

# **Brookfield Planning Board Approved Meeting Minutes**

July 19, 2018

## **I. Call to order**

George Nick called to order the regular meeting of the Brookfield Planning Board at 6:30pm Brookfield Town Offices.

## **II. Roll Call**

Members Attending: Geary Ciccarone, Ed Comeau, Steve Baily, Tim Straz, and Dianne Smith

Absent: Chair David Champy II, Selectman's Representative Rick Surette  
excused

Public: Selectman Rich Zacher

## **III. Appointment of Alternates**

Vice-Chair Geary Ciccarone will be acting Chair in the absence of the Chair, No alternates made, as there was a quorum & no alternates.

## **IV. Public Comments**

None were offered.

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

G. Ciccarone presented a letter of appreciation to George Nick for his years of service to the Board on behalf of the board members. A copy of this letter is on file. G. Ciccarone noted that a copy of "Convene" was available for review.

## **VI. Review & Possible Approval of the June 21, 2018 minutes**

G. Ciccarone noted that on the last page a motion listed as being made by D. Champy II was made by himself (G. Ciccarone). Motion to accept the planning board meeting minutes from Thursday June 21<sup>st</sup>, 2018 as corrected made by E. Comeau, second by S. Bailey. Meeting minutes accepted

## **VII. New Business**

- No New Business to discuss

## **VIII. Old Business**

- Click to Mail discussion concerning payment arrangements, E. Comeau expressed his frustration for the delay of the payment to be made to get the surveys out to the town and offered up his assistance to resolve the hold-up in the production/mailing of the Master Plan Survey by using his personal credit card and getting reimbursed by the town treasurer. It was determined that the survey was complete and ready to be released to the towns people. Survey recipient addresses for property owners came from the tax accessor. Redundancies were removed from the list to insure there were not duplicate copies sent to the same property owner.

- Housekeeping issues surrounding Administrative Assistant Vacancy were discussed, including:
  - Discussion about access to files relating to the Planning Board will remain accessible to the planning board. Computer access login/passwords were handed down to the Vice Chair to be handed down to the Chairman.
  - At 6:55pm G. Nick handed a piece of paper to the Vice-Chair with the computer user name login and password to be filed.
  - Discussion about backup for the server and data to be sent offsite for insuring future access and data security for the town.
  - G. Nick expressed his desire to come back into the office and clean up paperwork and files. E. Comeau asked that he be notified so he could meet with G. Nick to understand how he files paperwork to enable the planning board to properly train his replacement.
  - Plans to setup the Administrative Assistant E-mail box to automatic reply to contact the Planning Board Chairman after the meeting. Completing this will ensure that the town requests that arrive are addressed by the board during the time that the position is vacant.
  - T. Straz mentioned that he would think that the Chair D. Champy II has already worked to resolve this situation and may have already developed a plan to ensure that this open position does not cause for any delay with Planning Board concerns.
- Master Plan
 

Survey: How do we tally the results of the Master Plan Survey. Discussion for the Board to meet and tally the results of the survey. T. Straz stated that it would easier to make it a Google Forms data entry process to compile the data into the correct format and display a weighted bar graph pertaining to each category. Discussion to have members divide the total quantity of the surveys and enter in the hard copy surveys into Google Forms from home on their personal computers. The town would retain the hard copies for survey audit purpose. T. Straz suggested that he would contact the Chair D. Champy II to discuss the need to have him setup a planning board Google account. This will enable T. Straz to setup a google docs survey online.

Planning Board members would be the ones entering in the hard copy survey results in Google Forms and initial and date each survey they enter into Google Docs survey. The plan is to also have a link on the town website for any towns people to complete their survey online if they wish.

  - E. Comeau mentioned that he thought there was a public hearing tonight. There was some discussion that took place at the previous meeting pertaining to agritourism, Plan to table the discussion until the Chair returns. Also table the discussion pertaining to detached ADU's
  - SPRC dues, Selectman signed and returned the letter to SRPC stating that the town will not be paying into the dues this year. The town has not paid the SRPC dues in the past.

