



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

Thursday, August 3, 2023
Town Hall Meeting Room
Meeting Minutes

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

Staff: Michele Decoteau, Town Planner

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

The Board thought the Pepperrell MA GMO was interesting. The Board noticed that they have received a couple of notices from Pepperrell about converting a Single family house to a duplex.

07.20.2023 Minutes

Line 17 ... E
Line 103 ... add S. Grenier
Line 122 ... Gail
Line 143 ... add projects

C. Duncan MOVED to approve the Meeting Minutes from Thursday July 20, 2023, as amended. S. Grenier SECONDED.

Discussion: None

All in favor with S. Russo – abstain. (4 – ayes, 0 - nays, 1 - abstain). Motion carried.

3. Regulations and Ordinance

Review list of Ordinance to be updated

M. Decoteau reviewed the list of potential ordinances to be updated for the next Town Meeting. The Board agreed to move a few to the following year but made a list of that they wanted updating this year.

Review fees and Applications for Site Plan Regulations

This needs to be updated based on the last set of revisions.

Sign Ordinance, application, and fees

The Board agreed to remove the sign permit and waiver request application from the Ordinance. These should be in the Regulations so they are easier to update in the future. The Regulations note that the Building Official can give sign permits if there is no waiver needed. The Selectboard sets the fees and it would be best to not have the fees on the application.

Draft of Proposed Ordinance Change – remove applications from ZO

The Board agreed to remove the Driveway application from the Zoning Ordinance and add it to the regulations.

Draft of Proposed Ordinance Change – definitions

Tabled until next work session

4. Impact Fees

Ordinance review process

The Board discussed the need for impact fees and what they were currently used for. If the impact fees were removed, the Board did not think this would bring an influx of businesses and residences. Impact fees are charged in many surrounding towns.

The timing of the review of the fees charged and the changes to the ordinance should be simultaneous. The Board agreed to aim for Town Meeting 2025 revision of fee table and Ordinance. To do this, the Board will need to decide if we need outside help to review the fee schedule. The Board suggested reaching out to NRPC for some assistance.

5. Other Business

CIP Update

A. Rosenberg said that the Selectboard and SAU were unable to provide new CIP figures so he asked for updates on the 2023 projects. The Board discussed the CIP cycle and A. Rosenberg said that the plan is to make the CIP easier to update at different points in the year so it can be used to update the Town Budget and the School Budget which are at slightly different times.

Short Term Rental Ordinance Subcommittee

C. Duncan said that the committee has met and discussed the definition of short term rental. The focus is to bring the Planning Board a draft Ordinance that includes what is allowed, definitions of short term rental in both the Res/Ag and Commercial/Industrial districts, and clarification of structures this is allowed in.

Master Plan Steering Committee

S. Grenier said the Committee is working on reviewing the questions on the survey. The Committee started with the 2010 survey questions and been working to modernize the questions and make them current. NRPC is helping with the survey and questions. The Committee is meeting every two weeks to get this completed soon.

6. Non-Public Session re RSA 91-A :3 II (I) Legal

C. Duncan MOVED to enter nonpublic session at 9:06 PM for reasons outlined in RSA 91-A:3,II (I) legal. S. Grenier SECONDED.

Discussion: None

All in Favor. (5 – ayes, 0 – nays, 0 – abstain). Motion carried.

A. Rosenberg MOVED to leave nonpublic session and return to public session at 10:03 PM.

C. Duncan SECONDED.

Discussion: None

All in Favor. (5 – ayes, 0 – nays, 0 – abstain). Motion carried.

A. Rosenberg MOVED to leave nonpublic session at 10:03 PM and seal the minutes to retain privilege. S. Grenier SECONDED.

Discussion: None

All in Favor. (5 – ayes, 0 – nays, 0 – abstain). Motion carried.

7. Adjournment

A. Rosenberg MOVED to adjourn at 10:04 PM. C. Duncan SECONDED.

Discussion: None

All in Favor. (5 – ayes, 0 – nays, 0 – abstain). Motion carried.

Respectfully submitted by M. Decoteau

Approved 08.17.2023