TOWN OF BROOKFIELD PLANNING BOARD

Planning Board Meeting Agenda

Monday, June 8, 2020

Approved

**Call to Order**

The meeting was called to order at 7:10.

**Roll Call: Members, Alternates**

Mr. Ward present, Mr. Comeau present, Mr. Straz present, Mr. Surette present, John Meyer present. Nick Angelo still needs to be sworn in.

**Appointment of Alternates per RSA 673:11, 673:12.**

None

**Public Comments.** (Due to COVID-19 Guidelines, public comments will not be heard at this time)

**Announcements/Correspondence/Mail.**

None

**Review and possible approval of minutes: May 11, 2020**

**Mr. Surette made a motion, seconded by Mr. Comeau, to accept the minutes as written. (Vote 3-0-2)**

**New Business**

**Senior Housing Zoning**

Mr. Surette said that one of the tasks of the Planning Board this year is to explore senior housing zoning and regulations for Brookfield. He said there is a need and we have the land. Mr. Straz said research shows people are aging in place and it would be beneficial to look at alternatives for housing to be able to age in place. Mr. Straz recommended doing some research over the next month. There may be some guidance in our regulations, but we should look at what other communities are doing about this zoning. Mr. Comeau asked, what’s the difference between a senior housing development, a subdivision and assisted living? They were unable to answer this without doing the research. Mr. Comeau said that Conway was building something that might be like this and the Carroll County had someone come to a meeting about adding on to the Nursing home for assisted living, not senior housing so that would have to be defined. He also asked why subdivision doesn’t cover the senior housing. Mr. Surette said subdivisions are geared to lot sizes. Mr. Ward asked if anyone had any idea how many people would have to be accommodated in the facility. (inaudible, poor audio, background noise perhaps a fan or air conditioner) Mr. Surette said it would be driven by demand. We’d have to look at the available sites in Town. Mr. Comeau asked if workforce housing areas could work for this. (inaudible poor audio) Mr. Meyer asked if they are saying we must have a development for people who meet a certain age. Mr. Surette said usually fifty-five and up. (inaudible poor audio) No families, seniors. The idea is to have housing for seniors who want to stay here and open up their housing for families who want to move here. Mr. Straz said we will do some research over the next month and see what other communities are doing.

**Building Codes**

Mr. Surette said Brookfield has no Building Codes, they go by the State codes. With the guidance of our new Code Enforcement Officer/Building Inspector we have to look into redeveloping our zoning to the point where sensible things could be put in there to guide the building of single-family homes. Sometimes the State falls behind, and they don’t update, some common sense things, This is not to make it harder for people who want to build homes. This would help to protect the town and any future buyers to make sure the home is built to structural standards. We need to make sure our zoning is up to date. This is coming from Mr. Angelo’s experience from working through their zoning for new construction. He’s finding shortfalls and will work with them on these items. Mr. Straz asked if it were possible to get a list of items, prior to the next meeting that he sees as the most important items that he has found that they could discuss. Mr. Comeau said the law says we have to align ourselves with the International Building Codes. Mr. Comeau will check to see if there is any guidance at the State that could give some guidance on what the International Building Codes look like compared to what we now have, something that compares the differences and what needs to be changed.

**Old Business**

Master Plan

Mr. Ward believes that the Plan could probably be cut in half. It is verbose and redundant. Mr. Straz explained to Mr. Myer the process they have used for the past year and a half to update the Plan as it has to be updated every ten years. Last fall they looked at the town survey to see how the survey relates to the previously written Master Plan. Mr. Straz said there were a lot of assumptions made by the Strafford Regional Planning Commission, who helped write the Plan ten years ago. They felt that Brookfield would have a big population explosion which never happened. The population hasn’t changed much in three hundred plus years. A lot that is in the Master Plan applies today. Mr. Straz believes the Board should look at the Plan with the survey as their guide and decide what stays and what goes. Mr. Straz would like to hear others opinions on what approach they’d like to see taken. He would like to see this completed this year. Mr. Comeau said this is a revision and they should go through it and decide which statement they do not agree with. The respondents to the survey was less than 20%. Mr. Straz said this is an aging community and we’re starting to see houses being turned over. The Board discussed having the Conservation Commission have input and felt that quite a bit had been done over the years in that department and they should handle that section. When completed, there will be a Public Hearing to get input from the Town and perhaps make changes and then they would vote to adopt it. There was a discussion as to who else should have input and how this will be accomplished.

**Mr. Surette made a motion, seconded by Mr. Comeau, to do a piece at a time at each meeting. No second was offered.**

Mr. Comeau said, we really need to focus on what the survey came back with and really focus on getting those items into the Plan. There were some strong ideas such as sidewalks, telecommunication and lake access.

**Mr. Straz made a motion, seconded by Mr. Surette, that starting at the July 13th meeting a half hour will be set aside to evaluate, section by section, the Master Plan to make it current to 2020. (Vote 5-0)**

Mr. Straz will put out the agenda two weeks before the July 13th meeting and reference the links to the survey and Master Plan on the Town website. On June 29th he will send out the agenda.

**Public Comments. (Due to COVID-19 Guidelines, public comments will not be heard at this time)**

**Member Comments.**

Mr. Comeau asked everyone to look at the sheet on the new way they do the gravel pit inspections. The map and lot numbers will be checked after the meeting. Last year the inspections went well. The self-addressed stamped envelopes giving permission for inspections streamlined the process. The Board thanked Mr. Comeau for his work to make it an easy process. The Selectmen have not made a decision on who to use after deciding not to continue with the Strafford County Regional Planning Commission. Mr. Surette said he’s happy to see the Board coming together and has high hopes for this year. He’s looking forward to when they can open up the Town building. An announcement will be made on the 15th.

**Set next meeting date**

The next meeting will be on July 13th.

**Adjournment**.

Mr. Straz adjourned the meeting at 7:48

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath

Planning Board Secretary