

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

Thursday October 19, 2017

- I. Vice-chairman Rob Collins called the meeting to order at 6:34 PM.**
- II. Roll Call: Members, Alternates, Appointment of Alternates per RSA 673:11,673:12**
 - A. Members present: Vice-chairman Rob Collins, Ed Comeau, and Steven Bailey.
 - B. Alternates present: Tim Straz.
 - C. Members and Alternates absent: Chairman David Champy II, Geary Ciccarone, Selectman Rick Surette, Bill Ziadeh, and Dianne Smith.
 - D. Members Tardy: (None).
- III. Appointment of Alternates per RSA 673:11, 673:12.**
 - A. Acting Chairman Rob Collins appointed Tim Straz as an alternate for an absent member of the Planning Board.
- IV. Public Comments.**
 - A. (There were no public comments).
- V. Announcements/Correspondence/Mail.**
 - A. The latest copy of *Convene* magazine will be available in the common office.
 - B. A letter from Archivist Craig Evans was read by Acting Chairman Rob Collins. The letter requested that the administrative assistant supply copies of Planning Board minutes from 2008 through 2009 as requested by a town resident. The administrative assistant reported that the copies had been supplied as requested. Acting Chairman Rob Collins asked the administrative assistant to contact the archivist to verify that no other outstanding minutes need to be provided for archival records.
 - C. Acting Chairman Rob Collins requested the administrative assistant contact Chairman David Champy II to suggest that he consider the need for updating the Rules of Procedure in regard to the administrative assistant's duties. One suggestion regarding the listing of duties was to include the submission of approved minutes to the archivist. Representative Ed Comeau volunteered to research the RSAs in regard to record retention for possible discussion at the next Planning Board meeting.
- VI. Review and Possible Approval of the September 21, 2017 Meeting Minutes.**
 - A. A copy of the September 21, 2017 meeting minutes was distributed to Planning Board members.

1. **Motion:** Steven Bailey made a motion to accept the September 21, 2017 meeting minutes as presented. Second: Tim Straz. The motion passed unanimously excepting one abstention.

VII. New Business-

- A. Discussion of Public Hearing to Amend the Master Plan.

The following points were discussed;

1. The need to consider public involvement in the amending of the Master Plan from the beginning to the end of the process.
2. The necessity for a public hearing to fulfill state requirements.
3. Tim Straz volunteered to submit language in the town newsletter to encourage public involvement for the amending of the Master Plan.
4. Acting Chairman Rob Collins suggested that the Planning Board may want to consider meeting twice per month to expedite the amending process.
5. Acting Chairman Rob Collins postponed further discussion until the November Planning Board meeting.

- B. Discussion of Possible Zoning Ordinance Amendments.

1. Add requirement for carbon monoxide detectors.
2. Add "buildable lots" to the definitions page.
3. Add language regarding detached ADUs-
There was discussion regarding adding language regarding ADUs to the survey for amending the Master Plan before considering the insertion of language in the Zoning Ordinance.
4. Add language regarding the allowance of tiny houses-
Representative Ed Comeau volunteered to research the language used by other towns that regulate tiny houses and to possibly submit proposed language to amend the Zoning Ordinance.

- C. Review of Changes to the RSAs.

Acting Chairman Rob Collins postponed discussion until the November Planning Board meeting and requested that the administrative assistant place this item of discussion on the November agenda.

VIII. Old Business-

- A. Review of Survey Questions in Consideration of Amending the Master Plan.

Acting Chairman Rob Collins postponed discussion until the November Planning Board meeting.

- B. Gravel Pit Inspections-

The administrative assistant notified the Planning Board that there was a question as to the ownership of one of the gravel pits. Acting Chairman Rob Collins suggested that the administrative assistant contact the same owners as previously contacted to verify ownership and to set up appointments for inspection.

IX. Public Comments.

(None).

X. Member Comments.

- A. There was some discussion as to the process for inspecting gravel pits.

XI. Adjournment

At 7:46 PM the Planning Board meeting was adjourned.

Respectfully submitted by
George Nick, Administrative Assistant.

Date 11/8/17

03 OCTOBER 2017

GEORGE:

NOT SURE IF YOU ARE STILL AROUND. IF YOU DO GET THIS NOTE - I'M LOOKING FOR COPIES OF THE 2008 + 2009 MEETING MINUTES OF THE PLANNING BOARD. ^{TO PUT IN THE ARCHIVES} I THINK IT'S A TIME BEFORE YOU STARTED - BUT WOULD YOU CHECK YOUR FILES FOR THOSE TWO YEAR.

DICK PECKHAM HAS COPIES OF 2009 (APR-DEC) I WILL CHECK WITH FRANK FRAZIER AND ANNE MARTIN WHO WERE ALSO ON THE BOARD AT THAT TIME.

THANKS MUCH -

Craig