

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

Thursday, November 16, 2017

- I. Chairman David Champy II called the meeting to order at 6:37 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 Steven Bailey.
 - B. Alternates present: Tim Straz.
 - C. Members and Alternates absent: Geary Ciccarone, Selectman Rick Surette, 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.**
 - A. (There were no public comments).
- V. Announcements/Correspondence/Mail.**
 - A. The latest copy of *Convene* magazine will be available in the common office.
 - B. A letter from Archivist Craig Evans was read by Chairman David Champy II (attached). The letter requested that the administrative assistant supply copies of Planning Board minutes from April to December 2008. The administrative assistant reported that the copies had not yet been supplied.
- VI. Review and Possible Approval of the October 19, 2017 Meeting Minutes.**
 - A. A copy of the October 19, 2017 meeting minutes was distributed to Planning Board members.
 - B. The following requests were made to amend the minutes;
 1. Delete “hand written” from the first sentence of V, B.
 2. Attach a copy of the Archivist’s letter to the minutes.
 - C. **Motion: Vice-chairman Rob Collins made a motion to accept the October 19, 2017 meeting minutes as amended.** Second: Ed Comeau. The motion passed unanimously.
- VII. New Business-**
 - A. Review of Administrative Assistant Duties as Defined in the Rules of Procedure.

1. A document entitled Brookfield Planning Board Administrative Assistant Duties was distributed by the administrative assistant to Planning Board members (attached).
2. Chairman David Champy II proposed that the Administrative Assistant Duties document be included in the binders of Planning Board members.
3. The following points of discussion ensued regarding record retention-
 - a. RSA 33:4a documents requirements of retaining meeting minutes.
 - b. RSA 91A documents the requirement to make meeting minutes available within five days.
 - c. A suggestion that a new document be created to record the distribution of meeting minutes to the archivist.

B. Budget.

1. A copy of the 2017 Planning Board budget was distributed to Planning Board members.
2. **Motion: Vice-chairman Rob Collins made a motion to set the 2018 Planning Board budget item #419.11 to \$6,500, for a total of \$7,751.** Second: Ed Comeau. The motion passed with five in favor of the motion and one opposed.

VIII. Old Business-

- A. Review of Survey Questions in Consideration of Amending the Master Plan.
Chairman David Champy II postponed discussion of survey questions until the December Planning Board meeting.
- B. Discussion of Public Hearing to Amend the Master Plan.
The following points of discussion were considered-
 1. The need for public input.
 2. A proposal to mail out the survey questions before the March Town Meeting.
- C. Review of Changes to the RSAs.
 1. State Representative Ed Comeau reviewed changes to the RSAs with an emphasis on Planning Board activities.
 2. The following changes that affect the Rules of Procedure were noted;
 - a. Submission of applications as listed in Appendix A, Appendix B on page 1, and Appendix B on page 13 should be changed from “15 days” to “21 days”.
 - b. In Appendix C amend all wording according to the changes as documented in the revised RSA 674:39-a.
 - c. Change all references to “OEP” to “OSI (Office of Strategic Initiatives)”.
 3. Chairman David Champy II requested the administrative assistant to make changes to the Rules of Procedure as previously noted and to provide copies of the proposed changes to Planning Board members.
 4. Chairman David Champy II thanked Ed Comeau for his research and presentation of documented changes to the RSAs.
- D. Discussion of Possible Proposed Changes to the Zoning Ordinance.
The following proposed changes were discussed;
 1. Detached ADUs- Vice-chairman Rob Collins suggested that proposed language previously submitted to the Planning Board for consideration in 2016, be reviewed.
 2. Tiny houses.

E. Gravel Pit Inspections-

Chairman David Champy II requested the administrative assistant to establish an appointment with Ed Nason for a gravel pit inspection.

IX. Public Comments.
(None).

X. Member Comments.
(None).

XI. Adjournment

At 8:45 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 11/29/17

04 NOV 2017

GEORGE -

AS IT TURNS OUT - I'M GOING
TO NEED COPIES OF THE PLANNING
BOARD MINUTES FROM:

LATE APRIL, 2008 (I HAVE 4/14/08)
THROUGH THE END OF THE YEAR, 2008.

WHEN YOU HAVE A CHANCE.

