



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

Thursday, February 1, 2024  
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 (Virtually)

**Staff:** Michele Decoteau, Town Planner

### 1. Call to Order

A. Rosenberg opened the meeting at 7:05 PM and read the hybrid meeting rules. S. Russo was attending virtually due to health concerns. He could hear and be heard.

### 2. Minutes & Mail

Mail – noted

Minutes of January 18, 2024

Date at the top of the document needs to be updated

**E. Bernstein MOVED to approve the minutes of Thursday January 18, 2024, as amended. S. Grenier SECONDED.**

Discussion: None

Roll call vote:

A. Rosenberg – yes

C. Duncan – abstain

E. Bernstein – yes

S. Grenier – yes

S. Russo – abstain. Motion carried (3 – yes, 0 – no, 2 – abstain).

### 3. New Business

Alternate – Jen Dolloff

J. Dolloff introduced herself and said she wanted to be an alternate on the Planning Board. C. Duncan said J. Dolloff was a member of the STR Subcommittee. She requested to be appointed for the term expiring in 2025.

**E. Bernstein MOVED to ask the Selectboard to appoint Jennifer Dolloff as an alternate with a term expiring in 2025. C. Duncan SECONDED.**

Discussion: None

Roll call vote:

A. Rosenberg – yes

- C. Duncan – yes
- E. Bernstein – yes
- S. Grenier – yes
- S. Russo – yes. Motion carried (5 – yes, 0 – no, 0 – abstain).

Economic Development Committee representative

**C. Duncan MOVED to ask the Selectboard to appoint E. Bernstein to be on the Economic Development Committee. S. Grenier SECONDED.**

Discussion: None

Roll call vote:

- A. Rosenberg – yes
- C. Duncan – yes
- E. Bernstein – abstain
- S. Grenier – yes
- S. Russo – yes. Motion carried (4 – yes, 0 – no, 1 – abstain).

**4. Master Plan**

Vision Chapter

The Board discussed if visitors to Brookline should be considered and by consensus, decided that the Master Plan is really about the vision of the people who live here and have businesses here. The Board discussed deleting one word and made a punctuation change.

**E. Bernstein MOVED to Find that the Vision chapter as drafted with the deletion of “simple” and punctuation change is complete. C. Duncan SECONDED.**

Discussion: The Board discussed waiting to have a single public hearing on both Vision and Land Use chapters together.

Roll call vote:

- A. Rosenberg – yes
- C. Duncan – yes
- E. Bernstein – yes
- S. Grenier – yes
- S. Russo – yes. Motion carried (5 – yes, 0 – no, 0 – abstain).

Land Use Chapter

The Board discussed the need for a Build-out analysis. The Board discussed that even a very basic build out analysis could be useful for staffing plans and service growth. It was noted that the schools could create a build out plan for the schools.

Mixed use was discussed and how that could be done in ways that would retain the look and feel of a rural small town.

Edits will made on the draft and provided to the Planning Board for review at the next meeting and discussion in March.

## 5. Regulation Update

### Section E: Applications and Fees

This section is only a compilation of applications and the fees that were approved last year. None of the applications have changed or were altered. The Board asked for a few changes to the Table of Contents to order the applications: Subdivision, Site Plan, and Other.

The Board decided by consensus to hold a Public Hearing on March 7 regarding this section of the Regulations.

### Section F: Fire Protection

The Board reviewed the draft and asked for specific changes to make it shorter and rely on NFPA requirements when possible to not duplicate anything. Draft for next meeting with review in March.

## 6. Subcommittee Updates

CIP committee will review the CIP later this month.

## 7. Hydrogeological Review

The Board had the following comments:

- Figure 4 – needs a legend
- “Center of Brookline” needs to be defined
- Section 2-7 is circa 2002 – any updates?
- Section 3-2 -
- Section 4.5 – tanks
- Section 5 – road treatment in winter. The Board discussed if this could be turned into a low salt area.
- Figure 6 – can Russell Hill Road be clarified in light of the anecdotal well information and this data

## 8. Other Business

### SD#2023-2: F-034 and F-034-I

The Planning Board was asked by the owner of the recently subdivided lots F-034 & F-034-I to reverse the lot numbers and change the Fire Protection. The Board discussed what changes were administrative and what would require a subdivision amendment.

**E. Bernstein MOVED that if the applicant for Case 2023#SD-2:F-034 wants to make changes to the zoning note and the lot numbers on a recorded plan #4200, they do not need a new application, this would be administrative but if the applicant for Case 2023#SD-2:F-034 wants to change to the Fire Protection on the subdivision, that will require a new subdivision application. C. Duncan SECONDED.**

Roll call vote:

A. Rosenberg – yes

C. Duncan – yes

E. Bernstein – yes

S. Grenier – yes  
S. Russo – yes. Motion carried (5 – yes, 0 – no, 0 – abstain).

#### Voter's Guide

M. Decoteau noted that the Voter's Guide was complete and videos would be a great addition.

#### **9. Staff update**

M. Decoteau noted that the question of impact fees only applying to lots and residential site plans was answered by Town Counsel, Bill Drescher (Oct 16, 2003) who said: Existing lots that are lots of record or 'buildable' lots are subject to any subsequent change in zoning unless protected by RSA 674:39 (active and substantial completion putting a hold on changes in Zoning for subdivision and site plan approvals).

The Board asked about 2106.03 and what "reserved" referred to. It is just a place holder to keep numbering the same. In 2005, the voters removed the section below and it was "reserved"

##### *2106.03 Security*

In the interim between assessment and collection, the Planning Board may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.

Legal update: Judge Temple ruled in the Quarles/Simms case regarding the ZBA decision only. Judge Temple split the case with ZBA appeal and Planning Board appeal now being two separate cases. Planning Board decision to come.

Nonpublic Minutes – The Board decided not to review the nonpublic minutes from 2022 and to add that to the March 2025 agenda.

#### **10. Adjournment**

**C. Duncan MOVED to adjourn the meeting at 10:11 PM. E. Bernstein SECONDED.**

Roll call vote:

A. Rosenberg – yes  
C. Duncan – yes  
E. Bernstein – yes  
S. Grenier – yes  
S. Russo – yes. Motion carried (5 – yes, 0 – no, 0 – abstain).

Respectfully submitted by Michele Decoteau, Town Planner  
Approved on: XX.XX.2024