

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

**Thursday, February 15, 2018**

- I. Chairman David Champy II called the meeting to order at 6:32 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: Tim Straz and Dianne Smith.
  - C. Members and Alternates absent: Geary Ciccarone, Ed Comeau, and Bill Ziadeh,
  - D. Members Tardy: Dianne Smith.
- III. Appointment of Alternates per RSA 673:11, 673:12.**
  - A. Chairman David Champy II appointed Tim Straz as an alternate for an absent member of the Planning Board.
- IV. Public Comments.**
  - A. Selectman Rich Zacher requested the names of Planning Board members whose term will expire in 2018. The administrative assistant read the following names from the Member's List-
    1. Rob Collins (vice-chairman).
    2. Geary Ciccarone.
    3. Bill Ziadeh.
    4. Dianne Smith (alternate).
- V. Review of Subdivision Regulations as Requested by Resident Dick Wilson.**
  - A. Chairman David Champy II provided an opportunity for Dick Wilson to submit any questions to the Planning Board.
  - B. Dick Wilson displayed a plat of property located at Map 8 Lot 3.
  - C. Mr. Wilson stated the following intentions-
    1. To subdivide the property with the intent of selling 103 acres to Scott Bramer whose Wakefield property abuts the proposed subdivision.
    2. To declare that the wooded portion of the possible subdivision will remain as is until sold.
  - D. At 6:41 PM Dianne Smith entered the Planning Board meeting area.
  - E. The following observations and suggestions were made by Planning Board members-
    1. Vice-chairman Rob Collins suggested that a lot line adjustment may be possible if the right conditions could be met. However, since the property extends into Wakefield, the only option may be to subdivide the property.

2. Vice-chairman Rob Collins pointed out that there must be enough road frontage available on all subdivided properties as stipulated by the Brookfield Zoning Ordinance. Mr. Collins added that Mr. Wilson has the right to request a variance from the ZBA if he is unable to comply with the Zoning Ordinance requirements.
3. It was suggested that Mr. Wilson contact either a surveyor or a lawyer to assist him in navigating through the requirements.

## VI. Announcements/Correspondence/Mail.

- A. The latest copy of *Convene* magazine will be available in the common office.

## VII. Review and Possible Approval of the January 18, 2018 Meeting Minutes.

- A. A copy of the January 18, 2018 meeting minutes was distributed to Planning Board members.
- B. The following correction was noted;
  - Delete all of subheading “n” of VII, A, 2.
- C. **Motion: Vice-chairman Rob Collins made a motion to accept the January 18, 2018 meeting minutes as amended.** Second: Steven Bailey. The motion passed unanimously.

## VIII. New Business-

(None).

## IX. Old Business-

- A. Review of Survey Questions in Consideration of Amending the Master Plan.
  1. Chairman David Champy II provided revised proposed survey questions (“Date 2-10-18 Rev 3”) for distribution to the Planning Board (attached).
  2. The following points of discussion were considered;
    - a. Whether the survey should include a question regarding paved versus unpaved roads.
    - b. Whether the survey should include a question regarding the volume of traffic.
  3. **Motion: Vice-chairman Rob Collins made a motion to accept the “2018 Master Plan Update - Community Survey” working document as complete and to deliver it to the community.** Second: Steven Bailey. The motion passed unanimously.
  4. Chairman David Champy II requested that the administrative assistant upload the “2018 Master Plan Update - Community Survey” to the town website.
  5. **Motion: Vice-chairman Rob Collins made a motion for the administrative assistant to proceed with the mailing of the “2018 Master Plan Update - Community Survey” to each land owner in town by employing mass mailing and for the cost not to exceed five hundred dollars.** Second: Steven Bailey. The motion passed unanimously.

## X. Public Comments.

(None).

**XI. Member Comments.**

- A. Tim Straz suggested that the survey be made available in the office building.
- B. Vice-chairman Rob Collins said that it was a pleasure working with the Planning Board and said that he appreciates each member. Chairman David Champy II stated that Rob Collins had been an asset to the Planning Board. Ex-officio Rick Surette thanked Rob Collins for his years of service as vice-chairman of the Planning Board.
- C. Dianne Smith volunteered to write a press release for the announcement of the survey.
- D. Vice-chairman Rob Collins suggested that the Planning Board make every effort to avoid any suggestion of impropriety concerning responses from the surveys. A suggestion was made to have an individual file for sequestering all survey responses. Additionally, Vice-chairman Rob Collins suggested that survey responses may be useful for predictive analysis.

**XII. Adjournment**

At 7:47 PM the Planning Board meeting was adjourned.

Respectfully submitted by  
George Nick, Administrative Assistant.

\_\_\_\_\_ Date 3/22/18

TOWN OF BROOKFIELD, NEW HAMPSHIRE  
2018 Master Plan Update - Community Survey

The Master Plan is a guiding document for land use decisions/planning in Brookfield. Brookfield is required to create and maintain their Master Plan per RSA 674:2. If you would like to review our current zoning and master plan a copy will be in the common area. You can also view it on the Planning Board link on the town website.

