

Planning Board Meeting Minutes
Town of Brookfield, NH
267 Wentworth Road
Brookfield, NH 03872

Thursday April 20, 2017

- I. **Chairman David Champy II called the meeting to order at 6:30 PM.**
- II. **Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
 - A. Members present: Chairman David Champy II, Vice-chairman Rob Collins, Steven Bailey, and Selectman Rick Surette.
 - B. Alternates present: Dianne Smith.
 - C. Members and Alternates absent: Geary Ciccarone and Ed Comeau.
 - D. Members Tardy: (None).
- III. **Appointment of Alternates per RSA 673:11, 673:12.**
 - A. Chairman David Champy II appointed Dianne Smith as an alternate for an absent member of the Planning Board.
- IV. **Public Comments.**

(None).
- V. **Announcements/Correspondence/Mail.**
 - A. The latest copy of *Town and City* magazine will be available in the common office.
 - B. The latest copy of *Convene* magazine will be available in the common office.
 - C. An email from Simone Barley-Greenfield of the NH Coastal Program requesting input regarding Brookfield streams was read by Chairman David Champy II. The Chairman reported that since the request for input was required before the Planning Board meeting could take place, he had already previewed the data and found no inconsistencies with the Brookfield Zoning Ordinance.
- VI. **Review and Possible Approval of the March 16, 2017 and March 30, 2017 Meeting Minutes.**
 - A. A copy of the March 16, 2017 meeting minutes was distributed to Planning Board members.
 1. The following corrections were noted;
 - a. under IX Old Business on page 2 of 4- change "Sate Legislation" to "State Legislation".
 - b. On page 2 of 4, V, 6- change "Stephen" to "Steven".
 2. **Motion: Vice-chairman Rob Collins made a motion to accept the March 16, 2017 meeting minutes as amended.** Second: Ex-officio Rick Surette. The motion passed unanimously.

- B. A copy of the March 30, 2017 meeting minutes was distributed to Planning Board members.
 - 1. No corrections were necessary.
 - 2. **Motion: Vice-chairman Rob Collins made a motion to accept the March 30, 2017 meeting minutes as written.** Second: Steven Bailey. The motion passed unanimously excepting one abstention.

VII. New Business-

- A. Possible Nomination and Vote to Fill a Planning Board Member Vacancy.
 - 1. Chairman David Champy II read RSA 673:12 to those in attendance.
 - 2. Chairman David Champy II asked if anyone would like to volunteer as a possible nominee for the vacant Planning Board member position.
 - 3. Bill Ziadeh, a member of the public, submitted his name as a nominee. No other names were submitted.
 - 4. **Motion: Vice-chairman Rob Collins made a motion to appoint Bill Ziadeh to fill the Planning Board member vacancy.** Second: Ex-officio Rick Surette. The motion passed unanimously.
 - 5. Vice-chairman Rob Collins noted that the Rules of Procedure incorrectly designate RSA 673:6 instead of RSA 673:12 regarding the filling of Planning Board vacant positions. Vice-chairman Rob Collins made a request to add an item to New Business of the agenda to amend the Rules of Procedure. Chairman David Champy II accepted the proposal.
- B. Proposal to Amend the Rules of Procedure
 - 1. **Motion: Vice-chairman Rob Collins made a motion to change references of “RSA 673:6” to “RSA 673:12” in the Rules of Procedure (items 3.2 and 3.3).**
 - 2. Second: Steven Bailey. The motion passed unanimously.
- C. Review of Cell Tower Regulations.
 - 1. The following are discussion points regarding cell towers;
 - a. Present location of cell towers in the area.
 - b. Possible future sites.
 - c. The necessity of a dedicated service for first responders.
 - d. Regarding the definition of “personal wireless service”.
 - 2. **Motion: Chairman David Champy II made a motion that Charlie Shoemaker be contacted to provide the following feedback concerning his initial request;**
 - a. **Is his inquiry a bulk email?**
 - b. **Request he submit a proposal.**
 - c. **Request a status report as to where the project presently stands.**Second: Ex-officio Rick Surette. The motion passed unanimously.
 - 3. Chairman David Champy II requested that the administrative assistant place “cell towers” on the May agenda.
 - 4. Chairman David Champy II requested that Planning Board members review language in the Zoning Ordinance regarding cell towers and wind energy.

VIII. Old Business-

- A. Consideration of the Process for Amending the Master Plan.
 - 1. Chairman David Champy II suggested that the Brookfield Master Plan should be condensed.
 - 2. Ex-officio Rick Surette suggested that the public should be encouraged to attend Planning Board meetings in regard to amending the master plan.
 - 3. There was a general consensus that the establishment of a committee for amending the master plan was not necessary.
 - 4. Chairman David Champy II requested that the administrative assistant find previously sent emails regarding master plans in comparable towns and to forward the emails to Planning Board members.
 - 5. Vice-chairman Rob Collins suggested that Planning Board members should review the Rules of Procedure as it pertains to the master plan.
- B. Consideration of Tax Liens as a Prerequisite of Subdivision / Lot Line Adjustment Approval.
 - 1. Dianne Smith volunteered to email information regarding tax liens to the administrative assistant for redistribution to Planning Board members.
 - 2. Chairman David Champy II postponed discussion of tax liens as a prerequisite of subdivision or lot line adjustments of properties.
 - 3. Chairman David Champy II requested that the administrative assistant place tax liens on the May agenda.
- C. Discussion of Pending State Legislation.
 - 1. Chairman David Champy II postponed discussion of pending state legislation.
 - 2. Chairman David Champy II requested that the administrative assistant place state legislation on the May agenda.

IX. Public Comments.

- 1. Tim Straz introduced himself and volunteered to be considered for nomination as an alternate to the Planning Board.
- 2. **Motion: Vice-chairman Rob Collins made a motion to appoint Tim Straz as an alternate to the Planning Board.** Second: Chairman David Champy II. The motion passed unanimously.

X. Member Comments.

Dianne Smith reminded Planning Board members that April 21, 2017 was the last day to sign up for the OEP Conference. Chairman David Champy II that Planning Board members could meet at the Town Office Building to carpool to the conference.

XI. Adjournment

At 8:01 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

_____ Date 4/26/17