



TOWN OF BROOKFIELD, NEW HAMPSHIRE
267 Wentworth Road
Brookfield, N.H. 03872
609-522-3688

Planning Board Meeting Minutes
August 10, 2026

The meeting of the Brookfield Planning Board was called to order at 6:00 pm
by Chair, Ed Ingalls at the Town Offices.

Members Present:

Chair, Ed Ingalls
Vice Chair, Marshall Goldberg
Donna Faucette
Stephen Berry
Leah Gage
Mark Lofgren
Richard Zacher (Select Board Rep.)

Public Present:

Hon. Ed Comeau
Thomas Smith
Jennifer McKown
Marilyn Bushman
Carrie Silbernagel
John Nelson

Administrative Assistant:

Leah Gage

Other Officials:

Jan Ledbetter (Select Board)
Karen Servacek (Town Clerk)
Chris Kinville (Road Agent/Timber Monitor)

Recording Secretary:

Hon. Ed Comeau, GovernmentOversite.com LLC, A.I. Data Collection Technologies.

Public Hearing – Continuance of Intent to Excavate Application and Gravel Pit Permit for Thomas Smith (Map 11, Lot 1, 228 Governor’s Road)

Chair Ed Ingalls and Leah Gage recused themselves. Vice Chair Marshall Goldberg presided, restated the July 6, 2026 public hearing notice, circulated a sign-in sheet, and stated rules of conduct. Public comments were invited.

Jennifer McKown (Governor’s Road) stated she had requested on July 6 to attend the pit inspection and was disappointed it did not occur. Goldberg and Stephen Berry conducted the inspection the prior Friday and would share the report.

Berry reported the active area appears well managed (approximately 1.2 acres, within the permitted 4 acres); no “No Trespassing” signs; incorrect address signage (28 instead of 228); one slope exceeds 1:1 grade (logs nearby could address safety); otherwise acceptable.

Public Hearing – Continuance of Intent to Excavate Application and Gravel Pit Permit for Thomas Smith (Map 11, Lot 1, 228 Governor’s Road) Continued:

Tom Smith stated historical permits showed larger excavated areas that have largely reclaimed naturally over ~30 years of family/private use only, there is no current truck traffic and property may eventually be sold. Discussion addressed historical acreage figures (1999 form listing 6 acres excavated/4 reclaimed versus later forms listing 4 acres), natural versus formal reclamation, lack of a current formal reclamation plan or bond, continuous use, and grandfathered status under RSA 155-E.

Marilyn Bushman raised concerns about tree trunks/stumps near her boundary, unverified boundary stakes (measured 25 ft versus claimed 50 ft setback), and erosion/safety on a steep slope near her property. Discussion clarified RSA 155-E setbacks (50 ft from disapproving abutters) versus zoning sideline setbacks; Smith stated he has not knowingly encroached and the pit pre-existed his ownership.

Carrie Silbernagel asked whether a current reclamation plan exists for the Smith pit. Smith replied that none was required when he purchased the property and that none had been demanded of him at that time. Board members noted that under the regulations, if a pit remains inactive for two years, reclamation of certain areas would be required.

John Nelson stated he remained ambiguous about property lines and setbacks. He referenced comments suggesting a possible 10-foot sideline setback and contrasted that with a 50-foot requirement. Board members clarified that the 10-foot figure related to zoning sideline setbacks while the 50-foot distance applies under the separate pit regulations for a disapproving abutter.

Further comments addressed wetlands (Smith and inspectors stated active area is not near them), slope definition (1:1 = one foot vertical to one foot horizontal), purpose of the hearing (temporary permit to allow time to update RSA 155-E regulations and assign proper permit numbers after state intervention), and lack of formal reclamation plan.

Chris Kinville (gravel/timber monitor and resident) clarified the hearing purpose is a temporary permit through next April so the town can update or ratify its 155-E regulations; urged approval; noted Smith has been a responsible operator with minimal activity. Ed Comeau encouraged public participation in future regulation discussions and noted insurance/quorum issues with public site visits. Jan Ledbetter asked the temporary permit duration (through next April).

Motion: Faucette: Provide a temporary permit to Thomas Smith (Map 11, Lot 1, 228 Governor’s Road).

Second: Lofgren

Ingalls: Abstain (recused) / Goldberg: Yes / Lofgren: Yes / Berry: Yes / Gage: Abstain (recused) / Zacher: Yes / Faucette: Yes

Passed (5-0 with 2 recusals).

Public hearing closed. 6:41 pm

Continuation of Regular Meeting – Announcements / Correspondence / Invoices

Regular public meeting resumed at approximately 6:44 p.m. Correspondence noted; two invoices presented.

Motion: Faucette: Accept the \$68.50 Union Leader invoice for the July 13 master plan public hearing classified ad.