This questionnaire is one method of several for the planning board to determine our community's vision and direction for the update of the current Master Plan.

More than one survey from each household will be appreciated. Please have your family members including students in the household to complete this survey. If you need additional copies they will be available in the town office or you can access the electronic copy on the Planning Board link on the town website.

Town of Brookfield Planning Board web address:

[http://www.brookfieldnh.org/Pages/BrookfieldNH\\_Bcomm/Planning/index](http://www.brookfieldnh.org/Pages/BrookfieldNH_Bcomm/Planning/index)

Please take the time to complete this survey so we have your input included in the process. Thank you!

Please mark with **X** or  $\surd$  the space beside your answer:

1. Please describe your residency in Brookfield:

\_\_\_\_ Year-round, \_\_\_\_ Seasonal, \_\_\_\_ Non Resident

a. Rent/Own

\_\_\_\_ Rent

\_\_\_\_ Own

b. Duration in Brookfield?

\_\_\_\_ Less than one year

\_\_\_\_ 1-5 years

\_\_\_\_ 5-10 years

\_\_\_\_ 11-20 years

\_\_\_\_ 20+ years

**Please grade your thought pertaining to current services:**

2. Summer road maintenance:

\_\_\_\_ Excellent

\_\_\_\_ Good

\_\_\_\_ Poor

\_\_\_\_ Other: \_\_\_\_\_

2018 Master Plan Update - Community Survey

3. Winter road maintenance:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

4. Structure fire protection:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

5. Woodland / forest fire protection:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

6. Rescue / ambulance service:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

7. Law enforcement:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

8. Public access to Kingswood Lake:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

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9. Solid waste disposal:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

10. Education:

- Excellent
- Good
- Poor
- Other: \_\_\_\_\_

**Vision of the town: Please give us your opinion as to where the town should be headed.**

11. Support commercial growth:

- Strongly Agree
- Agree
- Have no opinion
- Disagree
- Strongly Disagree

12. Support agricultural growth:

- Strongly agree
- Agree
- Have no opinion
- Disagree
- Strongly disagree

13. Support residential growth:

- Strongly agree
- Agree
- Have no opinion
- Disagree
- Strongly disagree

14. Support wireless telecommunication infrastructure

- Strongly agree
- Agree
- Have no opinion
- Disagree
- Strongly disagree

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15. Support residential installation of small wind energy systems for personal use:

- Strongly agree
- Agree
- Have no opinion
- Disagree
- Strongly disagree

16. Support residential installation of small solar energy systems for personal use:

- Strongly agree
- Agree
- Have no opinion
- Disagree
- Strongly disagree

17. Previous Master Plan updates for Brookfield have included the objective to preserve Brookfield's rural and historic character. Do you think this should continue to be a goal for our community?

Yes  No

a. If **Yes**, which of the following approaches do you support to implement this goal? Please mark all that apply:

- Establish a Historic District Commission (RSA 674:46)
- Support architectural design standards in Site Plan Regulations
- Enact performance zoning standards so that new development is consistent and complementary to historic resources.
- Promote scenic highway designation for some of Brookfield's town roads; specify which ones: \_\_\_\_\_
- Preserve open space lands
- Protect natural resources
- Encourage local agriculture
- Other: \_\_\_\_\_

b. If **No**, what should be done? \_\_\_\_\_

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2018 Master Plan Update - Community Survey

18. Do you believe that Brookfield is a desirable place to live?

\_\_\_\_\_ Yes \_\_\_\_\_ No

a. If **Yes**, please rank your top five (5) reasons with one (1) being **highest**:

\_\_\_\_\_ Small town/ rural atmosphere

\_\_\_\_\_ Convenient location

\_\_\_\_\_ People/community spirit

\_\_\_\_\_ Employment opportunities

\_\_\_\_\_ Natural setting (lakes, etc.)

\_\_\_\_\_ Recreational opportunities

\_\_\_\_\_ Historic character

\_\_\_\_\_ Affordable housing

\_\_\_\_\_ Educational opportunities

\_\_\_\_\_ Other: \_\_\_\_\_

b. If **No**, what should be done?

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19. What changes or improvements would make Brookfield a better place to live?

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20. What is the one thing you feel is most important to preserve about Brookfield?

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21. Are you happy with the current zoning regulations in Brookfield pertaining to home based business?

