

Planning Board Meeting Minutes
Town of Brookfield, NH
267 Wentworth Road
Brookfield, NH 03872

Thursday August 17, 2017

- I. **Chairman David Champy II called the meeting to order at 6:35 PM.**
- II. **Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
 - A. Members present: Chairman David Champy II, Vice-chairman Rob Collins, Ed Comeau, Bill Ziadeh and Selectman Rick Surette.
 - B. Alternates present: Tim Straz.
 - C. Members and Alternates absent: Geary Ciccarone, Steven Bailey, and Dianne Smith.
 - D. Members Tardy: (None).
- III. **Appointment of Alternates per RSA 673:11, 673:12.**
 - A. Chairman David Champy II appointed Tim Straz as an alternate for an absent member of the Planning Board.
- IV. **Public Comments.**

(None).
- V. **Announcements/Correspondence/Mail.**
 - A. Seacoast Media Group supplied a bill for a subdivision notice in the newspaper.
 - B. A letter from the United States Geological Survey announcing that they have updated some of the FEMA maps regarding flood zones in the Lake Winnepesaukee area.
 - C. A card from Mary McKillop thanking the Board for the approval of the subdivision request and a receipt from the Registry of Deeds documenting the registration of the plat.
 - D. The latest copy of *Convene* magazine will be available in the common office.
- VI. **Review and Possible Approval of the July 20, 2017 Meeting Minutes.**
 - A. Chairman David Champy II postponed the review of the minutes until the September 21, 2017 Planning Board meeting.
 - B. Chairman David Champy II read a letter of resignation from the administrative assistant (attached).
 1. **Motion: Representative Ed Comeau made a motion that the Planning Board regretfully accept the resignation of the administrative assistant to the Planning Board.** Second: Vice-chairman Rob Collins. The motion passed unanimously.

2. After some discussion regarding the administrative assistant's willingness to supply training for his replacement there were questions regarding the setting of a last day of employment.
3. **Motion:** Vice-chairman Rob Collins made a motion that the Planning Board rescind the acceptance of the administrative assistant's resignation. Second: Representative Ed Comeau. The motion passed unanimously.
4. **Motion:** Vice-chairman Rob Collins made a motion that the Planning Board accept the resignation of the administrative assistant to the Planning Board with a date to be determined by the Chairman. Second: Representative Ed Comeau. The motion passed unanimously.
5. There was some discussion about the posting of the job opening and the hiring process-
 - a. Chairman David Champy II announced that the administrative assistant would supply a proposed job description and notice of the job opening.
 - b. That upon approval, the job description and notice of the job opening would be posted on the town website.
6. **Motion:** Vice-chairman Rob Collins made a motion that Chairman David Champy II and Ed Comeau be responsible for the hiring process of the administrative assistant to the Planning Board. Second: Ex-officio Rick Surette. The motion passed unanimously excepting one abstention.

VII. New Business-

A. Review of Survey Questions.

1. A hard copy of a questionnaire entitled, "2017 Master Plan Update- Community Survey" was distributed by Chairman David Champy II to Planning Board members (attached).
2. **Motion:** Representative Ed Comeau made a motion that the Planning Board accept the 2017 Master Plan Update- Community Survey document as a working document. Second: Vice-chairman Rob Collins. The motion passed unanimously.
3. The following changes were suggested-
 - a. Add "This is strictly a non-binding survey" to the wording of the first paragraph.
 - b. Replace the wording of number "1" with "Please describe your residence status in Brookfield".
 - c. To number "3" add " ___ under 18".
 - d. Move questions one through five to the end of the document.
 - e. In number "7" replace "Commercial" with "Agricultural" and add "as currently allowed" after "growth".
 - f. In number "8" replace "Appoint and fund a" with "raise taxes and hire".
 - g. Delete number "9".
 - h. In number "10" replace "Manage" with "limit".
 - i. Delete number "20".
 - j. Delete number "23".
 - k. Move question number "25" to a section relating to other questions that deal with business.

- l. Add “ March 14, 1961” to number “28” after “adoption in”.
 - m. In number “28” delete the last sentence of the first paragraph.
 - n. In number “26” (listed after number “28”) correct the numerical sequence and add;
“ ___ Affordable Housing
___ Condos
___ Detached Accessory Dwelling Units
___ Tiny Houses”
 - o. In number “29” add “and traffic” after “transportation” and delete all of “a” under number “29”.
 - p. Delete numbers “32” and “33”.
 - q. Include the vision statement of the original Brookfield Master Plan in the survey to determine if the residents agree with it.
4. Chairman David Champy II volunteered to edit the *2017 Master Plan Update-Community Survey Working Document*.
 5. Vice-chairman Rob Collins thanked Chairman David Champy II for providing the survey to the Planning Board.

