

## **Brookfield Planning Board**

### **Meeting Minutes**

May 16, 2019

Approved

#### **I. Call to order**

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

#### **II. Roll Call**

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

Public: ZBA Chairman Frank Frazier, Selectmen Rich Zacher and Diane Smith.

#### **III. Appointment of Alternates**

None

#### **IV. Public Comments**

Mrs. Smith read a real estate ad for the Brookfield Corner Farm. And she questioned the activities at the Red Barn. She was concerned with what people think they can have in town versus the zoning ordinance. The Brookfield Zoning Ordinance defines agri-tourism. She feels that, as a town, we need to understand what is permitted and what is not. The Planning Board has no enforcement authority. She asked that the Board give this some consideration in the context of the Master Plan. Mr. Champy said it was up to the buyer to come to the town to see what a permitted use is. Mr. Champy noted agri-tourism would be discussed at the next meeting under New Business. He went on to say enforcement of zoning can be quite difficult. Mr. Comeau said, for the record, that he had the Henniker situation on video tape if Mrs. Smith would like to watch it. Mr. Straz said it looks like Tumbledown is within what the Planning Board describes for agri-tourism and they will talk about it further.

Mr. Frazier asked if the Board would be discussing the Master Plan this evening. He was told they would discuss the schedule.

#### **V. Housekeeping/Meeting Minutes**

Mr. Champy asked Mrs. Smith to print some minutes they were behind due to administrative challenges. Mrs. Smith, Mr. Champy and Mrs. Colbath all submitted meeting minutes.

**Mr. Straz made a motion, seconded by Mr. Ward to approve the minutes of January 17, 2019 as presented. (Vote 3-0-1)**

**Mr. Straz made a motion, seconded by Mr. Ward, to approve the minutes of February 21, 2019. (Vote 4-0) There was no quorum hence no meeting.**

**Mr. Straz made a motion, seconded by Mr. Comeau, to approve the minutes of March 2, 2019 Master Plan Work Session as presented. (Vote 3-0-1)**

**Mr. Comeau made a motion, seconded by Mr. Champy, to accept the amended minutes of March 21, 2019. (Vote 4-0)**

## **VI. New Business**

Mr. Champy welcomed Priscilla Colbath as the new temporary assistant to the Planning Board to assist in transcribing of the meeting minutes. He also thanked Mr. Comeau for making this connection. Next the Board discussed changing the meeting to the third Monday of the month. Mr. Champy will verify with the members not present that this will work for them. No vote will be taken tonight. The next meeting will be held on Thursday, June 20, 2019. The next Master Plan working session will be held on Thursday June 6<sup>th</sup>. He proposes those be held on the second Monday of the month for consistency. This would happen if a motion is made at the next meeting.

### Gravel Pit Inspections

Mr. Comeau suggested using a self-addressed stamped envelope to get a quick response from the gravel pit owners. He added to the form; please return this in the self-addressed stamped envelope to the Planning Board. It will serve as permission to enter the pit location for inspection. The Rules of Procedure will need to be changed to include this wording. Mr. Comeau will not enter property without permission to do so.

**Mr. Comeau made a motion, seconded by Mr. Ward, to create a working document related to the gravel pit inspection letter and return for the 2019 pit inspections (Vote 4-0)**

Mr. Straz would like this item added to the June agenda for follow up. Mr. Comeau wants it on record that last year only one of the two pits was inspected because the owner did not respond to letters. Mr. Straz asked if a file should be created and a report be generated stating that the inspection had not been done for 2018 and include this discussion? Mr. Champy agreed. The letters will go out certified. This subject will be revisited by the Board.

## **VIII. Old Business**

Mr. Champy printed out the job descriptions for Administrative Assistant that were placed in the newspaper last time they had a vacancy. Mr. Champy would like to speak with Mr. Frazer to get the job description for the ZBA to encompass both. Mr. Frazer said the ZBA doesn't have the responsibility that a Planning Board has. He said he proposes that the position be called Land Use Boards Administrative Assistant. There was a discussion with Mr. Frazer about meeting days and when Mrs. Colbath is available and that the Brookfield ZBA is flexible with their meeting times. The Selectmen know that the Boards will be looking for one person to fill the two positions. They will continue to actively seek a person for a permanent position.

### Master Plan

The plan is to have a good strategic meeting figuring out what is needed to get the Plan rolling as they have all the information. They will also use the old Master Plan. This will be done one section at a time.

Mrs. Colbath arrived at 7:45.

Mrs. Colbath will send the draft minutes, when completed, to Mr. Comeau to place in the book. The webpage should also state that the draft minutes are available at Town Hall in the book. When approved they are to be signed and placed in the book as approved and downloaded to the webpage. The password for Administrative Assistant to gain access to the webpage will be given to Mrs. Colbath along with a town email address.

#### Legislation

Mr. Comeau was asked to notify the Board if there was any legislation passed that would directly relate to Brookfield. The Governor has signed a bill for the ZBA and it was passed to Mr. Frazer. HB245 and is relevant to procedure on plats. On page 11 of the Rules of Procedure under Applications to the Planning Board there was an amendment, a change in legislation. It give the Board the authority to so what we have already been doing. The change in law for the ZBA is instead of thirty days to hold a Public Hearing they now have forty-five days to do so.

#### **IX. Public Comment**

None

#### **VI. Member comments**

Mr. Champy said the member names need to be updated on Governmentoversite.

#### **VII. Adjournment**

The meeting was adjourned at 7:58 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath  
Secretary Pro-Temp

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David Champy

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Ed Comeau

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Tim Straz

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Terry Ward

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