- **Pit Inspections**

E. Comeau brought up the list of Planning board activities "Appendix W June pit inspection". There is a need to identify the new owners of Mr. Nason's pit on Moose Mountain Road. G. Nick asked to address the question. He informed the board there was a dispute pertaining to the transfer and he contacted Mr. Nason. They discussed the transfer should be showing on Avatar and it was not. Mr. Nason suggested contacting the Tax accessor to obtain the address of where the tax bill was being mailed to. T. Straz asked who Moose Mountain LLC was since they are listed as the new owner. T. Straz researched the registered owner of Moose Mountain LLC formed January 18<sup>th</sup>, 2018 with the address of 108 Newbury Port turnpike Newbury Mass, as well as the contacts email address, E. Comeau asked that the e-mail address and registered owner be emailed to him to follow up on the pit inspections.

G. Nick had not sent the letter for pit inspection to either pit owner at this time because of the delay to identify the new pit owner on Moose Mountain road. G. Ciccarone mentioned that when the pit inspection authorization letters were mailed out that they needed to be sent registered mail.

G. Ciccarone asked who will be responsible for sending out the letters since tonight was George's last night assisting the board. Dianne Smith volunteered to help E. Comeau move this process forward.

- **November Planning board budget**

E. Comeau mentioned the next item on the Planning Board Activities list for November was to develop the Planning Board budget. G. Ciccarone asked G. Nick to print out a copy of the previous year budget for him at end of the meeting.

- **Administrative Assistant Vacancy**

D. Smith expressed her concern for this being G. Nick's last night as the Administrative Assistant. D. Smith asked if there were any replacements for the vacant administrative assistant position. E. Comeau stated that he asked all the other surrounding towns administrative assistant and Planning Board members to keep an eye out for someone who may be interested in fulfilling the position of Brookfield Administrative Assistant. He mentioned that there are members of other planning boards in other towns that fill in the role in multiple towns.

G. Ciccarone mentioned that he knew someone who is a very detailed thorough person he would ask who could fill the role. G. Ciccarone asked what the future plan would be to complete the tasks that will be left behind by this vacancy. E. Comeau mentioned that it is required by the RSA's to complete the minutes. Documentation of the meeting minutes could be addressed by the Board members. D. Smith stated that the main concern was not the documentation of the minutes as long as E. Comeau continued to record the meetings.

The main concern would be if there was a submission for some procedural item that would need to be addressed by the board. D. Smith mentioned there are services that could be purchased that would provide coverage for this. G. Ciccarone mentioned that this question was raised a number of years ago. G. Ciccarone continued to explain LRPC's hourly rate at the time for this assistance was \$38 an hour. Ed Comeau mentioned a group

known as MRI (Municipal Resource Incorporated) was used in the past in Wakefield for assistance. G. Ciccarone volunteered to research this for fulfilling the temporary role as Administrative Assistant. He further expressed that he would ask that if there is nothing submitted for land use issues is it required to hire someone temporarily to fill this position or will the members be able to fulfill the role until the position is filled?

- Revised Rules of Procedure (ROP)
  - T. Straz will need an electronic copy of the Rules and Procedures to edit to remove reference to postings regarding Stoneham Rd. bulletin board. G. Nick offered to send along an electronic copy to T. Straz to edit.
- Procedure for town employee exit
  - E. Comeau asked if there was any procedure for an exit of a town employee. Discussion took place for debriefing the employee who is leaving and obtaining the copy of the keys and changing the passwords. There is also need to remove reference to phone numbers and contact of the town website for employee who is leaving. E. Comeau is expecting the Chair to inform the Board of what is needed to be completed when he meets with G. Nick.

#### **IX. Public Comments**

None

#### **X. Member Comments**

None

#### **XI. Adjournment**

G. Ciccarone adjourned the meeting at 7:45:44PM.

Minutes submitted by: David Champy II