**Brookfield Planning Board**

 Approved Meeting Minutes

 August 19, 2019

**I. Call to order**

Vice Chairman Tim Straz called the Planning Board to order at 7:01.

**II. Roll Call**

Members Present: Vice Chairman Tim Straz, Ed Comeau and Terry Ward and Geary Ciccarone

Public: Jeffrey Greenhalgh. Ryan Greenhalgh and [Rich Zacher](https://www.brookfieldnh.org/user/30/contact)

**III. Appointment of Alternates**

None present

**IV. Public Comments**

None

**V. Announcements, Correspondence and Mail**

**Vl. Meeting Minutes**

**Mr. Comeau made a motion, seconded by Mr. Ward, to approve the minutes of June 6, 2019. (Vote 2-0-1)**

**Mr. Comeau made a motion, seconded by Mr. Ward, to approve the minutes of June 20, 2019. (Vote 2-0-1)**

**Vll. New Business**

**A. Moose Mountain Road Subdivision with Jeff Greenhalgh. TM5 Lot2**

Mr. Ryan Greenhalgh introduced himself and stated that they hoped to subdivide a piece of property on Moose Mountain Road breaking off a two acre parcel as a separate property for a house lot. He has a check with him tonight to pay the Application Fee. He also has the Driveway Permit application in the packet. Mr. Straz explained that they would have to accept the application, notify abutters and have a Public Hearing at their next meeting. The Board reviewed the checklist: Ten copies of the Application and Checklist Form. Four plats prepared by a licensed New Hampshire surveyor (Any appropriate engineering drawings must be presented with the application at the Public Hearing). One (11”x17”) copy of the plat. Application Fees. One Mylar with a mailing tube (may be submitted at a later date) this will be submitted at a later date. Three sets of address mailing labels 1” x 2-5/8”, #10 business envelopes, certified mail forms as per Abutter Notification Form (page 8).

All criteria met.

The abutters list goes to the assessor to make sure it is substantially correct. And if it is she signs off. If not, it is given back to the applicant to correct. Mr. Jeff Greenhalgh said the process was easy using the Brookfield, NH Planning Board Comprehensive Application Form SUBMISSION OF APPLICATION MATERIALS. He went on to say the Town website is user friendly. Mr. Comeau asked if the Board felt that, “provide a brief description of the proposed project” should be filled in. Mr. Straz said it would be helpful to have this description for the file. This can be amended at any time to include that information. The drawing serves as intent of use. They can also add to the application an attachment describing the project.

Mr. Greenhalgh handed the Board a copy of the Application Fee Schedule. Mr. Ciccarone questioned the fee under Subdivision of Land $150 x 2 lots. He believes that subdividing one lot into two should be $150. If he were to divide that one lot into three then the charge would be $150 for each of those two lots. After some discussion the Board agreed that the fee should be $150. Next the Board checked the abutters list to make sure all abutters were accounted for. Mr. Zacher asked if all the important information was on the Plat and Mr. Ciccarone answered in the affirmative. The items that are to be on the plat are: A site location map showing lot lines, lot measurements, and streets surrounding the site. A topographic map of the area. Any soils information such as permeability or boring data that has been obtained. A sketch showing the proposed layout of the project. Application Fees. Three sets of address mailing labels 1” x 2.5/8”, #10 business envelopes and certified mail forms as per Abutter Notification Form (page 8). Mr. Zacher was invited to look at the Plat. The Board members were satisfied with the plat. **Mr. Ciccarone made a motion, seconded by Mr. Comeau, to accept the application as complete and begin the process. (Vote 4-0)** The application has been accepted and a Public Hearing will be held at their next meeting. Next the Assessor will verify the addresses. The notices should be mailed to the owners of the property. Mr. Comeau asked for the timeline. He will bring the list to the Assessor for address verification on Friday between 8:30 and 12:30 and have him sign the Abutters Verification List Application. There was discussion about who is responsible for mailing the abutters cards and writing the accompanying letter of explanation. If there were a written description of the project that could be sent to the abutters. **Mr. Ward made a motion, seconded by Mr. Comeau, to have their next meeting on Monday, September 16th at 7:00. (Vote 4-0)**

**Vlll. Old Business**

**A. Wording for the job posting for Planning Board/ZBA Administrative Assistant position.**

Mr. Comeau asked if this will appear in the newspaper. The answer was yes. **Mr. Comeau made a motion, seconded by Mr. Ward, to accept the notice of job posting for the ZBA and Planning Board as presented. (Vote 4-0)**

**B. Discussion for the date for the Master Plan Working Session**

**Mr. Comeau made a motion, seconded by Mr. Ward, to meet on Monday, September 9th at 7:00 for the Master Plan working session. (Vote 4-0)**

Mr. Comeau told the Board that pit inspections were done by him and Rick Surette. He has the reports for the two pits and he wants to make sure all the pit inspection documentation including the reclamations are all in one spot.

**lX. Public Comment**

Mr. Zacher said the survey indicated that the Town is not interested in rentals but the Zoning Regulations allow ADU’s for family use but he feels eventually when they leave there’s a vacant structure that could become a rental unit. Some towns stipulate a shared bathroom or a shared kitchen which makes it difficult to turn it into a rental unit. Another concern he has is that the Town wants larger lot sizes. He wonders if the Planning Board will move on that any time soon. He’s looking for a zoning amendment from two to five acres. Mr. Ciccarone said only 12-18% of the Town responded to the survey so they really don’t have a really good view of what the Town wants. He is not sure if prohibiting ADU rentals are legal. Mr. Comeau is under the impression that something like that would have to be a petitioned Warrant Article. He doesn’t know if this would be under the Planning Boards prevue. Mr. Straz needs more information and would like to do some research. He suggested moving the ADU discussion to the next meeting as an agenda item. Mr. Comeau would like to see what other towns have that in their zoning.

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

Mr. Comeau asked Mrs. Colbath how long she can help them out by taking minutes. She said she could help indefinitely but had an issue with their meeting times. She was supposed to be at a Wakefield ZBA meeting tonight and their normal meeting day she has Conservation Commission meetings. She said she could still do the minutes from the video. There is no end date. He reminded the Board that by statute, they have to meet once a month and there was no July meeting.

**Xl. Adjournment**

The meeting was adjourned at 8:11 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath Administrative Assistant

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David Champy Ed Comeau

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Tim Straz Terry Ward

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Geary Ciccarone