

Brookfield Planning Board

Meeting Minutes

March 21, 2019

APPROVED

I. Call to order

Chairman David Champy called to order the Brookfield Planning Board at 6:30 pm at the Brookfield Town Offices.

II. Roll Call

Members Present: Chair David Champy, Ed Comeau, Tim Straz and Terry Ward

Public: ZBA Chairman Frank Frazier and Rich Zacher.

III. Appointment of Alternates

None made, as there was a quorum and no alternates.

IV. Public Comments

None were offered.

Chairman Champy welcomed Mr. Ward to the Board. Mr. Comeau was congratulated on his re-election.

V. Reorganizational Meeting

Chairman Champy read the Rules of Procedure for the first meeting following the annual Town Meeting. Mr. Comeau said he would prefer to have the entire Board present to make the decision on the Chairman and Vice Chairman.

Mr. Comeau made a motion, seconded by Mr. Ward, to postpone the reorganization until the entire Board could be present. A member of the audience questioned if the Board would have the full membership present.

Mr. Comeau made a motion, seconded by Mr. Champy, to have the reorganization on April 18, 2019. After discussion, Mr. Straz felt reorganization should take place tonight. Mr. Comeau withdrew his motion and Mr. Champy withdrew his second. **After some discussion**

Mr. Straz made a motion, seconded by Mr. Comeau, to have Mr. Champy continue as Chair. Mr. Champy accepted.

Mr. Champy made a motion, seconded by Mr. Comeau, to nominate Mr. Straz as Vice Chair. Mr. Straz accepted. **(Vote 4-0 for both nominations)**

VI. Meeting Minutes

Mr. Champy will put something in the folder to state that there was no quorum thus no meeting on February 21, 2019.

VII. New Business

Diane Smith has decided that she will no longer be a representative of SRPC based on the fact that she's no longer a Planning Board member. Mr. Comeau is an alternate to the SRPC. A member and an alternate will need to be found along with alternates to the

Planning Board. Also the Planning Board needs one more member. By consensus, the appointment of a SRPC member was tabled.

VIII. Old Business

The website has to be updated with Meeting Minutes and Agendas. Nothing has been posted since November 29, 2018. The Administrative Assistant posts items to the site and Mr. Champy has authorization as well. There was a discussion about minutes and updating their postings and entering them into the book. The member list also needs to be updated. The Vice Chair will be given information to log on to the website and there is training available as well.

IX. Public Comment

Mr. Frazier recommends advertising for a Land Use Administrative Assistant for both the Planning Board and the ZBA. Mr. Frazier asked if Mr. Comeau would keep them abreast of any laws or potential laws about land use/zoning etc. Mr. Comeau said he does keep the Board informed as much as he can about new legislation.

VI. Member comments

Mr. Comeau, referencing 91-A, asked when the NHMA has their training. He believes the Board should attend. Mr. Frazier said they would be held Tuesday March 26th in Derry, May 3rd in Dover and August in Moultonborough. The Local Officials Workshop will be held on in August.

Mr. Straz told the Board that the survey results were sent to the Selectmen's Administrative Assistant this morning. They are comprised of categorized comments for several questions. They were grouped and reformatted. He believes it needs a review before the official posting. It went from twelve pages to twenty pages with the additional comments. The next Master Plan meeting is April 4th and this can be reviewed at that time.

Mr. Comeau will supply the RSA that says you cannot have a workshop without a quorum unless you have appointed a sub-committee to do so.

Mr. Champy made a motion, seconded by Mr. Straz, for the Planning Board to form a Master Plan Sub-committee. A discussion ensued as to the number of people who can sit on the sub-committee. **(Vote 4-0)**

Mr. Straz made a motion, seconded by Mr. Comeau, for the Master Plan Sub-committee to have a minimum number of two active Planning Board members present at the working session. (Vote 4-0)

Mr. Champy expressed his appreciation for the years of service to the town and the loss to the Town by no longer having Ms. Smith. She dedicated so much of her time to the Planning Board even when she wasn't asked to do so. The town will take a huge hit losing someone who was such a huge asset. The Board discussed what they were looking for in an administrative assistant. It would be preferable if that person had some land use experience. Shorthand would be important but the person could use Mr. Comeau's video also. Right now the Board is meeting twice a month but they usually meet once a month. Plus there would be some time spent in the office. Mr. Champy said there is also a job description available stating the duties of the administrative assistant. The Rules of Procedure would be followed by the administrative assistant for

site plans etc. Mr. Comeau requested that gravel pit inspections be put on the next agenda. He believes he has a better way to handle the inspections.

VII. Adjournment

The meeting was adjourned at 7:50 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath
Secretary Pro-Temp

David Champy

Ed Comeau

Tim Straz

Terry Ward

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