



P.O. Box 360 – 1 Main Street
Brookline, NH 03033

Thursday, May 18, 2023
Town Hall Meeting Room
Meeting Minutes

Present: Eric Bernstein, Co-chair
Alan Rosenberg, Co-chair
Chris Duncan, Member
Scott Grenier, Member
Absent: Steve Russo, Selectboard Representative
Staff: Michele Decoteau, Town Planner
Attendees: Sam Foisie (Meridian Land Services) Elizabeth and Ian Sarbacker (applicants),
Amos White (Federal Hill Properties), Nancy Harrison, Gary Bruce Harrison,
William Bylund (Virtually)

Call to Order

A. Rosenberg opened the meeting at 7:02 PM and read the hybrid meeting rules.

Minutes and review mail

Mail was reviewed – no comment.

05.04.2023 Minutes

C. Duncan MOVED to approve the minutes from Thursday, May 4, 2023, as presented. S. Grenier SECONDED.

Discussion: None

All in favor (4 -ayes, 0 – nays, 0 – abstain). Motion carried.

Public Hearings & Applications

SP#2023:F-004-3 Flawless Floors

S. Foisie, Meridian Land Services, represented the applicants, Elizabeth and Ian Sarbacker. M. Decoteau and S. Foisie reviewed the recent meetings with the Selectboard. The Selectboard would have to be the entity to enter into any agreements representing the Town. After the site walk and two meetings, the Selectboard sent the Planning Board a waiver request to the stormwater requirements.

The Selectboard's waiver request was discussed and what some options might be moving forward.

The Board discussed some possible conditions of approval:

1. Fees to be paid
2. 8 paper copies and an electronic copy of the final plan

3. A site-specific stormwater inspection and maintenance manual be created, copy shared with the Town and a note added to the plan regarding stormwater
4. To be done on or before June 15, 2023.

C. Duncan MOVED to approve SP#2023:F-004-3 Flawless Floors with the conditions noted. S. Grenier SECONDED.

Discussion: None

All in favor (4 -ayes, 0 – nays, 0 – abstain). Motion carried.

SD#2023-I:D-007 Open Space Subdivision

A. Rosenberg opened the public hearing by reading the public notice. M. Decoteau provided a brief review of the proposed subdivision. A. Rosenberg reviewed the process for Subdivision approval.

S. Foisie, Meridian Land Services and A. White represented Federal Hill Properties. They shared the overall plan and M. Decoteau reviewed the initial staff review. Many of the outstanding items are administrative in nature and can be updated by the applicant.

The applicant provided a letter requesting a waiver of Subdivision Regulations Section 4.6.05.f – for letters from utility companies agreeing to provide services. The Board asked the applicant to provide a new letter that included the justification for the waiver request.

S. Foisie asked about an additional waiver to the requirement to include wells and septic systems within 100 feet of the property bounds. He said that they had no way of gathering that information. The only abutters who might have a well or septic system within 100 feet were present, N. and G. Harrison noted that they had a septic system and well that was close. They agreed to help S. Foisie with an approximate location to determine if the septic system was within 100 feet of the property line.

C. Duncan noted that there was not a lot of information that was missing, but what was missing is the information the Board wants to see and could be easily accommodated.

The Board and applicants discussed the removal of stone walls and noted the location of walls that will be coming down. S. Foisie noted that the remaining stone walls will belong to the future lot owners and none on this lot were boundary markers.

Staff comments from other departments were reviewed and the DPW director requested the road width be narrower. The Board asked to review that request with the Fire Department.

Abutter Comments

G. B. Harrison asked about the stream that flowed through his backyard and if the development would block it up, flooding his property. S. Foisie looked at the plan and noted there were no wetlands shown but asked G. B. Harrison for guidance on the exact location. After conferring, S. Foisie offered to check on the wetland information on his lot.

G. B. Harrison asked about blasting that might be done for the development. Both S. Foisie and A. White didn't think there would be a need for blasting.

The Board reviewed the Town Engineer comments. The quarry as a fire pond needs to be reviewed. Is it a currently active fire pond?

W. Bylund (owner of D-006, virtually) shared his letter and M. Decoteau read out some of the concerns. W. Bylund mentioned the cart path and the right of way access. He said that he inherited this property and it has been left to its own devices since. S. Foisie said he would write a letter regarding the cart path and access.

A. Rosenberg asked about a streetlight and a stop sign. S. Foisie noted that usually DOT requires a light on the curb cut permit but in this case, they did not. The Stop sign is noted, and no subdivision sign is contemplated.

A list of action items were discussed. The Board and applicant discussed the Subdivision Regulations and that a major subdivision cannot be approved in the same meeting it is accepted.

Planning Board's Sub-Committee

Vision Steering Committee

The Board agreed that the changes were made as requested and signed the charter. S. Grenier and K. Madsen agreed to be the Planning Board representatives on this committee.

Short term rental Subcommittee Charter

The Board reviewed the changes and had minor changes. The Board agreed with the final changes. This is an advisory committee and will be asked to provide a report this fall, but continue meeting.

Other Business

Regulation & Fee Review

Subdivision applications – The Board agreed to move review fees to a single application fee of \$300 to cover the cost of four hours of initial review time as well as administrative costs.

The Board discussed major and minor subdivisions. Minor being a subdivision of three or fewer lots on an existing road. The Board agreed to change the lot fee to Minor: (up to three lots on existing road) \$250; Major (up to 10 lots): \$750, (over 10 lots, \$750 plus \$100 per lot over 10).

Site Plan applications – The Board discussed flat fees being preferable over per square foot fees. The Board agreed to a \$300 application fee for residential site plans, plus \$100 per dwelling unit. The Board agreed to a \$300 application fee for a Commercial/Industrial Site Plans with no additional fee until after the first meeting. Any additional review would be charged on a per hour fee as it is now.

Home Business applications – The Board discussed encouraging Home Business site plan applications and keeping fees low. The Board agreed to a flat \$100 fee.

M. Decoteau will bring this information back to the Board with the new fees for review.

Regulation reorganization

Board agreed that anything that would make it easier to understand and update the regulations was good. M. Decoteau agreed to provide the Board with a copy of the regulations with the updated organization but with no changes to the content.

Site Plan Regulations

The Board asked to see a copy of the Site Plan Regulations after reorganization before commenting.

CIP – update

A. Rosenberg said that the letter was ready to go with the files. The CIC needs a FinCom representative. M. Decoteau said she would send the letter out after finding out who the FinCom representative would be.

Staff Update

M. Decoteau shared the updated NRPC contract for \$23,000 for the HOP grant. The Board agreed this was correct. M. Decoteau will take this to Scott Butcher for signatures.

M. Decoteau shared the recent training she's attended and what information she learned that could assist the Board.

Adjourn

E. Bernstein MOVED to adjourn at 10:25 PM. C. Duncan SECONDED.

Discussion: None

All in favor (4 -ayes, 0 – nays, 0 – abstain). Motion carried.

Respectfully submitted by M. Decoteau.

Approved on 06.01.2023