THANKS,
CRAIG

RECEIVED UCL OJ BLD

**BROOKFIELD PLANNING BOARD
Administrative Assistant Duties
November 16, 2017**

Night of PB Meetings

1. Review PB mail and bring to the attention of the Chairperson.
2. Provide copies of minutes with attachments.
3. Provide copies of working documents.
4. Provide copies of agenda.
5. Provide Chairperson with a record of hours worked.
6. Provide copies of any and all proposed warrant articles and ballot questions when necessary.
7. Provide Copies of Subdivision, Lot Line Adjustment, Site Plan Review Applications.
8. Provide a history of those alternates who have served in the last few meetings
9. Record minutes.
10. *Public Hearings*
 - a. Provide sign-in sheet for public attendees.
 - b. Provide a copy of the Posting (bulletin board/ website) of the public hearing to the chair (to be read at meeting)

Documenting Minutes

1. Format a draft of the minutes.
2. Place a copy of the draft of minutes in the PB Minutes book.
3. File a copy of the draft of minutes in the filing cabinet (“Minutes” Folder/ “Draft Minutes” File).
4. Send e-mail of the draft of minutes to all members of the PB and to the Town Website.
5. Format approved minutes according to corrections.
6. Send e-mail of approved minutes to all members and alternates of the PB.
7. File a copy of the approved minutes in the filing cabinet (“Minutes” Folder/ “Approved Minutes” File).
8. Submit a stamped “Approved” minutes (copy), with handwritten date and signature, to the archivist.
9. Post draft and approved minutes on the bulletin boards and submit to Town Website.
10. Provide word for word transcripts, from the digital recording of the PB meeting, only as assigned by the Chairperson.
11. Verify that the Town Website contains current minutes, agendas and ordinances.
12. Download e-files of subcommittee minutes from the Town website for displaying hard copies on the Bulletin Boards, minutes binder, and the file cabinet (“Subcommittee” Folder/ “Minutes” File.)
13. Display copy of subcommittee minutes in the PB Subcommittee Minutes binder.

14. Post subcommittee minutes on the bulletin boards and submit to Town Website.
15. File subcommittee minutes in the file cabinet (“Subcommittee” Folder/ “Minutes” File.)

Agenda for Meetings

1. Contact the Chairperson and request agenda information.
2. Send e-mail of agendas to all members of the PB and the Town Website.
3. Display agendas on the bulletin boards located in front of office building and at Stoneham Four Corners.

Member's List

1. Update as members retire & new members or alternates are elected.
2. E-mail a copy of the newly updated Member's List to Town Clerk (Virginia McGinley).

Preparation for Town Meetings

1. Publication of Public Hearings in Newspapers
2. Posting of Public Hearings on Bulletin Boards and Website.
3. Display proposed amendments in Town Office.
4. Refer to RSA's <http://www.gencourt.state.nh.us/rsa/html/lxiv/675/675-mrg.htm> (especially RSA 675:3 and 675:7)
5. Refer amended documents to Lawyer and Selectmen for wording of ballot question.
6. Provide copies of approved ballot wording to Chairman of the Selectmen and Town Clerk (immediately) for publication.

Subdivision/ Lot Line Adjustment/ Site Plan Review

1. Review application
 - a. Stamp date and place signature on all documents in one set of the application. (This document will be sequestered in the appropriate filing cabinet as the Planning Board's Master Application copy.)
 - b. Submit [Abutter's Notification Form](#) (p.6 of the Comp Application Form) to the Assessor Clerk for confirmation of accuracy.
 - c. Verify abutters on the tax map.
 - d. Verify fees
 - i. L-Chip-\$25.00
 - ii. Certified envelopes to be sent to abutters
 - e. Assign File number and write it at the top of page 5 of the Comprehensive Application
 - f. Verify completeness of application according to the Comprehensive Application Form Checklist ([Appendix S of the Rules of Procedure](#)).
2. Review results of Comprehensive Application Form Checklist with the PB Chair. (Should it be determined Application is not sufficiently complete for Planning Board review, the Chair shall identify the deficiencies in writing.)
3. Mail Applicant Notice letter ([Appendix O of Rules of Procedure](#))- RoP 13.2 Pursuant to RSA 672:3 and RSA 676:4, I (d),
4. Mail Abutter's Notice letter ([Appendix N of Rules of Procedure](#)).
5. Mail Surveyor Notice letter ([Appendix P of Rules of Procedure](#)).