Second: Gage.

Ingalls: Yes / Goldberg: Yes / Lofgren: Yes / Berry: Yes / Gage: Yes / Zacher: Yes / Faucette: Yes
Passed unanimously (7-0).

Motion: Faucette: Approve \$146.72 reimbursement to Leah Gage for certified abutter letters for the July 6 hearing.

Second: Berry.

Ingalls: Yes / Goldberg: Yes / Lofgren: Yes / Berry: Yes / Gage: Yes / Zacher: Yes / Faucette: Yes
Passed unanimously (7-0).

Approval of Minutes – July 13, 2026

Minutes of the July 13 meeting reviewed; no comments or corrections.

Motion: Lofgren: Approve the July 13, 2026 minutes.

Second: Gage

Ingalls: Yes / Goldberg: Yes / Lofgren: Yes / Berry: Yes / Gage: Yes / Zacher: Yes / Faucette: Yes
Passed unanimously (7-0).

Public Comments

Hon. Ed Comeau noted for the record that members of the public who attended the gravel pit hearing and offered complaints, left before the board discussed gravel pit inspection and regulations. No other public comments.

Fee Update

Board reviewed the proposed fee schedule previously submitted to the Select Board. Suggestion made to remove the “notification fees” line under pre-application design review (no such fees exist). Change must be made at the Select Board’s public hearing.

Gravel Pit Update

Discussion clarified the temporary permit process, need to organize records, draft reclamation standards and plans for both pits (and potentially bonds) by April 1, 2027, and send clear letters to operators by early October outlining requirements. Concerns raised about cost and feasibility of full surveys (tens of thousands of dollars; winter timing issues). Preference expressed for accepting existing deeds/clear boundaries where available rather than mandating new surveys unless conflicts exist. Minimum reclamation standards under RSA 155-E:5 noted.

Discussion – Updating Earth Excavation and Restoration Regulations / Formation of Task Force

Board discussed holding working sessions or a subcommittee to review existing regulations against RSA 155-E, public comments, and examples from other towns. Consensus to form a small task force to propose updates (including reclamation plan requirements) and report back.

Discussion – Updating Earth Excavation and Restoration Regulations / Formation of Task Force. Continued:

Motion: Zacher: Form a task force (Mark Lofgren, Stephen Berry, Marshall Goldberg) to review and propose updates to the Brookfield Earth Excavation and Restoration regulations and report recommendations to the full Board. (Amended to use the full title “Brookfield Earth Excavation and Restoration regulations.”)

Second: Gage

Ingalls: Yes / Goldberg: Yes / Lofgren: Yes / Berry: Yes / Gage: Yes / Zacher: Yes / Faucette: Yes
Passed unanimously (7-0).

Updated gravel pit checklist deferred to the task force.

Rules of Procedure

Draft nearly complete. Public hearing set for the beginning of the September 14, 2026 meeting (as a courtesy). Draft to be circulated by email or hard copy.

Master Plan

Public hearing held previously; post-hearing changes reviewed (population growth estimate qualifier; executive summary wording; “may/should” changed to “will/shall” in historic resources; addition regarding Brookfield resident access to Wakefield parks/recreation; two maps to be updated by SRPC – Workforce Overlay District on page 11 and Scenic Roads on page 37). No further board or public comments.

Motion: Gage: Approve the master plan as written, subject to update of the two mentioned maps (Workforce Overlay District and Scenic Roads).

Second: Berry

Ingalls: Yes / Goldberg: Yes / Lofgren: Yes / Berry: Yes / Gage: Yes / Zacher: Yes / Faucette: Yes
Passed unanimously (7-0).

Signatures collected.

Administrative Item – 1990 Wetlands Protection Ordinance

Archives located a 1990 wetlands protection ordinance (Warrant Article 3; 100-ft setback) that was accidentally dropped from the books in 1993 and never formally repealed. Current town standard is 75 ft. Board to research the warrant article that changed the setback and place the item on the next agenda.

Other Board / Public Comments

Brief discussion of a 160-acre parcel on Garney Road currently under purchase agreement (\$750,000 asking); buyer directed to Zoning Board for a variance due to insufficient road frontage; application in process.

Attorney meeting scheduled for September 16, 2026 at 5:00 p.m. (non-public; Select Board, Zoning, and Planning Board) covering topics such as Class VI roads and frontage.

Other Board / Public Comments. Continued:

Road Agent update on bridge project: contract signed; surveying and test borings underway; design phase expected after data collection; possible bid after first of the year / before Town Meeting if no delays.

Adjournment

Meeting adjourned at 7:22 p.m.

Respectfully submitted,

Hon. Ed Comeau GovernmentOversite.com LLC – A.I. Data Collection Technologies

(Chair) Ed Ingalls

(Vice Chair) Marshall Goldberg