**Brookfield Planning Board**

 Draft Meeting Minutes

 June 20, 2019

 Approved

**I. Call to order**

Vice Chairman Tim Straz called to order the Brookfield

Planning Board at 6:30 pm at the Brookfield Town Offices.

Mr. Straz amended the agenda and eliminated Job posting and added Gravel Pit Inspection and Master Plan Vision Statement under Old Business

**II. Roll Call**

Members Present: Vice Chairman Tim Straz, Ed Comeau and Terry Ward

Public:

**III. Appointment of Alternates**

None present

**IV. Public Comments**

None

**V. Announcements, Correspondence and Mail**

The gravel pit notification letters for the two pits have been received.

**Vl. Meeting Minutes**

Mr. Comeau made a motion, seconded by Mr. Ward, to approve the minutes of April 18, 2019. (Vote 2-0-1) (*Not a quorum of those present at the April 18th meeting*. *Minutes to be approved at the next meeting.*) Mr. Comeau asked that signature lines be added to the bottom of the minutes.

**Mr. Comeau made a motion, seconded by Mr. Ward, to approve the minutes of May 16, 2019. (Vote 3-0)**

**Mr. Comeau made a motion, seconded by Mr. Ward, to approve the minutes of June 6, 2019. (Vote 3-0)**

**Vll. New Business**

Potential for changing the meeting to the third Monday at 7:00p.m.

The Board talked about moving the meeting to a Monday night. After some discussion it was decided that a Monday would work for all.

**Mr. Comeau made a motion, seconded by Mr. Ward, to approve the change of the Planning Board meeting to the second Monday of each month at 7:00p.m.**

 **(Vote 3-0)** Mr. Straz will update the Rules of Procedure. The website will be updated as to the new day and time. The next meeting will be July 8th.

**Vlll. Old Business**

Gravel Pit Inspection

Mr. Comeau told the Board that he had redesigned the letters to make the process more streamlined. Both the registered response and the letters have been received. This will cover them if they are ever questioned about why they entered a person’s property. He and Selectmen’s Rep Rick Surette will be going out to inspect the two pits in June. He hopes to have the results of the inspections ready for the next meeting. Mr. Comeau will email the new form to the Chairman so it can be worked into the Rules and Procedure. Mr. Comeau said that one of the pit owners was contacted by DRA stating that they did not receive the pit owner’s intent to excavate. It was actually at the town office stuck in process. It was found voted on and sent off to DRA. He will follow up with DRA even though the Selectmen are responsible for sending it to DRA. He showed the Board the updated paperwork and report. The inspection is per RSA 155-E. Mr. Comeau said he would rather use the lot number when discussing pits rather than names. Mr. Ward said he’d be happy to help with pit inspections

**lX. Master Plan**

They have the community survey which gives them insight into what the community thinks and the direction they want to head. Mr. Straz said there were only two mandatory sections needed in a Master Plan. One is the Vision Statement with supporting statements and the other is a Land Use section. He feels they should begin with a Vision Statement. He suggested reading what a Vision Statement is and the one they currently have from 2006 and have a discussion based on what they have learned from the survey. He read the definition of a Vision: A vision section that serves to direct the other sections of the plan. This section shall contain a set of statements, which articulate the desires of the citizens affected by the Master Plan, not only for their locality but for the region and the whole state. It shall contain a set of guiding principles and priorities to implement that vision. A land use section upon which all the following sections shall be based. This section shall translate the vision statements into physical terms. Based on a study of population, economic activity, and natural, historic, and cultural resources, it shall show existing conditions and the proposed location, extent, and intensity of future land use. And then read Brookfield’s current Vision Statement: A small, historic, rural New Hampshire farming community committed to improving the quality of life for present and future generations. Citizens of Brookfield want to promote a sense of community and maintain the small town atmosphere, protect the Town’s natural resources while maintaining the Town’s economic and fiscal viability.

He feels that there is not much of a change from 2006 to now. Comparably, there were 712 residents in 2010, in 2000 there were 604 and the estimate for 2017 is 713 so we’ve gained one resident over the period of ten years. Brookfield is way under the Carroll County projection for growth. He said the housing preferences have changed and people are more interested in renting than buying. Fewer seniors are moving to Florida. Aging in place has become more the trend. Forty-five percent of the Brookfield residents are of retirement age. Mr. Comeau said he would feel more comfortable going by their own projections. He asked how SRPC compiled their information. Mr. Straz said they must look at trends. Work Force Housing could impact the community. Mr. Comeau doesn’t personally see a problem with the current Vision Statement. It can be backed up with the survey results that the wishes of the community haven’t changed. Mr. Comeau said the Master Plan is really an advisory document. He questions the part where it says, “committed to improving the quality of life for present and future generations”. That shows that something should be done rather than advisory. He’s not saying it should be reworded. Mr. Comeau asked how a Master Plan differed from something like a Capital Improvement Plan. Mr. Straz said in larger areas the Plan may be broken down into sections of a town. Mr. Comeau believes everyone working on the Master Plan should have the same understanding as to what it is. Mr. Ward responded that this Vision comes from the eye of the citizens not us. The Board continued to discuss their interpretation of the Vision Statement. The intent of the discussion was whether to keep the present Mission Statement. Mr. Comeau said they talked about other Boards and Commissions attend to help do their section. The policy goals in the 2006 Master Plan are similar to what they have seen on the survey. The formatting is up to the Planning Board. Mr. Ward said they could eliminate the Introduction. Mr. Straz said they should work on a basic outline. They need to decide whether they should do a basic or comprehensive Master Plan. The Planning Board has the responsibility to make final decisions on the Plan. Mr. Straz said a simple town perhaps should have a simple Plan. He read what the Land Use section should cover. He said the next meeting they should look at the Land Use section. This section will take a couple of months to sort out. The Board discussed how they should proceed. Mr. Comeau suggested letting members know prior to the meeting what they are expected to read or bring. The meeting minutes should be read by all before the meeting rather than taking up meeting time.

**X. Public Comment**

**Xl**. **Member Comments**

Mr. Comeau would like to see signature lines on the minutes and all agreed.

**XlI. Adjournment**

The meeting was adjourned at 7:43 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath Administrative Assistant

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David Champy Ed Comeau

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Tim Straz Terry Ward

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