**Brookfield Planning Board**

 Meeting Minutes

 April 18, 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, Geary Ciccarone, Ed Comeau and Terry Ward

Public: Selectmen Rich Zacher

**III. Appointment of Alternates**

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

**IV. Public Comments**

None

**V. Meeting Minutes**

There are no meeting minutes of March 21, 2019. There has been a problem getting minutes written. There are no minutes for January 17th, February 17th and March 21st and no quorum on February 17th. There should be something to acknowledge this fact in the book.

**VI. New Business**

Mr. Champy reached out to the SRPC about a temporary hire. RSA’s need to be followed and documents need to be filed. The minutes can probably be handled by the Board but he feels that they should hire someone to handle anything that may have to be filed with Carroll County. The fee would be $60 per hour plus travel time. Mr. Comeau asked if there is a way to hire someone who already works in Brookfield. Some of the things can be done at home like website postings. Mr. Frazier suggested having the same person take care of the Planning Board and the ZBA as both are looking for an Administrative Assistant. The plan is to post a job description that includes Planning Board and ZBA responsibilities. Mr. Champy feels the SRPC rates are pretty steep.

There was a discussion about handling this by the Board themselves although Mr. Champy has heard that there is a potential for some activity. Mr. Comeau said you could hire someone from town with no planning experience but that is what you’d be paying SRPC for. Mr. Ciccarone said fortunately the Board already has Rules of Procedure directing what needs to be done. Then again, we can’t afford mistakes thus the reason for reaching out to SRPC. Mr. Champy said it’s a benefit if someone had experience but we do have Rules of Procedure to guide them. Mr. Ward said it would be nice to have someone take the minutes at $16 per hour and increase the rate of pay for more important items. The Board discussed how much someone would be paid to take care of the rest of the duties. Perhaps this position information should be included in with the tax bills.

**Mr. Ciccarone made a motion, seconded by Mr. Champy, that we look for an Administrative Assistant for the Planning Board and Zoning Board of Adjustment, one person that will be able to perform the duties of the Administrative Assistant for both organizations. (Vote 4-0)**

The meeting minutes will now be taken by the members and that role will alternate. Mr. Champy will take the meeting minutes for this meeting. The Board will use SRPC as a fall back if necessary. They hope to do the majority of the work themselves, if anything comes up. Mr. Straz agreed to take on some of the website postings. The Board discussed the possible rate of pay and the number of hours for this position.

Mr. Comeau contacted Mrs. Colbath by text and she agreed to help out and take the minutes. She will meet with the Chairman.

**VII. Old Business**

Mr. Comeau wishes to find a better way to notify people of pit inspections. He suggested including a self-addressed stamped card they can sign and drop in the mail. The Board by consensus concurred. Mr. Comeau will work on the card.

**VIII. Master Plan**

The Master Plan is now on the website. The next working session for the Master Plan will be held on May 2, 2019. They will discuss what they want to accomplish. They now have the old Master Plan, survey and feedback from the town. This will be divided into sections and each meeting will deal with a section.

**IX. Change of Meeting Day Request**

There has been a request to change the meeting day from Thursday to Monday**.** No decision was made. This will be discussed at the next meeting.

**X. Public Comment**

**XI. Member comments**

Mr. Comeau asked if there was anything on the schedule that had to be done besides the pit inspections. The answer was no.

**XII. Adjournment**

The meeting was adjourned at 7:59 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath Secretary Pro-Temp

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David Champy Ed Comeau

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Tim Straz Terry Ward

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Geary Ciccarone