VIII. Old Business-

- A. Discussion of Amending the Zoning Ordinance in Regard to Solar Panels.
Chairman David Champy II postponed discussion pending revision of the Master Plan.
- B. Review of Cell Tower and Wind Energy Regulations.
Chairman David Champy II postponed discussion pending revision of the Master Plan.

IX. Public Comments.

X. Member Comments.

1. Representative Ed Comeau referred to RSA 674:3 and suggested that public input could be achieved at a public hearing in regard to amending the Brookfield Master Plan.
2. Chairman David Champy II suggested that a survey regarding the Master Plan should be mailed to all residents with an invitation to attend Planning Board meetings during the review process.

XI. Adjournment

At 9:10 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 9/21/17



Approved

BROOKFIELD PLANNING BOARD

267 WENTWORTH ROAD

BROOKFIELD, NH 03872

(603) 522-3688

August 17, 2017

Chairman David Champy II
Brookfield Planning Board

Dear Chairman David Champy II;

For the last nine plus years I have had the privilege of serving the Planning Board as the administrative assistant. During that time I have been treated with the respect and dignity far surpassing any position I have held in past careers. Throughout my service, not a week has gone by without challenges and opportunities to broaden my personal talent pool. Yet, with great disquiet and after much consideration, I feel the time is right to tender my resignation.

Though the last few years have brought some unnecessary burdens to my employment, my decision to leave is not a reflection of past or present Planning Boards but rather from outside influences that have compromised my capacity to achieve. Nonetheless, I am thankful even to those who have sought to discomfort me. Because of their efforts I was compelled to walk an independent avenue that I would not consider without them.

My deepest regret is that I will be unable to learn from the Board's insight in countering the great challenges to our national identity as it pertains to zoning and planning.

Planning Boards everywhere are being tested by those who wish to usurp the will of the people. I commend every member of the Brookfield Planning Board. Your dedication sustains the rights of every person even at the expense of your privacy and all that you treasure.

Sincerely,

George Nick
Administrative Assistant
Brookfield Planning Board

TOWN OF BROOKFIELD, NEW HAMPSHIRE
2017 Master Plan Update - Community Survey

The Master Plan is a guiding document for land use decisions/planning in Brookfield. This questionnaire is one method of several for the planning board to determine our community's vision and direction for the update of the current master plan. Please take the time to complete this survey so we have your input included in the process. Thank you!

Please X or V the space beside your answer:

1. Are you a resident of Brookfield? Yes No

If Yes, please check whether you are: Year-round, Seasonal, Non Resident

2. Employment:

Full time
 Part time
 Self Employed
 Retired
 Other

3. Age of respondent

18-25
 26-35
 36-65
 66+

4. How long have you lived in Brookfield?

less than one year
 1-5 years
 5-10 years
 11-20 years
 20+ years

5. Rent/Own

Rent
 Own

2017 Master Plan Update - Community Survey

6. We should promote Residential growth.
- Strongly Agree
 - Agree
 - Have no opinion
 - Disagree
 - Strongly Disagree
7. We should promote Commercial growth.
- Strongly Agree
 - Agree
 - Have no opinion
 - Disagree
 - Strongly Disagree
8. We should Appoint and fund a Town Administrator.
- Strongly Agree
 - Agree
 - Have no opinion
 - Disagree
 - Strongly Disagree
9. We should develop and adopt a Capital Improvement Plan.
- Strongly Agree
 - Agree
 - Have no opinion
 - Disagree
 - Strongly Disagree
10. We should Attempt to Manage growth.
- Strongly Agree
 - Agree
 - Have no opinion
 - Disagree
 - Strongly Disagree

2017 Master Plan Update - Community Survey

11. Summer Road maintenance:

- Good
- Adequate
- Poor

12. Winter Road maintenance:

- Good
- Adequate
- Poor

13. Structure Fire Protection:

- Good
- Adequate
- Poor

14. Woodland / Forest Fire Protection:

- Good
- Adequate
- Poor

15. Rescue / Ambulance Service:

- Good
- Adequate
- Poor

16. Law Enforcement:

- Good
- Adequate
- Poor

17. Public Access to Brookfield lakes:

- Good
- Adequate
- Poor

18. Solid Waste Disposal:

- Good
- Adequate
- Poor

2017 Master Plan Update - Community Survey

19. Education:

- Good
- Adequate
- Poor

20. Do you own or operate a home business in Brookfield? Yes No

21. Do you believe that Brookfield is a desirable place to live?

Yes No

b. If **Yes**, please rank your top five (5) reasons with one (1) being **highest**:

