

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

Thursday, August 18, 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.**

(None).
- VI. Review and Possible Approval of the July 21, 2016 Meeting Minutes.**
 - A. Review and Possible Approval of the July 21, 2016 Meeting Minutes.**
 1. A hard copy of the July 21, 2016 Planning Board minutes was distributed to Planning Board members.
 2. After members reviewed the minutes the following change was proposed;
 - a. Page 2 of 4, VI, C, 2, - delete all.
 - b. Page 1 of 4, II, C- delete "John Merrigan".
 - c. Page 3 of 4, VII, A, 6- delete "After the following discussion points" and "two motions were made".
 3. **Motion: Chairman Rick Surette made a motion to accept the July 21, 2016 as amended.** Second: Ed Comeau. The motion passed unanimously.
- VII. New Business-**
 - A. Zip Tie LLC Lot Line Adjustment - Surveyor's Notification of Document Changes.
 1. Surveyor Bryan Berlind noted that he had updated some documentation on the Zip Tie LLC Lot Line Adjustment and explained the following:

- a. There were some errors on the plot plan and therefore wanted to submit an amended plan to the Registry of Deeds.
 - b. One error was typographical- it listed the wrong bearing number.
 - c. The distance between two pipes (L20) was not originally listed.
 - d. He explained that no signatures from the Planning Board were required since Mr. Berlind will use his surveyor's certificate.
 - e. There is no changes to the geometry, lot areas, or frontages.
2. Chairman Rick Surette requested that the administrative assistant inform him of when a copy of the amended registered plan arrives in the office.
- B. Report of Gravel Pit Inspections.
1. Chairman Rick Surette and Ed Comeau reported that the gravel pit inspections were completed.
 2. Ed Comeau submitted the documentation of the inspection reports to the administrative assistant for filing.
 3. Ed Comeau reported that the Gravel Inspection Report (in the Rules of Procedure) simplified the inspection process.
 4. Chairman Rick Surette requested that the administrative send letters of approval to the owners of the gravel pits.
 5. **Motion: Rob Collins made a motion, based on the gravel pit inspection report, the Planning Board finds that the John Smith gravel pit to be in compliance with the ordinances.** Second: Chairman Rick Surette. The motion passed unanimously.
 6. **Motion: Rob Collins made a motion, based on the gravel pit inspection report, the Planning Board finds that the Nason gravel pit to be in compliance with the ordinances.** Second: Chairman Rick Surette. The motion passed unanimously.
- C. Review of Volunteer Invitation Letter
1. A draft of letter inviting volunteers to participate in Planning Board functions was distributed to Planning Board members.
 2. Rich Zacher suggested that the mission statement displayed on the Planning Board website may provide guidance for an introductory paragraph.
 3. Rob Collins suggested that the emphasis of the letter should be on inviting the public to attend meetings to potentially become alternates.
 4. Chairman Rick Surette requested that the administrative rewrite the letter to reflect the changes discussed and to send email copies to the Planning Board.
- D. Amending the Rules of Procedure.
- A document incorporating changes to the Rules of Procedure was submitted to the Planning Board but was found to be incomplete. Chairman Rick Surette postponed the review of the changes to the Rules of Procedure until the September Planning Board meeting.

VIII. Old Business-

- A. Review Compiling of Changes to the New Hampshire Planning And Land Use Regulation Book.

Approved

Ed Comeau reported that a copy of the 2015-2016 legislative changes to the New Hampshire Planning And Land Use Regulation book was emailed to the administrative assistant.

1. Chairman Rick Surette request that the administrative assistant email a copy of the changes to Planning Board members.
2. Chairman Rick Surette postponed the review of the legislative changes until the September Planning Board meeting.

IX. Public Comments.

(None).

X. Member Comments

- A. Rich Zacher explained that there is a lack of clarity on page 11, Article IV, 1a and b of the Brookfield Zoning Ordinance.
 1. Rob Collins suggested that any proposed changes to the ordinances should protect both the owner and any abutters; and any proposal should consider how setback restrictions affect where one may build a house.
 2. Rich Zacher volunteered to provide a draft of proposed changes to Article IV, 1a and b of the Zoning Ordinance.
 3. Chairman Rick Surette requested that the administrative assistant place “Proposed Changes to Article IV, 1a and b” on the agenda for the next Planning Board meeting.
- B. Rob Collins suggested that the Planning Board needs to consider any changes to regulations regarding ADU’s must meet with the state mandated deadlines regarding public notices. Rob Collins also suggested that any proposed changes should be submitted to the Planning Board for consideration.

XI. Adjournment

At 7:52 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 8/25/16