\_\_\_\_\_ Yes \_\_\_\_\_ No

a. If **No**, what should be done? \_\_\_\_\_

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2018 Master Plan Update - Community Survey

22. Do you think that Brookfield should promote more home based business? (Brookfield Zoning Page 2

of 55, Article II A-b.)  
\_\_\_\_\_ Yes \_\_\_\_\_ No

a. If **Yes**, what should be done?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. If **No**, what changes should be made?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Do you own or operate a home business in Brookfield? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**Since the adoption of our zoning May 14<sup>th</sup> 1961, the Brookfield Zoning Ordinance has regulated land use. This provides a form of protection for natural features such as wetlands, conservation areas, steep slopes, wellhead protection, and prime agricultural soils.**

24. Brookfield essentially has one district zoning as Residential/Agricultural. Going forward, which method would you like to see Brookfield follow? (Please mark **one**)

- \_\_\_\_\_ Stay with current zoning regulations
- \_\_\_\_\_ Increase regulation
- \_\_\_\_\_ Decrease regulation
- \_\_\_\_\_ Move towards different regulations in different parts of town. (Multi-zoning)
- \_\_\_\_\_ No preference
- \_\_\_\_\_ Other: \_\_\_\_\_

25. Which of the following types of residential development would you like to see more of in Brookfield? (Mark all that apply.)

- \_\_\_\_\_ Single family homes
- \_\_\_\_\_ Two family homes (duplexes)
- \_\_\_\_\_ Manufactured housing
- \_\_\_\_\_ More rental opportunities
- \_\_\_\_\_ Conversion of large homes to apartments
- \_\_\_\_\_ Multi-family residences (5 or more dwelling units)
- \_\_\_\_\_ Cluster housing with single family homes on reduced lot size and open space
- \_\_\_\_\_ Affordable Housing
- \_\_\_\_\_ Tiny Homes
- \_\_\_\_\_ Detached Accessory Dwelling Units
- \_\_\_\_\_ Other: \_\_\_\_\_

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26. What pattern of commercial/business development would you prefer to see in Brookfield?

- Maintain the current zoning regulations for only home business
- Focused within certain sections of town (such as: \_\_\_\_\_)
- Strip commercial development any place along Route 109
- Restrict strip commercial development to some sections of Route 109
- Create specific areas for commercial development to preserve outlying natural areas
- Allow commercial development to happen anywhere randomly
- Clustered/multiple commercial services available from one parking area
- No commercial development
- No Home businesses
- Other: \_\_\_\_\_

27. Which of the following natural resources should Brookfield work to protect? Please rank your top five (5) choices with one (1) being the **highest**:

- Sources of drinking water
- Water resources for recreational purposes (i.e. lakes and ponds)
- Wildlife habitats
- Dark skies / no light pollution
- Fields/open space lands
- Scenic views
- Other: \_\_\_\_\_

28. General transportation concerns (check all that apply)

- Lack of sidewalks (specific location(s): \_\_\_\_\_)
- Lack of public transportation
- Pedestrian/bicycle safety
- Dangerous intersections (specific location(s): \_\_\_\_\_)
- Road condition (specific location(s): \_\_\_\_\_)
- Speed (circle one) too fast / too slow (specific location(s): \_\_\_\_\_)
- Dangerous intersections (specific location(s): \_\_\_\_\_)
- Other: \_\_\_\_\_

29. What are the most important transportation and traffic concerns in Brookfield?

Comment:

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2018 Master Plan Update - Community Survey

In order to ensure we have collected enough information to get a full understanding of our town with this survey, please complete the demographics questions below. This will ensure we have captured a full understanding of the desires of all people in our community:

30. Employment of respondent:

- Full time
- Part time
- Self Employed
- Retired
- Other

31. Age of respondent:

- Under the age of 18
- 18-25
- 26-35
- 36-65
- 66+

32. Number of members in the household:

- 1
- 2
- 3
- 4
- 5 or more

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Thank you for your time your opinion is very important to developing the future of our town. The following questions will help the Planning Board understand the vision of our community to determine future planning of the town of Brookfield.

33. What one service not currently available would benefit the residents of Brookfield?

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34. In your opinion, what would you prefer Brookfield to be like in ten years? (If additional space is required please write on the back of this survey).

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Additional comments:

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## 2018 Master Plan Update - Community Survey

Thank you for taking the time to complete this survey.  
*David Champy II*, Planning Board Chairman  
[pbchair@brookfieldnh.org](mailto:pbchair@brookfieldnh.org)

There are a variety of ways to get this survey back to us.

1. Drop off the completed survey at Town Hall
2. Mail in your survey to:  
Brookfield Town Hall  
267 Wentworth Road  
Brookfield, NH 03872
3. Scan electronically and e-mail your survey  
[pb.admin.asst@brookfieldnh.org](mailto:pb.admin.asst@brookfieldnh.org),

You can also hand deliver it and join us for a planning board meeting and discussion of the Masterplan during our regular scheduled planning board meetings on the 3<sup>rd</sup> Thursday of the month at 6:30pm

### **CONTACT INFORMATION:**

#### **Office of the Planning Board**

267 Wentworth Road, Brookfield NH 03872

[http://www.brookfieldnh.org/Pages/BrookfieldNH\\_Bcomm/Planning/index](http://www.brookfieldnh.org/Pages/BrookfieldNH_Bcomm/Planning/index)