



BROOKLINE, NEW HAMPSHIRE

P.O. Box 360 – I Main Street  
Brookline, NH 03033

Thursday, April 20, 2023  
Town Hall Meeting Room  
Meeting Minutes

**Present:** Eric Bernstein, Co-chair  
Alan Rosenberg, Co-chair  
Chris Duncan, Member  
Steve Russo, Selectboard Representative  
Scott Grenier, Member

**Staff:** Michele Decoteau, Town Planner

**Attendees:** Sam Foisie (Meridian Land Services) Elizabeth and Ian Sarbacker (applicants)

### **General Business**

A. Rosenberg called the meeting to order at 7:04 PM and read the hybrid meeting rules.

### **Annual updates**

Welcome newly elected member

C. Duncan was congratulated on his election to the Planning Board.

### **Elections of new Board Officers**

The Board discussed if they wanted to have a Chair/Vice-Chair or Co-chairs for leadership. C. Duncan noted that having Co-chairs provided a lot of flexibility and that much had been accomplished this past year with this model.

**C. Duncan MOVED to continue with Co-Chairs for the 2023-24 year. S. Grenier SECONDED.**

Discussion: None

All in favor (5 – ayes, 0 – nays, 0 - abstain).

**S. Grenier MOVED to elect A. Rosenberg and E. Bernstein as CoChairs of the Planning Board. S. Russo SECONDED.**

Discussion: None

All in favor (3 – ayes, 0 – nays, 2 - abstain (A. Rosenberg, E. Bernstein)).

### **Sign and certify 2023 changes to the ZO**

The Board signed the 2023 Certification of the Zoning Ordinance changes. M. Decoteau will follow up with Patti Howard-Barnett and send the ZO to the state.

### **Minutes and review mail**

Mail was reviewed with no comments.

### **03.16.2023 Minutes**

Line 15 – Was C. Duncan Virtual?

Line 109 – trim, not trip

Line 175 – strike “or” and replace with “a”

The Board noted that the findings on Averill House were omitted. M. Decoteau said she would return a

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new draft to the Board for their next meeting after reviewing the notes and video.

### **Public Hearings & Applications**

SP#2023:F-004-3 Flawless Floors

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A. Rosenberg read the Public Notice.

M. Decoteau briefly reviewed the second response letter from S. Foisie (Meridian Land Services). They noted that everything had been addressed to meet acceptance of the application. The only remaining item is stormwater related.

### **E. Bernstein MOVED to accept the application for SP#2023:F-004-3 Flawless Floors. C. Duncan SECONDED.**

Discussion: None

All in favor (5 – ayes, 0 – nays, 0 - abstain).

S. Foisie introduced himself and the applicants to the Board. He noted that M. Decoteau asked for an Intent to Cut, or information stating why one wasn't necessary, at the request of the Board of Assessors.

The Board asked if there were any questions from abutters or the public. There were no comments.

S. Foisie noted that F-155 had a detention pond on the lot for treating the stormwater from F-002, F-004 and the subdivided lots from it, and F-155. In addition, there is some additional infiltration on F-004. The Board and S. Foisie discussed the need for an operations and maintenance plan for the stormwater retention basin on F-155. When the Safety Complex was approved as a site plan with both a lot line adjustment and caveat lot consolidation, notes were on the plan that described the maximum impervious surface for each lot that would still keep within the expectations of the stormwater management. Any impervious surface over that amount would need new drainage calculations. In addition, a maintenance plan was to be recorded.

Potential conditions of approval were discussed including the need for a stormwater maintenance agreement and a date to review the conditions to confirm they were met before unconditional approval. The Board discussed six months as a reasonable timeframe. The Board discussed holding the Certificate of Occupancy until the conditions were met, but this would require a Temporary Certificate of Occupancy.

S. Russo and S. Butcher noted that the Selectboard has a policy to not allow Temporary Certificates of Occupancy.

DPW director, M. Wenrich, verbally agreed to develop one with M. Decoteau, but there were two concerns expressed about this path. First, S. Foisie said that if the town is able to create the agreement but it takes longer than 6 months.

The Board and applicant discussed potential conditions. The only condition with discussion involved the stormwater Operations and Maintenance Plan. The language discussed was: ... condition approval of SP#2023:F-004-3 Flawless Floors, on signing the stormwater Operations & Maintenance agreement upon one being provided to them prior to the issuance of a Certificate of Occupancy before 10/19/2023. If this agreement is not available at the time of CO, then the Temporary Certificate of Occupancy can be issued contingent of the town completing the plan and being ready for signatures.

Discussion: The Board, Town Administrator, and S. Foisie discussed the option of a Temporary CO, other property owners affected by the stormwater plan not being present, and balancing interests of the

Town and land owners. S. Butcher expressed concern that the Town was taking on the entire burden of creating the plan. S. Foisie said he would provide the Town with some language to help. E. Sarback asked if this would result in a delay on their project? I. Sarback said they plan to be a part of this community for 20-30 years and they want to do this right.

A. Rosenberg noted that everyone had spoken and it was clear this was not going to be resolved tonight. He said that the Selectboard should be involved in this process. S. Butcher said that this could go on the next agenda. C. Duncan said the plan might need to be reviewed by Town Counsel.

**E. Bernstein MOVED to continue case SP#2023:F-004-3 to the next regular Planning Board meeting May 18, 2023. S. Grenier SECONDED.**

Discussion: None

All in favor (5 – ayes, 0 – nays, 0 - abstain).

### **Other Business**

Selectboard Road Acceptance Policy. The Board read the Selectboard policy and made a few suggestions. The Planning Board plans to craft a policy that will work in parallel with the Selectboard Policy.

CIP – M. Decoteau said she reached out to last year's committee and Jay Kramarczyk offered to serve again. Ed Perry will be the Selectboard representative and A. Rosenberg said he would serve again. A Finance Committee representative needs to be designated. A. Rosenberg agreed to write the letter to get the process started. The Board noted this would be an excellent opportunity for an Alternate to shadow and learn how the CIP Committee works.

RFP Responses – The Board reviewed the four responses and determined that two of the four did not meet the guidelines. The Board agreed to review the remaining two for acceptance at the next meeting.

NRPC Commissioners – The Board noted that S. Russo had volunteered to serve as one of the NRPC Commissioners and our current commissioner, Tamara Sorrel, had agreed to stay through her term. A. Rosenberg agreed to serve as an alternate. M. Decoteau will draft a memo to the Selectboard requesting A. Rosenberg be appointed as an alternate.

Review tasks for 2023 – the Board reviewed the list of potential ZO ordinance changes and will continue to prioritize at the next few meetings.

Alternate – Ken Madsen reiterated his interest in serving as an alternate on the Planning Board. The Board briefly discussed the process of appointing alternates and agreed to put K. Madsen's name forward to the Selectboard.

**E. Bernstein MOVED to recommend to the Selectboard to appoint Ken Madsen as an alternate to the Planning Board with a term expiring 2025. C. Duncan SECONDED.**

Discussion: None

All in favor (5 – ayes, 0 – nays, 0 - abstain).

### **Adjourn**

**E. Bernstein MOVED to adjourn at 10:13 PM. C. Duncan SECONDED.**

Discussion: None

All in favor (5 – ayes, 0 – nays, 0 - abstain).

**Respectfully submitted by M. Decoteau.**

**Approved on 05.04.2023**