**Brookfield Planning Board**

 Meeting Minutes

 December 12, 2019

 Approved

**I. Call to order**

Chairman Champy called the Planning Board meeting to order at 7:05.

**II. Roll Call**

Members Present: Chairman Dave Champy, Ed Comeau, Terry Ward, and Rick Surette. Excused: Tim Straz Public: Steve Berry

**III. Appointment of Alternates**

None present

**IV. Public Comments**

Mr. Berry said the Master Plan Survey stressed the people’s wishes to have access to Kingswood Lake. He asked if the Planning Board planned to address that this year. Mr. Champy said it had been discussed but there is no town owned property where the public could access that lake. Mr. Berry said that there are four state owned parcels on Kingswood Lake one being an island. Map17 Lot 11 has a private road going by it. There are no roads near Lot 17 and 19. Mr. Champy explained that they have not done anything further with the information garnered from the survey. Right now their focus is the Master Plan. He did agree that the public wishes to have access to Kingswood Lake. Mr. Berry told the Board that he is anticipating submitting a warrant article to change Cates Lane to a class 5 road to get access into Map 17 Lot 11. He has had conversations with the state and they said if we can get there they will definitely open it up to us.

He has sent registered letters to the six people on Cates Lane asking for permission for himself and Brookfield residents to use that road to access the state property and five out of six said no and he did not get a response from the sixth one. He said any lake over ten acres must have public access. Kingswood is approximately 267 acres. He’s not looking for a boat ramp, just a place to put in canoes, kayaks and get your feet wet or take your dog for a swim. The Selectmen have seen his proposal. Mr. Champy said gaining access to that property there would be a cost to the town for improvements. Mr. Berry said you can park three cars down there now and he’s not anticipating a big influx. Mr. Berry shared pictures of the property and a map of where it’s located. The Board discussed the location. They talked about a road that might have to be put through someone’s property. He has twenty one signatures on the petition and bends twenty five. Mr. Champy said one of the limiting factors is that it’s a private road. Mr. Berry said it hasn’t always been a private road. He said at one time there was public access from Map 26 Lot 1, Great Falls Manufacturing Company who went out of business in 1933. UNH did a study and one of their concerns is that it’s a pristine lake and they worry about boats bringing in debris and polluting the lake.

**Correspondence** Mr. Champy said he had received a survey from SRPC. There were questions about a CIP, mapping and zoning and any changes. Mr. Champy responded back to them and noted there have been no changes over the past year.

**VI. Approval of Minutes**

**Mr. Ward made a motion, seconded by Mr. Champy, to approve the Master Plan Working Session minutes of October 7, 2019. (Vote 3-0-1)**

**Mr. Comeau made a motion, seconded by Mr. Ward, to approve the minutes of October 14, 2019 as amended. (Vote 4-0)** Amendment: Mrs.Colbath added Pro Temp to the bottom of the minutes under her name.

**VII. New Business**

Filing the Moose Mountain road Jeff Greenhalgh subdivision and sending a copy to Mr. Greenhalgh Mr. Champy asked Mr. Comeau if he had taken the Greenhalgh subdivision Mylar to the County Registry to be recorded. He replied he had. A copy has to go to the owner. Mr. Champy said he would hand deliver it to the owner.

Discussion pertaining to uses for recreational zoning (permitted and conditional) Mr. Champy said Moose Mountain has changed hands. A letter was sent to the new owner by the selectmen saying he was in violation of the Zoning. His property is located in REC1. Mr. Champy believes the Board needs to familiarize themselves with the Permitted and Non-Permitted and Conditional Uses. He said the owner has some good ideas. Mr. Surette said when the ski area was open they ran on a conditional use every year. When the ski area closed the Planning Board created a REC zone. When Bob Bourdeau bought it the permitted uses, conditional uses etc. were created. The town has an aversion to loud activities like rifle ranges, motorcycle races etc. He said it is impossible to list all possible uses so they clarified by using the words, “other uses or events similar in nature to those listed in Conditional or Permitted uses above”. The letter the Selectmen sent said Church Service is not on the list.

