**Brookfield Planning Board**

 Draft Meeting Minutes

 September 16, 2019

 Approved

**I. Call to order**

 Chairman Dave Champy called the Planning Board to order at 7:02.

**II. Roll Call**

Members Present: Chairman Dave Champy, Ed Comeau, Terry Ward and Geary Ciccarone

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

**III. Appointment of Alternates**

None present

**IV. Public Comments**

None

**V. Public Hearing**

**Mr. Ciccarone made a motion, seconded by Mr. Comeau, to open the Public Hearing. (Vote 4-0)**

Mr. Champy read the Rules of Procedure. He then read the newspaper notice published on the website and Granite State News stating there would be a Public Hearing on September 16th on a subdivision application for Jeffrey Greenhalgh on property located on Moose Mountain Road TM 15, Lot 2 to be divided into two lots. The proposed two lots both have road frontage on Moose Mountain Road. Mr. Champy reviewed the minutes of the previous meeting and saw that this had already been reviewed during that meeting. Mr. Champy asked Mr. Greenhalgh about the project description. There was one revision from the last meeting that needed to take place and it has since been rectified. The revision reads a brief description of the proposed project subdividing a single two acre residential lot from the existing 13.32 acre lot. Lot 2 TM 15. The existing residence will remain on the 11.32 acre balance as demonstrated in the submitted plans.

Mr. Champy said if we feel that the previous review of all the information based on our subdivision requirements are complete then he is asking for a motion to accept the revision as submitted.

**Mr. Ciccarone made a motion, seconded by Mr. Ward to accept the revision. (Vote 4-0)**

Mr. Comeau asked if all the abutter notifications were received back. Mr. Champy said ten went out and seven were returned. The law requires that the abutters be notified and they have the mail receipt to show that they were notified. Mr. Greenhalgh stated he had no new information to bring to the table. The intent is to still use the two acre lot for a residential build. The Chairman closed the Public Hearing at 7:10. The Board began its deliberation.

**Mr. Ciccarone made a motion, seconded by Mr. Comeau, to accept and approve the subdivision for Mr. Greenhalgh. (Vote 4-0)**

The Board signed the plans. Mylar is required and Mr. Greenhalgh will get it to the board for signing. The Chairman closed the Hearing.

Mrs. Sarah H. Rigg, an abutter, was curious how the lot lines were being divided. The Board showed her the plan.

**Vl. Meeting Minutes**

**Mr. Ciccarone made a motion, seconded by Mr. Comeau, to approve the minutes of August 19th. (Vote 3-0-1)**

**Vll. Old Business**

Mr. Champy said they had a bill from Seacoast Meeting Group for newspaper postings. There were mailings that went out for pit inspections and Mr. Champy thanked Mr. Comeau for graciously covering the costs. Mr. Comeau found the two folders with all the pit items. He wants to combine the two folders so all items including inspection are all in one spot. Mr. Champy has been informed that at least fifteen ten wheel dump truck loads a day have been hauled out of the Moose Mountain pit and driven over the bridge that has issues and is rated for an A2 *(E2)* which is not deemed for continual traffic, heavy equipment and dump trucks. The Road Agent will handle this. They have a permit to have a pit there. Mr. Comeau asked if this was in the purview of the Planning Board. Mr. Champy said this was informational. The Selectmen have also been informed.

Mr. Champy would like to put a discussion about minimum lot size on the next agenda. Mr. Champy read the comments made during public comment at the last meeting. He believes that they do have an idea what the town wants, they want to stay rural and have larger lots. Mr. Ciccarone said the majority of respondents to the town survey were fifty-five or older and it’s not a good representation of what the whole town wants. He said 12-20% responded and that’s what that 12-20% wants for the town. The Board will discuss whether to put articles on the Warrant at the next meeting. Mr. Comeau said lot size and ADU’s discussion should appear on the next agenda to see if there is any interest. Mr. Champy said the open position for secretary for the Planning Board and ZBA advertisement wording is agreeable to all. Mr. Comeau asked when the budget was due. Mr. Zacher said November. Budget will be on the next agenda. Mr. Ward informed the Board that the March 16th Concord Monitor had an informative article about ADU’s. Mr. Ward said Appendix J and K of the Rules of Procedure need modifying to update the names of the people running the newspapers. Mr. Zacher said other things that have to be changed like the day of the meeting. Mr. Champy told the Board that he would like them to print off the Rules of Procedure and mark any corrections needed so they are prepared to make the changes at the next meeting. Mr. Comeau said the Pit Inspection procedure also needs to be updated.

**Xlll. Public Comment**

Mr. Zacher said his only comment was to get the four items for the Budget done. Mr. Champy said he made a note to put it on the next agenda.

The next Master Plan Work Session will be on October 7th at 7:00.

The next Planning Board meeting will be held on October 14th at 7:00

**lX**. **Member Comments**

Mr. Ciccarone asked what the intent of the ADU warrant article will be. Mr. Champy said they need to look at the RSA and their Zoning. The Board is not sure they will have ADU’s on the ballot this coming March. Mr. Champy said the question has been asked, what does the Planning Board want to propose for the ballot concerning Attached ADU’s and Detached ADU’s. The Town allows attached ADU’s not detached ADU’s. Mr. Comeau asked when it is determined that the Planning Board must create an ordinance. He feels the Board members should vote on whether they want to propose these warrant articles. Mr. Zacher believes that the town should see the Planning Board’s position on these warrant items. Mr. Comeau doesn’t feel that the Planning Board should be the one to promote the items. He feels the Board is the one that creates the ordinance. Mr. Zacher explained that a petitioned warrant article would be binding on the Board if passed and that wording would stand unless changed the following year. The Board had a further discussion about people’s thoughts and attendance.

**X. Adjournment**

The meeting was adjourned at 8:21 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 Rick Surette