**Brookfield Planning Board**

 Meeting Minutes

 February 17, 2020

 APPROVED

**I. Call to order**

Chairman Champy called the Planning Board meeting to order at 7:00.

**II. Roll Call**

Members Present: Chairman Dave Champy, Tim Straz, Ed Comeau, Terry Ward, and Rick Surette.

Public: Brandie Angelo and Steve Comley and Rich Zacher

**III. Appointment of Alternates**

None present

**IV. Public Comments**

Mr. Comley from Moose Mountain Recreation submitted an application to the Board for a Conditional Use Permit. He has a list of abutters that he will submit to the Town Assessing Clerk on Friday. His plans are to lease the property to organizations such as a snowmobile club that holds competitions in the area. He is interested in having four functions this year with the snowmobile club. His understanding was that this would be a continued use but the neighbors have had questions as to how big it will get. He said he hasn’t been to one in over twenty-five years and he was under the impression that the previous owner was already doing these. He said he would be talking to the abutters. He said they are hoping to make this a routine and are looking for a standing permit or reclassification. He is also hoping to get the vintage sled show back. He tried to come to the Board last week, but the meeting was cancelled. He asked about the timeframe for a public notice because they are hoping to start on February 29th. He has reviewed the Conditional Use Permit in the Rules of Procedure. Mr. Champy explained that the application must be presented to the Board 21 days prior to their next scheduled meeting for review. And then a Public Hearing must be scheduled. That makes the timeframe 30 days so it doesn’t appear that the 30 days will allow for the starting date he requested. Mr. Straz said even if we had met last week it wouldn’t have worked.

Mr. Comley said they will follow the rules and he would like to avoid going through the process every time they have the event. Mr. Champy said each event requires a permit per zoning. Mr. Comeau believes the board should discuss the use and the event. Mr. Comley did get a permit from the state and he thought they just had to notify the state not the town. He said if they can’t make February 29th, they will work around that. The last date would be April 15th. Mr. Straz has a concern that by April 15th there would be no snow and asked if this was for snowmobiles only and was assured that it is for snowmobiles only and the events will take place on frozen ground. Mr. Straz pointed out the abutter notification notice. Mr. Conley must notify all abutters including Cynthia Wyatt and the Society for the Protection of Forests. Mr. Champy said you would be applying for four dates and he believes the Public Notice could contain all four dates. Mr. Comley paid a total of $600 for the four events, the application fee and the Public Notice fee by check and handed it to the Chairman. Mr. Ward asked what the events would consist of. Mr. Comley said a hill climb, an obstacle course, mini tracks and runs all day. They bring in their own groomers. They begin about 8:00am and running till 10:00pm. Mr. Ward asked if he knew how many cars might be there. He said at the time he had last gone to an event there were three to four hundred people and he assumes after the last twenty-five years it’s probably grown. The person putting on the event has seen the property and knows what he must work with. Mr. Champy said the Board has 30 days to review the application for completeness, and accept the application at a public hearing. Mr. Champy asked that Mr. Comley contact him directly when all is complete and told him that there is a renewal for a conditional use and if he wanted to change something in the renewal that could be done at the discretion of the Planning Board. The next Board meeting is on Monday, March 9th. Mr. Comley needs enough time to take care of the abutter notifications envelopes and labels. The Abutter Notification sheet is in the Rules of Procedure. The Board will send out the notifications by registered mail. There was a discussion by the Board on the rules. (see pages 13-17 of the Rules of Procedure) There are fifteen abutters.

Mr. Comley asked if there was anything he had to do to hold the vintage sled club event. They do have time runs and he wanted to know if that was classified as competition. Mr. Champy said if a club meets as a general interest it is allowed. If the sleds are static it is allowed. If they race a conditional use permit is required. Mr. Champy read the list of permitted uses. The Board decided to have a tentative Special Planning Board meeting on Monday, February 24th as long as he has heard from the applicant by Sunday.

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

Mr. Surette announced that he had received a letter of resignation from Geary Ciccarone. Mr. Champy read the letter.

**Mr. Ward made a motion, seconded by Mr. Surette, to accept Mr. Ciccarone’s resignation with regret. (Vote 5-0)**

Mr. Champy thanked him for his service to the town for the past twelve years. He’s been an invaluable member. Mr. Comeau asked when his term was to end. He was told 2021. The Board is looking for new members to appoint.

**VI. Approval of Minutes**

**Mr. Ward made a motion, seconded by Mr. Surette, to approve the minutes of December 12, 2019. (Vote 4-0-1)** There was a discussion about Mr. Greenhalgh‘s copy of his plan. Mr. Champy sent it to him electronically.

**VII. New Business**

None

**VIII. Old Business** Review Rules of Procedure and mark any corrections

A. Appendix J and K of the rules of Procedure need modifying to update the names of the people running the Newspapers, the day of the meeting, Pit Inspection procedure also needs to be updated.

Mr. Straz supplied a copy of Mr. Comeau’s Pit Inspection addition. Mr. Straz and Mr. Ward had made the changes to the document and appendix as well. The Board updated the Rules of Procedure, J, K and page 18 of 20 with the updated process for gravel pits notifications.

**Mr. Comeau made a motion, seconded by Mr. Straz, to approve the updates. (Vote 5-0)**

B. Discussion for Administrative Assistant and postings

SRPC has a place on their website where vacancies can be posted. Mr. Champy reached out to them and they again offered Administrative Assistant services for an exorbitant fee. Mr. Zacher suggested putting the vacancy on the Town Clerks counter and in the kiosk and Mrs. Colbath will put it back up on her Facebook page. Brandie Angelo said she was interested in the position and in seeing what the position involved. She would like to sit next to Mrs. Colbath for a couple of meetings. If interested Mrs. Angelo would fill out an application with her resume and the Board would interview her.

**IX. Public Comments** None

**X. Member Comments**

Mr. Champy said his term expires this year and he did not re-run. His employment has drastically changed and it’s more difficult to make meetings. His job entails more traveling. He apologized as he feels he is abandoning the Board and members. He may run as an alternate and will still be available to the Board. He thanked the members for voting him in to the Chairman position for the past three years.

**Xl. Adjournment**

The meeting was adjourned at 8:15 pm.

Respectfully submitted for approval at the next Planning Board meeting,

Priscilla Colbath Administrative Assistant Pro Temp

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David Champy Chairman Ed Comeau

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Tim Straz Terry Ward

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Rick Surette