- Small town/ rural atmosphere
- convenient location
- People/community spirit
- Employment opportunities
- Natural setting (lakes, etc.)
- Recreational opportunities
- Historic character
- Affordable housing
- Educational opportunities
- Other: Please specify: _____

22. What changes or improvements would make Brookfield a better place to live?

23. What do you consider to be the best thing about living and owning property in Brookfield?

24. What is the one thing you feel is most important to preserve about Brookfield?

2017 Master Plan Update - Community Survey

25. What one business/service not currently available would benefit the residents of Brookfield? _____

26. Previous Master Plan Updates for Brookfield have included the objective to preserve Brookfield's rural and historic character. Do you think this should continue to be a goal for our community? _____ Yes _____ No

b. If Yes, which of the following approaches do you support to implement this goal? Please mark all that apply:

- _____ Establish a Historic District Commission (RSA 674:46)
- _____ Support architectural design standards in Site Plan Regulations
- _____ Enact performance zoning standards so that new development is consistent and complementary to historic resources.
- _____ Promote scenic highway designation for some of Brookfield's town roads; specify which ones: _____
- _____ Preserve open space lands
- _____ Protect natural resources
- _____ Encourage local agriculture
- _____ Other: Please specify: _____

27. Given the current economic climate, residential and home business growth have been slow in Brookfield. Do you think that something could be done at the local level to help improve this situation? _____ Yes _____ No

If Yes, what should be done? _____

2017 Master Plan Update - Community Survey

28. Since its adoption in _____, the Brookfield Zoning Ordinance has regulated land use in the community with a form of performance zoning (site based, i.e., can a site meet the stated requirements for that use?). This provides a form of protection for natural features (such as wetlands, conservation areas, steep slopes, wellhead protection, and prime agricultural soils). Non-residential uses are reviewed on a lot-by-lot basis via the Site Plan Review Regulations.

This is different from many communities which have zoning districts where certain parts of town are designated, for example, as "residential-only," "commercial," "retail," "industrial," or other districts. Going forward, which method would you like to see Brookfield follow? (Please mark one):

- Stay with current performance zoning overlay districts
- Increase the current performance restrictions
- Reduce the current performance zoning restrictions
- Move toward traditional zoning districts
- No preference
- Other: _____

26. Which of the following types of residential development would you like to see more of in Brookfield? (Mark all that apply.)

- Single family homes
- Two family homes (duplexes)
- Manufactured housing
- More rental opportunities
- Conversion of large homes to apartments
- Multi-family residences (5 or more dwelling units)
- Cluster housing with single family homes on reduced lot size & open space

27. What pattern of commercial development would you prefer to see in Brookfield?

- Maintain the current zoning regulations for only home business
- Spread throughout town
- Focused within certain sections of town (such as: _____)
- Strip commercial development anyplace along Route 109
- Restrict strip commercial development to some sections of Route 109
- Create specific areas for commercial development to preserve outlying natural areas
- Allow commercial development to happen anywhere randomly
- No commercial development
- Clustered/multiple commercial services available from one parking area

28. Which of the following natural resources should Brookfield work to protect? Please rank your top five (5) choices with one (1) being the highest:

- Sources of drinking water
- Water resources for recreational purposes (i.e. lakes and ponds)
- Wildlife habitats
- Fields/Open Space lands
- Scenic views
- Other: please specify _____

29. What are the most important transportation concerns in Brookfield? (mark all that apply)

a. Route 109 (N/A if none apply)

- Amount of **overall** traffic on Route 109
- Amount of **truck** traffic on Route 109
- Actual speed on Route 109

b. Town roads

- Actual speed on town roads
- Condition of town roads (specific location(s): _____)

c. General transportation concerns (check all that apply)

- Lack of sidewalks (specific location(s): _____)
- Lack of public transportation
- Pedestrian/bicycle safety
- Dangerous intersections (specific location(s): _____)
- Other: _____

31. In your opinion, what would you prefer Brookfield to be like in ten years?

32. What do you consider to be the best thing about living and owning property in Brookfield?

33. What is the one thing you feel is most important to preserve about Brookfield?

Thank you for taking the time to complete this survey.

David Champy II, Planning Board Chairman

Please drop off the completed survey at Town Hall or mail to:

Brookfield Town Hall
267 Wentworth Road
Brookfield, NH 03872

You can also hand deliver it and join us for a planning board meeting and discussion of the Masterplan during our regular scheduled planning board meetings on the 3rd Thursday of the month at 6:30pm

CONTACT INFORMATION:

Office of the Planning Board

267 Wentworth Road, Brookfield NH 03872

pb.admin.asst@brookfieldnh.org, pbchair@brookfieldnh.org