



TOWN OF  
BROOKLINE, NEW HAMPSHIRE

Planning Department

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**Master Plan Steering Committee**

Meeting Minutes

08.14.2023

7:00 PM

Town Hall Meeting Room, 1 Main Street, Brookline NH

**Present:**

Scott Grenier, Planning Board Member and Committee chair  
Cindy LaCroix  
Tracy Perry  
Roy Wallen, Conservation Commission Representative  
Brendan Denehy, Selectboard Representative  
Emma Rearick, NRPC  
Caleb Cheng, NRPC  
Michele Decoteau, Town Planner

**Absent:**

Peter Webb, Historical Society  
Adam Dobrowolski

**I. Call to Order and Minutes**

S. Grenier called the meeting to order at 7:00 PM.

Minutes from 07.17.2023

Line 75 ... that should be than  
Line 79 ... meeting  
Line 16 ... LaCroix

**R. Whalen MOVED to accept the minutes from 07.17.2023 as amended. T. Perry  
SECONDED.**

Discussion: None

All in Favor and B. Denehy abstained.

**2. Review survey questions and feedback from other Boards/Commissions**

The Committee reviewed Draft2 of the survey and started with housing questions. These questions were moved from the end of the survey to closer to the beginning. The Committee discussed tiny homes and what exactly that meant. The Committee discussed trailers and manufactured housing. Since this was confusing for the Committee, it was decided to add information in parentheses.

The Committee discussed the presumption of growth in Q8 and decided that they wanted to make it more neutral and acknowledged that Brookline is a growing community and is likely to continue for the

near future. In addition, the Committed discussed adding a school related answer and decided on a single school capacity and infrastructure response.

Question 9 was reviewed and the response “lack of services” was discussed. The Committee discussed the idea of leaving the question response and having an additional question with an open-ended response for more information about what services.

The Committee discussed housing types and housing with services. The Committee decided to separate types of housing into one question and add a second question about housing that had support services and include other for responses.

E. Rearick asked the Committee which of the opening questions was preferred – Q1 & Q2 or Q3 which combines the two. The single question was preferred.

The Committee noted that there may be grammar errors still but were happy with the questions. E. Rearick will send out a test survey to the group.

### **3. Timeline of project and set meeting dates**

Set goal for finishing survey questions and launching

The Committee agreed that the survey was done and picked a launch date of September 5.

How long will survey be open

The Committee discussed a time frame of 3-5 weeks for the survey. If, after a couple of weeks, there are not enough responses, then the Committee members agreed to do more outreach and consider keeping the survey open a little longer.

Survey outreach

Many options were discussed for outreach. This could be added to the SAU parent portal – which is the new “backpack mail” and we can request the principals mention it in their email newsletter. Committee members could be available at school pick up time and outreach to parents in line. The transfer station was a necessary outreach location.

Forum date/s

The Committee wanted two times for the Forum. One to be virtual and one in person. The virtual forum will hopefully provide everyone opportunities to attend and share their thoughts. M. Decoteau will find a location and date based on Committee feedback. The Committee members will be needed to be facilitators at both meetings.

Census training

The Committee wanted September 11 or 25 for the training on the Census data.

### **4. Adjourn**

**B. Denehy MOVED to adjourn the meeting at 9:38 PM. T. Perry SECONDED.**

All in favor.

Next meeting: August 28, 2023

Respectfully submitted by M. Decoteau

Approved on 08.28.2023