**Mr. Surette made a motion, seconded by Mr. Comeau, that the letter sent by the Selectmen is no condition**.

Mr. Comeau said most Planning Boards have an informal non-binding discussion protocol where people can come to the Planning Board and have a conversation about what the planned to do. He asked if their Board had that. Mr. Champy said we should reach out to the owner and ask him to come in for a discussion. Mr. Surette said he’d be happy to get in touch with the owner and invite him to meet for a discussion with the Planning Board. Mr. Ward said the church service could be under the heading of Club or Conventions, Business meetings or Conferences. The Board believes the gray area is covered by the sentence at the bottom of the page. Mr. Surette said there are no permits issued in town and Mr. Champy said we have a permit for Conditional Use in the Rules of Procedure and people are to come to the Planning Board to have a permit issued. Mr. Surette said the Planning Board is a legislative body and can’t issue permits, the Selectmen do. Mr. Comeau said that they come before the Planning Board for a discussion and then would take the permit to the selectmen for approval. Mr. Surette believes that this should be stated in the Rules of Procedure. Mr. Champy told the Board the process of getting a Conditional Use Permit. All members should familiarize themselves with those rules. There are fees for this permit and sometimes additional costs to the Town. Mr. Comeau believes the complainant should bear witness to the complaint prior to a letter being sent. Mr. Champy said there was a suggestion in the letter that the land owner should come to the Planning Board about a Conditional Use Permit and that has not happened. Mr. Comeau said and then we can tell them what they should do. Mr. Comeau read the letter that was sent to the owner of Moose Mountain LLC. (Letter that was read into the record attached) After some discussion the Board felt the letter should not have been sent. Mr. Comeau read the definition of a club: an association or organization dedicated to a particular interest or activity. The Board feels that a church falls under Permitted Uses under the heading “Club”. A letter will be sent to the Selectmen with the Planning Boards determination that a church service is a Permitted Use.

**Mr. Surette amended his motion, seconded by Mr. Comeau that a letter to the Selectman should read that church services are under permitted uses. (Vote 4-0)** Mr. Comeau asked that the letter also state ‘under the definition of Club’. The Board is hoping the owner comes to the Board for a discussion. Mr. Colbath will write a draft letter to the Selectmen and send it to Mr. Champy for review and changes. Mr. Comeau suggested putting something on the website letting people know that they can come to the Selectmen or the Planning Board for open discussions.

**VIII. Old Business** Review Rules of Procedure and mark any corrections

Mr. Straz supplied an updated copy of the Rules of Procedure but Mr. Champy doesn’t believe it was ever uploaded. Some things still need to be updated. Mr. Comeau has some additions to the Gravel Pit section that he passed out to members. This will be voted on to add to the Rules of Procedure at the next meeting. Mr. Champy will contact Mr. Straz to get the information that he edited for the next meeting. Mr. Champy will get the document from Mr. Straz and send his edited version to all members for review prior to the next meeting. Mr. Comeau suggested adding the sequence of Procedure like an informal discussion, etc. to the Rules. Mr. Champy thought that was a good idea.

Resubmission to the Newspaper for an Administrative Assistant to the Planning Board and ZBA Mr. Champy said he had sent a copy of the ad to the Selectmen’s Administrative Assistant and it’s been posted on the website. Mr. Champy asked how long the ad should run. The Board settled on February 1st. They discussed the cost to have this ad in the newspaper. The Board decided to put the ad on Craig’s list and Mrs. Colbath’s Wakefield NH A Community Working Together Facebook page. Many people from Brookfield are members of that page. Mr. Ward will post to Craig’s List. The Board decided to use these free sights and not spend money right now.

The Planning Board has a Preliminary Conceptual Consultation in their Rules of Procedure. Mr. Champy will communicate that to the land owner.

**IX. Public Comments** None

**X. Member Comments** Mr. Comeau will pick up the new zoning books. He also videoed the Tamworth Planning Board meeting and he has a copy of their Personal Wireless Service Facilities Ordinance, something the Board will be working on in the near future. This way the Board has something to go by. This apparently has to be worded correctly.

Mr. Champy said we all know that public access to Kingswood Lake is a very strong issue in town as shown in the Master Plan Survey. He would like the Board to keep that issue on the table for future discussion.

**Xl. Adjournment**

The meeting was adjourned at 8:47 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath Administrative Assistant Pro Temp

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David Champy Chairman Ed Comeau

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Tim Straz Terry Ward

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