6. Submit a map to the Assessor Clerk (before any PB approvals) so that he/she may assign lot and map numbers.
7. Submit a copy of the Applicant's Comprehensive Application to each member of the Board (prior to Board meeting scheduled, to consider if Application is complete.)
8. Public Hearing Notices
 - a. submit to newspaper ([Appendix J or K of Rules of Procedure](#)). RoP 13.2 Pursuant to RSA 672:3 and RSA 676:4, I (d),
 - b. verify receipt of publication notice from newspaper place on bulletin board and submit for town web site ([Appendix M of Rules of Procedure](#)).
 - c. Site Plan Review must be publically noticed for determining completeness. File copy in the appropriate case file of the filing cabinet.
 - d. Distribute public hearing sign-in sheet at meetings
9. Upon approval of the application, mylars must be signed by Planning Board members
10. Submit 2 copies of maps to the Assessor Clerk (see 11).
11. Mail Notice of Decision- Approval/ Disapproval ([Appendix Q](#) or [Appendix R of Rules of Procedure](#)). Must be sent out within 5 days of decision **RSA 676:3 Issuance of Decision.**
 - Send mylar to Registry and retain four (4) signed paper copies
 - Distribute 4 copies after recording information returned from Registry and added to the four (4) copies:
 1. one copy to Cartographic Associates, Inc. via the Town Assessor Clerk
 2. one copy for Planning Board File
 3. one copy to Assessor Clerk (to be placed in property file)
 4. one copy to the Owner/Agent/Applicant
 - Assist Chair with preparation of the Notice of Decision and post as required by state law.
12. Registry of Deeds:
 - a. Review and observe Recording Plans Procedure- ([Appendix F of Rules of Procedure](#))
 - b. .Submit Transmittal Record ([Appendix G of Rules of Procedure](#))
 - c. Submit Mylars
 - d. Pay for L-Chip
 - e. Request that the Registry of Deeds send the Plan Index Form and bill to the Brookfield Planning Board.
13. Submit Distribution of Recorded Plans ([Appendix H of Rules of Procedure](#)) to:
 - a. owner/ agent
 - b. assessor clerk file
 - c. assessor clerk for Cartographic Associates
 - d. PB file cabinet (in the appropriate case file)
14. Provide Book and Page Numbers (as assigned by the Registry of Deeds) to Assessor Clerk (Jessica).
15. Distribution of Site Plans
 - a. Fill in [Appendix I of the Rules of Procedure](#)
 - b. Distribute to:
 - i. owner/ agent

- ii. Assessor clerk
- iii. PB file cabinet (in the appropriate case file)
- iv. Code Enforcement

Update

1. PB Member's List
 - a. When new members or alternates are selected
 - b. After changes of address, e-mail address, or phone numbers.
2. Ordinances, Amendments and Regulations after March Town Meeting
 - a. Applies to the following:
 - i. The Master Plan
 - ii. The Zoning Ordinance
 - iii. The Subdivision Regulations
 - iv. The Site Plan Review Regulations
 - v. Rules of Procedure
 - vi. building codes and adopted amendments to these ordinances and regulations
 - b. Distribution to the Town Clerk
 - i. Copies of above documents must be signed by the Town Clerk
 - ii. Place copy in:
 - "Planning and Zoning Regulations- Town Clerk's Copy" binder (located in Town Clerk's office)
 - "Planning and Zoning Regulations- Planning Board's Copy" binder (located in PB office)
 - in the appropriate ordinance file of the file cabinet
 - "Copies of Planning and Zoning Regulations" (next to file cabinet)
 - iii. Town Clerk Certification ([Appendix E of the Rules of Regulations](#)) must be signed by Town Clerk and placed in the following binders-
 - "Planning and Zoning Regulations- Town Clerk's Copy" binder (located in Town Clerk's office)
 - "Planning and Zoning Regulations- Planning Board's Copy" binder (located in PB office)
 - c. Distribute copies of the above ordinances and regulations to:
 - i. Town Clerk
 - the town clerk must sign the signature page before distribution
 - ii. the signed certification page ([Appendix E of the Rules of Procedure](#))
 - must accompany distribution to the following parties:
 - cover letters with addresses are listed in the Correspondence 2009 e-file for the following parties:
 - ✓ [OEP](#)
 - ✓ [Town Counsel](#)
 - ✓ [SRPC](#)
 - iii. PB Administrative Assistant's Binder
 - iv. Archivist

Miscellaneous

1. Attend staff meetings when called by Board of Selectmen.
2. Planning Board information- <http://www.nh.gov/oep/planning/resources/planning-board-handbook.htm>