



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

Thursday, December 21, 2023
Town Hall Meeting Room
Meeting Minutes

Present: Eric Bernstein, Co-chair (Virtually)
Alan Rosenberg, Co-chair
Chris Duncan, Member
Scott Grenier, Member
Eric Pauer, Alternate (Virtually, non-voting)

Absent: Steve Russo, Selectboard Representative

Staff: Michele Decoteau, Town Planner

1. Call to Order

A. Rosenberg the meeting at 7:04 PM and read the hybrid meeting rules. E. Bernstein was attending remotely because of illness in his family and E. Pauer was traveling.

2. Minutes & Mail

Mail Noted.

Minutes of 12.07.2023

C. Duncan MOVED to approve the minutes of Thursday December 7, 2023, as presented.

S. Grenier SECONDED.

Discussion: None

A. Rosenberg – yes

C. Duncan – yes

E. Bernstein – yes

S. Grenier – yes. Motion carried (4 – yes, 0 – no, 0 – abstain).

Housekeeping

The Board noted that Section 1200 Public Hearing was continued to Dec 21, 2023 in the minutes, but the public hearing was noticed for Dec 7. To remedy this the Board decided to add this to the Jan 4, 2024, public hearing.

C. Duncan MOVED to add the amendment to Section 1200 to the January 4, 2024, public hearing at 7:00 PM. **S. Grenier SECONDED.**

Discussion: None

A. Rosenberg – yes

C. Duncan – yes

E. Bernstein – yes

S. Grenier – yes. Motion carried (4 – yes, 0 – no, 0 – abstain).

3. Public Hearings on Cases

SD#2023-2:F-034 – 2 lot subdivision, approximately 167/169 Route 13

A. Rosenberg read the public hearing statement and notice. The Board reviewed the conditions and confirmed the changes on the plans were made and the letters received.

The Board discussed their concerns about conditional approval in the future. The Board will hesitate to give conditional approval other than for the narrowest reasons. The Board discussed slowly tightening the procedures and that this would yield consistent and predictable outcomes.

C. Duncan MOVED to approve SD#2023-2:F-034. S. Grenier SECONDED.

Discussion: None

A. Rosenberg – yes

C. Duncan – yes

E. Bernstein – yes

S. Grenier – yes. Motion carried (4 – yes, 0 – no, 0 – abstain).

4. Project updates

Impact Fee schedule update

M. Decoteau presented two updates. The first was a simple update of the numbers for the impact fee schedule for CSDA and the Ambulance. The other schedules will be updated as the data is provided by others. The second update was a more in-depth update of the regulations that summarized the purpose, added a definition section, and outlined a waiver process. The actual calculations could become part of a separate report or part of the CIP. The Board agreed the simpler document made more sense and to pursue this change.

The Board discussed some possible future projects to include next year on a schedule as others come to a close.

After review of the Impact Fee Ordinance, the Board decided by consensus that they wanted to make minor changes to the Ordinance this year. They clarified the unit that will be assessed fees will be dwelling units and that dwelling units being built outside of a subdivision or site plan, will be assessed at the time of the building permit. This will go on the Jan 4 hearing

Master Plan Vision Chapter for review

The Board reviewed the Community Survey Results and the Vision chapter. They had some minor comments and asked M. Decoteau to track some addition data to confirm that this survey captured a reasonable cross section of residents. At the Jan 4 meeting, the Board will review the Vision chapter.

5. Subcommittee Updates

NRPC Meeting

A. Rosenberg shared that NRPC is working on a statement of strategy that may include projects or services Brookline should use. The Transportation Projects were discussed at the meeting.

6. Other business

Staff update

Budget – M. Decoteau said the Planning Department is responsible for the updating and printing of tax maps. She provided an amended budget and recommended the Town switch to NRPC providing the tax map service. NRPC provided a quote of no more than \$4500 to initially migrate the data then the maintenance and printing would fall under the normal dues Brookline pays NRPC, so no additional cost. The Board discussed the idea.

C. Duncan MOVED to make a finding that the Planning Board include funding for NRPC to print the tax maps for cost savings in the long run, internet access for residents of tax map data, more detailed mapping of Brookline, updates on a more regular basis, and that NRPC is a neutral third party avoiding any potential perceived conflicts of interest.

S. Grenier SECONDED.

Discussion: None

A. Rosenberg – yes

C. Duncan – yes

E. Bernstein – yes

S. Grenier – yes. Motion carried (4 – yes, 0 – no, 0 – abstain).

Legislative Update

E. Pauer reviewed some of the legislative updates with the Board including the 12 that were printed. He reviewed the process and noted that there two new subcommittees formed to process the large increase in Bills. The Board is going to review the material and additional material from the Office of Planning and Development to see if the Board would like to support any Bills.

7. Non-Public Session re RSA 91-A :3 II (I) Legal or (c) reputation.

9:21 PM

Motion to enter Nonpublic Session made by C. Duncan, seconded by S. Grenier for RSA 91-A:3, II (c) reputation or RSA 91-A:3, II (I) legal.

Roll call vote:

Alan Rosenberg - yes

Eric Bernstein - yes

Chris Duncan - yes

Scott Grenier – yes. All in favor (4 -yes, 0 – no, 0 – abstain). Motion carried.

10:05PM

Motion to leave nonpublic session, seal the minutes to retain privilege and to protect the reputation of any person other than a board member, and return to public session by C. Duncan and seconded by S. Grenier.

Roll call vote:

Alan Rosenberg - yes

Eric Bernstein - yes

Chris Duncan - yes

Scott Grenier – yes. All in favor (4 -yes, 0 – no, 0 – abstain). Motion carried.

8. Adjournment

S. Grenier MOVED to adjourn at 10:06 PM. C. Duncan SECONDED.

Discussion: None

A. Rosenberg – yes

C. Duncan – yes

E. Bernstein – yes

S. Grenier – yes. Motion carried (4 – yes, 0 – no, 0 – abstain).