TOWN OF BROOKFIELD PLANNING BOARD

 Monday, March 9, 2020

 APPROVED

I. **Call to Order.**

Chairman Champy called the Planning Board meeting to order at 7:02.

**II. Roll Call**

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

Public: Brandie Angelo, Kagen Weeks and Rich Zacher

**III. Appointment of Alternates**.

None present

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

None

 **V. Announcements/Correspondence/Mail**.

None

**VI. Review and Possible Approval of the February 17th, 2020 meeting minutes**

**Mr. Straz made a motion, seconded by Mr. Ward, to approve the minutes of February 17, 2020 with one correction. (Vote 4-0)**

**VII. New Business**

None

 **Vlll. Old Business**

Mr. Comley will come before the Planning Board with alternative plans and details for Moose Mountain Recreation. Mr. Straz was concerned about correspondence that is unable to be tracked. He feels all correspondence should be in writing. Mr. Champy texted Mr. Comley and suggested he come to tonight’s meeting. Mr. Champy still has possession of Mr. Comleys check. Mr. Champy will ask if he would like to pick up the check or have Mr. Champy void it. Mr. Straz said without official information the Board has no idea what Mr. Comley would like. Mr. Ward said the ball is in Mr. Comleys court. Mr. Comeau went to the Registry of Deeds and it appears that the 29 acre parcel is a boundary line. This will be on the next agenda when Mr. Comeau is here and able to give the Board more information. Mr. Surette said they were under the impression that it was an implied use. Mr. Champy will try and get something in writing from Mr. Comley. Mr. Straz said that moving forward he would have to follow the process again.

A. Review and approve revised (February 18th, 2020) Rules of Procedure

Mr. Champy sent the revised Rules of Procedure to all members. At the next meeting the Board will make sure that the Gravel Pit inspection is written the way Mr. Comeau intended. Mr. Champy said the draft minutes should be checked to make sure they are all there.

B. Review and discussion for the applicant for Planning Board Administrative Assistant position.

The Board had a discussion about Mrs. Angelo becoming their new Administrative Assistant. She has reviewed the minutes provided and the Rules of Procedure. She will meet with both Mr. Champy and Mrs. Champy about procedures. Mr. Colbath will take and transcribe tonight’s minutes and will attend the next meeting where Mrs. Angelo will take the minutes. Mrs. Angelo’s interview will take place with the new members present at the next meeting.

**IX. Public Comments.**

 Mr. Weeks said he came to the meeting tonight to see the workings of the Board and see if an alternate is needed. He wishes to start involvement with the town. John Myer and Nick Angelo have both stepped up as write-in candidates for the open Planning Board position. The Board will also appoint someone at the next meeting. Mr. Zacher mentioned the boundary lines on the plat. He will take a look at the map with Mr. Champy after the meeting.

**X. Member Comments.**

None

**XI. Adjournment.**

The meeting was adjourned at 7:24 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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Rick Surette