLC will become larger after portions are received from Lot 17.
5. Bryan Berlind referred the Planning Board members to the application of listed waiver requests.
 6. Rob Collins questioned Bryan Berlind as to the quality of land in regard to buildability.
 7. Chairman Rick Surette commented that no written requests were submitted to the Planning Board regarding the proposed application.
 8. Chairman Rick Surette and Rob Collins spearheaded a line by line review of the application. The following were noted;
 - a. Four (4) plats prepared by a licensed New Hampshire surveyor.
 - b. One (1) eleven by seventeen (11"x17") copy of the plat.
 - c. Application Fees
 - d. One (1) Mylar with a mailing tube provided by the Planning Board.
 - e. Three (3) sets of address mailing labels 1" x 2-5/8", #10 business envelopes, certified mail forms as per Abutter Notification Form.
 - f. Owners of record, telephone numbers and addresses.
 - g. Name of Applicant/Agent and surveyor.
 - h. Property Address/Location of Subject Parcel.
 - i. Application fees. Chairman Rick Surette pointed out that since the amending of the application now includes six lots, an additional fee of one hundred dollars should be submitted by the applicant.
 - j. Abutter Notification Form as signed by the Assessor Clerk verifying the accuracy of the abutter's list.
 - k. List of waiver requests. Bryan Berlind remarked that most waivers are requested because there is no development.
 - l. Plat requirements.
- B. Deliberation.
1. After the Planning Board thoroughly reviewed the application, the following motion was made;

Motion: Rob Collins made a motion that the Planning Board accept the application for the lot line adjustment, as complete. Second: Chairman Rick Surette. The motion passed unanimously.
- C. Consideration of the Application for Approval and Deliberation.

- a. **Motion: Rob Collins made a motion that the Planning Board conditionally approve the application for the lot line adjustment of all owners, with the following conditions- (1) that lots 2A and 3 be voluntarily merged and (2) that an additional fee of one hundred dollars be paid for the additional lot line adjustment.** Second: Chairman Rick Surette. The motion passed unanimously.
- b. Bryan Berling volunteered to supply a new plat with tube to the Planning Board.
2. At 8:26 PM Chairman Rick Surette closed the public hearing.
3. Selectman Rich Zacher was reinstated as a voting member of the Planning Board.
4. At 8:27 Chairman Rick Surette recessed the Planning Board meeting.
5. At 8:42 Chairman Rick Surette called for the Planning Board meeting to continue.

VIII. Old Business-

- A. Amending of the Rules of Procedure.
 1. The following documents were submitted to the Planning Board as items that were included in the Rules of Procedure as adopted at the May 19, 2016 Planning Board meeting.
 - a. Abutter Notification Form and Other Requirements.
 - b. Page 18 and 19- Gravel Pits.
 - c. Deletion of References to CIP.
 - d. Recurring Activities of the Planning Board- Appendix W.
 2. After review, the following items were noted for inclusion in the Rules of Procedure.
 - a. Add a space after item 20.2. Remove the bold print.
 - b. In 20.2 put a space after item 13 and delete "14".
 - c. In 21.1, Y- add a period.
 - d. Remove bold print in items 3 and 5 of page 8 in Appendix B.
 - e. In Appendix X- center the title.
 - f. Extend lines at the bottom of Appendix Y.
 - g. On page 7, 8.1.1 replace "second Monday" with "third Thursday".
 - h. Chairman Rick Surette requested that the administrative assistant change references of Planning Board meetings in the Subdivision Regulations documents.
 - i. In 13.1 change "(2)" to "(3)".
 3. **Motion: Dianne Smith made a motion that the Planning Board amend 13.1 of the Rules of Procedure to clarify that postings will be displayed in three public places.** Second: Chairman Rick Surette. The motion passed unanimously.
- B. Review Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book.

Chairman Rick Surette tabled the remainder of items listed under Old Business of the agenda.

X. Review and Possible Approval of the May 19, 2016 and June 6, 2016 Meeting Minutes.

A. Approval of the May 19, 2016.

1. **Motion: Rob Collins made a motion that the Planning Board extend the meeting past nine o'clock.** Second: Chairman Rick Surette. The motion passed unanimously.
2. A copy of the May 19, 2016 Planning Board meeting minutes were distributed to Planning Board members.
3. The following changes were proposed:
 - a. At the top of page 2- replace "David" with "Marcy".
 - b. Insert "non-conforming" on page 2 to 5aiii, 5av, 5avi.
4. **Motion: Vice-chairman Ed Comeau made a motion to accept the May 19, 2016 as corrected.** Second: Rob Collins. The motion passed unanimously.

B. Approval of the June 6, 2016.

1. A copy of the June 6, 2016 Planning Board meeting minutes were distributed to Planning Board members.
2. The following change was proposed:
In the footer replace "6/9/16" with "6/6/16".
3. **Motion: Rob Collins made a motion to accept the June 6, 2016 as amended.** Second: Chairman Rick Surette. The motion passed with four members in favor of the motion and one abstention.

XI. Public Comments.

(None).

XII. Member Comments

- A. Rob Collins suggested that an effort should be made to encourage members to attend and encourage others to volunteer as alternates. Chairman Rick Surette suggested that members should call the Chairman if they are unable to attend.
- B. Chairman Rick Surette requested that the administrative assistant add the following to the next agenda;
 1. Review Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book as the first item under "Old Business".
 2. ADU Committee.
- C. Representative Ed Comeau suggested that the Planning Board address the issue of tiny houses. There was some discussion in regard to a citizen's petition warrant to change the Zoning Ordinance to allow tiny houses and/or yurts.
- D. Dianne Smith discussed the need to change the current Zoning Ordinance to conform with state restrictions for ADUs.

XIII. Adjournment

At 9:30 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 6/23/16