

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

Thursday, May 17, 2018

- I. Vice-chairman Geary Ciccarone called the meeting to order at 6:30 PM.
- II. **Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12.**
 - A. Members present: Vice-chairman Geary Ciccarone, Ed Comeau, Dianne Smith, Tim Straz and Steven Bailey.
 - B. Alternates present: (None).
 - C. Members and Alternates absent: Chairman David Champy II and Selectman Rick Surette.
 - D. Members Tardy: (None).
- III. **Appointment of Alternates per RSA 673:11, 673:12.**
 - A. (None).
- IV. **Public Comments.**
 - A. (None).
- V. **Determination of Completeness of Proposed Lot Line Adjustment Application of M17 L28 & 28B as Submitted by David Guttadauro.**
 - A. Planning Board members reviewed the completeness of the application as compared to the checklist in Appendix B of the Rules of Procedure.
 - B. The administrative assistant reported that one of the registered mail receipts had not been received.
 - C. The administrative assistant presented a copy of the check from Mr. Guttadauro as payment for the application fee.
 - D. **Motion:** Ed Comeau made a motion to accept the application for a lot line adjustment of map 17 lots 28 and 28B as complete. Second: Steve Bailey. The motion passed unanimously.
 - E. At 6:50 PM Vice-chairman Geary Ciccarone called the public hearing meeting to order.
 - F. Notice of the public hearing was read by Vice-chairman Geary Ciccarone.
 - G. Vice-chairman Geary Ciccarone gave the public opportunity to present any comments or questions to the Planning Board. None were presented.
 - H. At 6:58 PM Vice-chairman Geary Ciccarone closed the public hearing.

- I. **Motion: Ed Comeau made a motion to accept the lot line adjustment of map 17 lots 28 and 28B as submitted.** Second: Dianne Smith. The motion passed unanimously.

- VI. **Announcements/Correspondence/Mail.**
 - A. The latest copy of *Convene* magazine will be available in the common office.

- VII. **Review and Possible Approval of the April 19, 2018 Meeting Minutes.**
 - A. A copy of the April 19, 2018 meeting minutes was distributed to Planning Board members.
 - B. The following change was noted-
 1. Page 2 of 3, XII, B- in the first sentence delete all words after “reduced taxes”.
 - C. **Motion: Dianne Smith made a motion to accept the April 19, 2018 meeting minutes as amended.** Second: Ed Comeau. The motion passed excepting one abstention.

- VIII. **New Business-**
 - A. **Proposed Changes to the Rules of Procedure.**
 1. **Bulletin Board Postings.**
 - a. There was some discussion as to the necessity of deleting references to postings on Stoneham Four Corners bulletin board since the Selectmen have voted to replace that posting with the website posting.
 - b. **Motion: Ed Comeau made a motion that all references of Stoneham Four Corners bulletin board be deleted from the Rules of Procedure and for the administrative assistant to be given authority to amend the Rules of Procedure regarding postings in two places.** Second: Steve Bailey. The motion passed unanimously.
 2. **Comprehensive Application (Meeting Times).**
 - a. **Motion: Ed Comeau made a motion that all references to Planning Board meetings be changed to the third Thursday of the month.** Second: Tim Straz. The motion passed unanimously.
 - B. **Agritourism.**
 1. Representative Ed Comeau discussed that state has updated the definition of agritourism and that the new definition should be reflected in Brookfield ordinances.
 2. Vice-chairman Geary Ciccarone postponed discussion of agritourism until the June Planning Board meeting.
 - C. **Detached ADUs.**
 1. There was some discussion regarding RSA 674:71-73.
 2. Vice-chairman Geary Ciccarone postponed discussion of detached ADUs until the June Planning Board meeting.
 - D. **Discussion Regarding SRPC Dues.**
 1. There was some discussion regarding the consideration of paying SRPC dues in the future.
 2. Vice-chairman Geary Ciccarone postponed discussion of payment of SRPC dues until the June Planning Board meeting.

IX. Old Business-

X. Public Comments.

A. Inspection of Gravel Pits.

The following were discussed regarding the inspection of gravel pits-

1. Who is the owner of the gravel pit formerly owned by Ed Nason.
2. A notification letter should be sent to the owners of the gravel pit to gain access to the property for inspection.
3. The administrative assistant was asked to prepare a return response template for owners to approve inspection without their presence if they are inclined.

B. Tim Straz reported the following criteria that he had researched for posting surveys through Survey Monkey-

1. A maximum of ten questions can be posted.
2. The fee is \$37.00 per month for unlimited surveys.
3. Mr. Straz suggested that the survey could be disseminated as a Google form and volunteered to reformat the survey document.

C. Ed Comeau suggested that “Master Plan” be placed on the planning board agenda until further notice.

XI. Member Comments.

A. Dianne Smith discussed the possibility of improvements to internet access for home based businesses and said that she would approach the Selectmen about pursuing broadband improvements.

B. Ed Comeau volunteered to research better accommodations regarding cable franchise agreements.

XII. Adjournment

At 8:40 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 6/21/18