

Brookfield Planning Board Approved Meeting Minutes

August 16, 2018

I. Call to order

Chairman David Champy called to order the regular meeting of the Brookfield Planning Board at 6:31pm Brookfield Town Offices.

II. Roll Call

Members Attending: Chair David Champy, Vice Chair Geary Ciccarone, Ed Comeau, Tim Straz, Dianne Smith and Selectman's Representative Rick Surette

Absent: Steve Bailey, excused

Public: Selectman Rich Zacher

III. Appointment of Alternates

None made, as there was a quorum & no alternates.

IV. Public Comments

None were offered.

V. Announcements/Correspondence/Mail

D. Champy noted that a copy of "Convene" was available for review. He also noted the receipt of many responses to the Master Plan Survey, both accumulated in the collection box as well as via mail. He also noted 13 were returned/refused via USPS and 1 returned with explanation of non-response.

VI. Review & Possible Approval of the July 19, 2018 minutes

Draft minutes of the July 2018 PB meeting were not available, due to the loss of the Administrative Assistant. Discussion ensued regarding the drafting of that meeting's minutes, leading to a motion by R. Surette for the Board to formally approve an extension of the deadline for the minutes, which was seconded and adopted (E. Comeau voted "nay" and D. Smith abstained). D. Champy offered to prepare the minutes of the meeting from the video on the website "governmentoversite.com". D. Smith agreed to prepare the minutes for the meeting at hand.

VII. New Business

- Reimbursement arrangements, with thanks, were made with E. Comeau for resolving the hold-up in the production/mailing of the Master Plan Survey following the July 2018 PB meeting by using his personal credit card.
- Administrative Assistant Vacancy
 - D. Champy noted his efforts to date, also recognizing D. Smith's assistance in making local contacts. Vacancy notice is on Brookfield website & OSI's "help wanted" & assistance options with SRPC to be discussed the following week. The option of contacting a "municipal services staffing" company like MRI in Meridith was discussed, as well as some means to provide notice in Maine.

- Housekeeping issues surrounding the loss of the long-term Admin. Asst. were discussed, including ensuring that attempts to contact the PB would not go unanswered.

VIII. Old Business

- Master Plan

Survey: Multiple issues regarding the survey were discussed including where to keep them (Town Offices), how and when to enter them into the Google platform (after Board members provided information to access the Google platform, with special meeting of the Board to enter the survey data at Town Offices on September 6th, 6:30pm), establishing the “online” survey directly to the Google platform for respondents (T. Straz to manage), and when to cease accepting surveys (October 18).

- Revised Rules of Procedure (ROP)

- T. Straz had updated the ROP to remove reference to posting notices at the Stoneham Rd. bulletin board and to correct the PB meetings to the 3rd Thursday.
- Additional updates were discussed to remove all references to George Nick by name and his personal telephone number and replace with “administrative assistant” with the Town Office and email contacts; T. Straz volunteer to continue the update.

- Pit Inspections

E. Comeau provided Chair D. Champy with the certified mail receipts for the notice to the owners/operators of the 2 gravel pits in Brookfield for annual reinspection.

IX. Public Comments

R. Zacher recommended that the PB become familiar with the RSA 91A requirements. He also noted that the Town Office has WiFi and the password will be needed if PB members will be entering survey data via their personal laptops at the September 6 meeting.

X. Member Comments

D. Smith noted that SRPC had contacted her and E. Comeau requesting information about any significant or large-scale developments planned for Brookfield that would not have appeared in the 2017 building permit data. SRPC is updating its regional travel demand model. The PB affirmed no such developments impacting regional travel are planned.

XI. Adjournment

D. Champy adjourned the meeting at 7:50pm. Next meeting is special meeting September 6, 2018 at Town Office at 6:30pm to enter survey data.

Minutes submitted by: Dianne Smith