



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

Thursday, July 20, 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), Amos White (Federal Hill Properties),  
Trevor Yandow (Meridian Land Services), Mike Shea (Belletetes), Tom Bingham  
(Bingham Lumber)

### **1. Call to Order**

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

### **2. Minutes and review mail**

Mail was reviewed – no comment. Minutes were tabled until E. Bernstein arrived.

### **3. Public Hearings & Applications**

7:06 PM E. Bernstein arrived.

#### **SD#2023-1:D-007 Open Space Subdivision**

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A. Rosenberg opened the public hearing by reading the public notice. M. Decoteau noted the additional documents provided by the Selectboard approving the road name (Richards Road), the Town Engineer noting all his concerns were addressed, and Meridian that provided a stormwater management plan update.

#### **Abutter Comments**

W. Bylund (owner of D-006) emailed M. Decoteau today with two plans and a request to discuss access with Meridian Land Services. S. Foisie responded by sharing the research Randy Haight completed on the lot. R. Haight noted that when the easement to D-006 was written, the land was owned by one single family. He noted that there is a 36-foot wide easement along the southern edge of the lot between D-006 and Route 13. S. Foisie provided a plot plan and the deed research.

C. Duncan asked about the room at the end of the road for snow storage. S. Foisie said that there is a gap of about 15-20 feet from the edge of the pavement to the lot line plus the setback. The Board and S. Foisie discussed snow storage and that it should be noted for future

regulations to include snow storage with perhaps a larger setback.

There were no additional abutter or public comments.

**C. Duncan MOVED to find that case SD#2023-I:D-007 Lund Farm Subdivision on D-007 by Federal Hill Properties, LLC, meets the requirements of the 2023 Zoning Ordinance Section 1500 Open Space Development and the 2020 Subdivision Regulations including Section 4.12 Open Space Development with the exception of the Waiver to Section 4.6.05f granted by the Planning Board on July 6, 2023. E. Bernstein SECONDED.**

Discussion: None

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

**E. Bernstein MOVED to conditionally approve SD#2023-I:D-007 with the following conditions:**

1. **All fees for case review shall be paid within 30 days of approval**
2. **8 paper, 1 recordable Mylar, and an electronic copy of the subdivision plan must be submitted within 30 days to the Town Planner for signatures**
3. **The applicant / representative shall provide a labeled and pre-paid mailing tube, and fees, to send the final Mylar to the Registry of Deeds**
4. **A letter from a licensed professional surveyor shall be received stating that all bounds are in place prior to the recording of the final plan OR prior to issuance of a building permit.**

**C. Duncan SECONDED.**

Discussion: None

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

Discussion: A short discussion followed about when the bounds need to be added and if they can be added one lot at time. The Board agreed that they need to be in the entire subdivision before the first building permit. This topic will be added to a work session discussion.

#### Conceptual Hearing – H-090

T. Yandow and M. Shea provided the Board with a site plan showing the current use on H-090 and some proposed Uses.

M. Shea shared some history of his family's company. T. Yandow and M. Shea had a few questions about parking requirements and impervious surfaces. The definition of impervious and impervious surfaces in the Aquifer Protection district was discussed. The Board noted that this should be reviewed at a work session by the Board. T. Yandow shared information about gravel and how some types and treatments with gravel are pervious and other "bad" gravel becomes nearly solid and impervious.

The Board had a short discussion with T. Bingham about fuel storage. He confirmed that the fuel storage was removed. It had been mainly used for the drying kilns.

The Board summarized the discussion:

- I. Good gravel

2. Can there be relief from strict parking regulations
3. Staff parking – how much and where can it be located

M. Decoteau will reach out to the Town Planner in Jaffrey and Pembroke regarding the sites in those towns to review how parking requirements are being met.

The Board and applicant briefly discussed deadlines and that a copy of the AoT permit application should come to the Planning Department.

#### **4. Minutes**

07.06.2023

Line 68 ... add S. Grenier **SECONDED**.

**S. Grenier MOVED to approve the minutes of 07.06.2023 as amended. E. Bernstein SECONDED.**

Discussion: None

All in favor (3 -ayes, 0 – nays, 1 – abstain (C. Duncan)). Motion carried.

#### **5. Planning Board's Sub-Committee**

Vision Steering Committee

M. Decoteau reported that the committee had the first meeting. The Steering Committee is starting with a survey and will begin with the survey from 2010. Much needs to be updated.

Short term rental Subcommittee

M. Decoteau shared that the first meeting will be July 26. She noted that adding two more people at large may provide additional perspective.

Three people asked to join the committee: Gail Chaddock, Goharik Azarian, and Dave Young. Each person provided information about themselves to the Board.

**E. Bernstein MOVED to appoint Gail Chaddock, Goharik Azarian, and Dave Young to the short term rental advisory committee. C. Duncan SECONDED.**

Discussion: None

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

#### **6. Other Business**

Fee & Application Review

The Board reviewed the draft that M. Decoteau provided. The Town is moving to a new software package for Building, Code Enforcement, and Planning permits. This will allow the Planning Board to accept electronic payments.

Three forms are in the Ordinance and those should be moved out of the Ordinance and into the regulations. The Board discussed the sign application and wanted to get clarification on who sets the fees and designs the application.

Site Plan Regulations

M. Decoteau reminded the Board that everyone's comments were needed on the draft.

CIP

A. Rosenberg shared that all the information is in with the exception of the Schools and Selectboard. He said he asked for updates on the 2023 projects and would add no additional

projects.

Staff Update

M. Decoteau noted that K. Madsen resigned as an alternate. The Board thanked him and noted that we should add a request for alternates to the Town Website.

**7. Adjournment**

**C. Duncan MOVED to adjourn the meeting at 10:09 PM. E. Bernstein SECONDED.**

Discussion: None

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

Respectfully submitted by M. Decoteau.

Approved on 08.03.2023