**Planning Board Minutes, Wednesday, January 20, 2021**

The North Brookfield Planning Board held their meeting on Wednesday, January 20, 7 PM at the Police Station Conference Room. Chair King called the meeting to order with members John Turner, John Tripp, and alternate Michele Petraitis in person. Members in remote attendance were Jason Spangenberg and Susan Lyons. Michael Hinkley, Clerk, took notes.

Members of the public in attendance were, Jim Bernardino of CMG Environmental.

**Discussion:**

CMG Enviromentals’ Jim Bernadino, PE presented an overview of the plans for the gas station/convenience store proposed for 192/206 N. Main St. The convenience store would be a total of 3,900 sq ft with proposed 10 parking spaces at store and 6 at gas pumps. John Tripp suggested moving the dumpster location from south side to north side of parcel. Jason Spangenberg suggested that trash removal be two times a week to prevent orders. Other discussion was regarding setbacks, curb cut width, lighting and architectural plans. The project public hearing will be February 17th.

 The master plan update informed the planning board that they would be doing their first public forum on February 4th. Advertising for this would be on the town sign board, website, and flyers containing the Zoom invite link. They are planning on having four forums. First topic will be open space.

 The Planning Board revisited the 12 Chase Rd special permit garage request (Davenport/Gillette). Chair King suggested that the applicant hire an engineer to submit a drawing for more accurate portrayal of property and to assist compliance. Michele Petraitis motioned to approve; John Turner seconded. The vote was unanimous. Bill will draft letter for ZBA consideration.

 Chair King brought an additional policy/procedure for the Board’s consideration. He recommended adding a policy that would require plot plans and preliminary/definitive subdivision plans to be made available to the Board electronically at least seven days before meetings. This would allow for information to be researched and reviewed before being discussed at meeting. John Turner motioned for approval, John Tripp seconded, the vote was unanimous.

 The planning board reviewed the 2020 Annual report and no edits were made.

 Chairman King proposed to have a level funded budget for the fiscal year 2022. John Tripp motioned to approve, John Turner seconded and vote was unanimous.

**Mail:**

 The Town of Brookfield sent a notice of a Public Hearing regarding an amendment to a special permit issued on September 28, 2018 regarding commercial solar power array. The meeting was held January 6, 2021 virtually and at the town hall, 6 Central Street, Brookfield at 7pm.

 Chair King asked for a motion to adjourn the meeting at 8:35pm, all approved.

Minutes are 2 pages.

Respectfully submitted,

Michael Hinkley, Planning Board Clerk