

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

Thursday, July 21, 2016

- I. **Chairman Rick Surette called the meeting to order at 6:32 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 and Geary Ciccarone.
- 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. An email received from the Office of Energy and Planning requesting that the Planning Board submit the OEP Annual Planning Survey. After some discussion Chairman Rick Surette requested that the administrative assistant review the survey on line.
 - B. The latest edition of *Town and City* magazine would be available for review in the common office area.
- VI. **Review and Possible Approval of the June 16 and July 7, 2016 Meeting Minutes.**
 - A. **Review and Possible Approval of the June 16, 2016 Meeting Minutes.**
 1. A hard copy of the June 16, 2016 Planning Board minutes was distributed to Planning Board members.
 2. After members reviewed the minutes the following change was proposed;
Page 3 of 6, V, A, 8, d- after “mailing tube” add “provided by the Planning Board”.
 3. **Motion: Chairman Rick Surette made a motion to accept the June 16, 2016 as amended.** Second: Rob Collins. The motion passed with four in favor of the motion and two abstentions.

B. Review and Possible Approval of the July 7, 2016 Meeting Minutes.

1. A hard copy of the July 7, 2016 Planning Board minutes was distributed to Planning Board members.
 2. After members reviewed the minutes the following changes were proposed;
 - a. On page 1 of 2, IV, A- delete “in the presence of Michael Guttadauro”.
 - b. On page 1 of 2, II- add “D. Public present: David Guttadauro and Michael Guttadauro”.
 3. **Motion: Rob Collins made a motion to accept the July 7, 2016 as amended.** Second: Ed Comeau. The motion passed with four in favor and two abstentions.
- C. Chairman Rick Surette expressed concern that some members have not been attending the regularly scheduled Planning Board meetings. The following were discussion points for resolving the lack of attendance;
1. The absentee members should be contacted and encouraged to attend the meetings. Chairman Rick Surette volunteered to contact any members who have not been able to attend the Planning Board meetings.
 2. An invitation for people to volunteer as alternates to the Planning Board should be posted on the town website. Chairman Rick Surette assigned the administrative assistant to draft a posting of an invitation for volunteers to be emailed to all Planning Board members for their review.

VII. New Business-

- A. Discussion of Non-responses to Certified Postal Receipts.
- Chairman Rick Surette opened discussion by pointing out that an abutter notice was sent either to the wrong address or was addressed to an inaccurate name of the owner of the property. The following were discussion points before a motion was submitted;
1. The Assessor Clerk should verify the names, addresses and boundaries of all abutters to any property that is being considered for a lot line adjustment or subdivision.
 2. Map and lot numbers of the applicant’s property should be placed on the form submitted to the Assessor Clerk.
 3. Rob Collins referred to RSA 676:4 I (b).
 4. **Motion: Rob Collins made a motion that the following changes be made to the Rules of Procedure on page 8 of the Comprehensive Application Form-** (1) add a section for the applicant’s map and lot numbers at the top of the page, (2) at the end of the third sentence in section 4 of page 8 add “by the Planning Board’s administrative assistant”, (3) in the last sentence of section 4 add “completeness and” before “accuracy”, (4) after “accuracy” change “of the parcels and owners” to “of the map, parcel, owner and mailing addresses”, (5) under the signature line in section 4 insert “completeness and” before “accuracy”. Second: Chairman Rick Surette. The motion passed unanimously.

5. Chairman Rick Surette requested that the administrative assistant incorporate the changes into the Rules of Procedure and submit the amended document to the Planning Board at the next meeting.
 6. Regarding the confirmation of mailing receipts:
 - a. Why did it take so long to receive mailing confirmation of a wrong address?
 - b. Should another system of certified mail be considered by the Planning Board?
 - c. There should be a procedure for documenting unreturned certified mail receipts before or at public hearings.
 - d. If mail is returned because of the wrong address before the public hearing transpires, the Chairman should be notified by the administrative assistant.
 - e. Chairman Rick Surette requested that the administrative assistant research the amount of time that it takes for a certified mail receipt to be returned to the sender from the following service providers: Fed Ex, UPS and USPS.
 - f. **Motion: Rob Collins made a motion that the following changes be made in 14.2.1 of the Rules of Procedure- in a new item “a” add “The Chair will verify that all certified mail receipts have been received. Any receipts that have not been received will be checked for accuracy prior to the hearing.”** Second: Chairman Rick Surette. The motion passed unanimously.
 - g. **Motion: Rob Collins made a motion that changes be made at the end of 6.2.1 of the Rules of Procedure accordingly- add an additional bullet item that states, “Investigate missing notification receipts for accuracy at least 2 days prior to the hearing.”** Second: Rich Zacher. The motion passed unanimously.
- B. Responses to Contacts for Inspection of Gravel Pits.
1. The administrative assistant reported that the owners of gravel pits have been contacted and both owners suggested that the Planning Board propose a time and date for them to consider for the inspection.
 2. Chairman Rick Surette and Ed Comeau volunteered to inspect the gravel pits between 9:00 and 11:00 AM on August 11, 2016.
 3. Chairman Rick Surette requested that the administrative assistant contact the owners and schedule the inspections accordingly and email the schedule to Planning Board members.
- C. ADU Committee.
1. David Champy II reported that he and Dianne Smith had researched the requirements of SB146 compared to the current town zoning and will compile notes for presentation to the Planning Board in the future.
 2. Chairman Rick Surette requested that the administrative assistant place the “ADU Committee” under “Old Business” of the agenda for the next Planning Board meeting.
- D. Amending the Rules of Procedure.
- The following changes were discussed and a motion was submitted;

1. Change the word “two” to “three” in 13.1 of the Rules of Procedure. Chairman Rick Surette requested that the administrative assistant amend the Rules of Procedure as per the motion presented at the June 16, 2016 Planning Board meeting.
2. Rob Collins pointed out that 13.6 of the Rules of Procedure is inconsistent with the changes that were made to 13.1.
3. **Motion: Chairman Rick Surette made a motion that the following changes be made to 13.6 of the Rules of Procedure- place a period after “meeting”, replace “by posting a notice in two (2) public places in the town; namely, the exterior bulletin boards at the Town Office and Stoneham Corners; the Town web site, and by publishing in a newspaper of general circulation in the Town” with “The notice shall be posted on the bulletin boards, the town website, and published in the newspapers.”** Second: Dianne Smith. The motion passed unanimously.

VIII. Old Business-

- A. Review Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book.
 1. Representative Ed Comeau suggested that members of the Planning Board bring the packets of information regarding the compiled proposed changes to the next meeting. Mr. Comeau volunteered to email a copy of the compiled proposed changes to the administrative assistant for distribution to all members.
 2. Representative Ed Comeau reminded those present that the purpose for review was to be informed of the proposed changes to state regulations before they are voted on by the legislature.
- B. Distribution of Amended Rules of Procedure.

The newly amended Rules of Procedure was distributed to Planning Board members.

IX. Public Comments.

(None).

X. Member Comments

Rich Zacher raised the concern of a lack of clarity in the Brookfield Zoning Ordinance (page 11, 4a and b) and how a potential builder may consider the prospect that the regulations provide an opportunity for building a non-conforming house because of the placement of the septic system.

XI. Adjournment

At 8:53 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 7/28/16