



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

**PLANNING BOARD**

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**PLANNING BOARD MEETING**

**Minutes**

**March 18, 2010**

**Present: Alan Rosenberg, Co-Chair, Voting  
Michele Hakala, Co-Chair, Voting  
Richard Randlett, Member, Voting  
Ron Pelletier, Member, Voting  
Dana MacAllister, Alternate  
Paul Anderson, Alternate  
Mike Papadimatos, Alternate  
Valérie Maurer, Town Planner**

**Absent: Kevin Gorgoglione, Selectmen's Representative Alternate.**

**Mail**

**Alan** said the Annual Spring Planning and Zoning conference is scheduled for May 8<sup>th</sup> 2010 in Nashua NH, if anyone is interested in attending.

**Minutes**

**Michele** moved to approve the Public Planning Board minutes of February 4, 2010 as written.

**Seconded by Ron. Vote yes 4-0.**

**Michele** moved to approve the Planning Board minutes of February 18, 2010 as amended.

**Seconded by Richard. Vote yes 5-0.**

**Annual Review Planning Board By-Laws**

The Board discussed the Planning Board By-Laws made a few corrections.

**Michele** moved to approve the Planning Board By-Laws as amended. **Seconded by Richard. Vote yes 4-0.**

The final approved Planning Board By-Laws document is attached to the minutes. Amendments are shown.

**Appointment / Re-appointment of Planning Board Members and Alternates, recommendation to the Board of Selectmen**

**Alan** said the Planning Board will need to make recommends to the Selectmen. The Board of Selectmen will review the recommendations and discuss them. The following week they will announce their decision. The members will have to be sworn in by the Town Clerk before the April 1<sup>st</sup> meeting.

**Alan** said they have two full member positions and two alternate positions up this year.

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**Michele moved to recommend Ron Pelletier to be reappointed to the full member position with a term expiring in March of 2013. Seconded by Richard. Vote yes 3-0.**

All three Alternates were interested in the full member position. **Michele** said in all fairness they should go with seniority. **Michele** asked Mike if he was interested in becoming a full member. **Mike** said yes.

**Michele moved to recommend that Mike Papadimatos fill a full member position on the Planning Board with a term expiring in March 2013. Seconded by Ron. Vote yes 4-0.**

**Richard moved to recommend that Paul Anderson to be reappointed to the alternate position with a term expiring in March 2013. Seconded by Michele. Vote yes 4-0.**

**Alan** announced there are 3 alternate positions that are open on the Planning Board if anyone is interested. **Paul** said the Planning Board should advertise that these positions are available.

### Master Plan update

**Alan** said the warrant article passed by 9 votes at town meeting. We now need to decide how we want to proceed. **Michele** said we need to figure out what we would like the scope of this project to be. Do we want to go ahead and try to accomplish the full blown update or do we want to do the two chapters that have to be completed. We have a schedule from TF Moran but we are not tied to this schedule. We have not signed the contract so if we think we can save the Town a little money then now is the time to do it. **Paul** said he didn't think they should do anything differently. Michele said that if we can find a cheaper approach, I think that it is the Planning Board's due diligence to look for a less expensive route. **Alan** said he spoke to Kerrie Diers from NRPC and there was a misunderstanding between both parties that is why NRPC didn't send in a proposal. After a lengthy discussion the Board decided to ask for proposals from TF Moran and NRPC for the new scope of work. The new scope will include the two main chapters that they must have completed first, Visioning and Land Use. They could also add anything they think they could complete in a certain time frame. We would also like them to include working with the UNH Coop Extension. The Coop can do the Community Profile. **Alan** said that he will be in Monday to call Jerry Coogan from TF Moran and let him know there will be a letter going out for another proposal and they will also send one out to Kerri at NRPC. The Board agreed. **Alan** will ask that both companies get the new proposal back to the Planning Board by April 9<sup>th</sup> 2010. We can discuss at the April 15<sup>th</sup>, 2010 Planning Board meeting. **Alan** asked Board's members to stop by the office and review the proposal before the Planning Board meeting on April 15.

### 2010 Zoning Ordinance and Land Use

**Valérie** asked the Board to sign the certification document so she can send the updated Zoning Ordinance to the State. This also needs to be signed by the Town Clerk. She will have that by tomorrow and mail the update to the State.

**Richard moved to adjourn at 9:25 pm. Seconded by Michele. Vote yes 4 -0.**

**Alan Rosenberg, Co-Chair, Voting**\_\_\_\_\_

**Michele Hakala, Co-Chair, Voting**\_\_\_\_\_

**Richard Randlett, Member, Voting**\_\_\_\_\_

Ron Pelletier, Member, Voting\_\_\_\_\_

**The next Regular Planning Board meeting will be 4/1/2010.**

**Minutes submitted by Kristen Austin**

**BROOKLINE PLANNING BOARD BY-LAWS**

**(March 18, 2010)**

**SECTION I PURPOSE AND AUTHORIZATION**

The Brookline Planning Board (hereinafter, the Board), duly established by the Brookline Special Meeting on January 8, 1951 in accordance with RSA 673:1, hereby establishes the following rules of procedure for the conduct of its business, pursuant to RSA 676:1.

**SECTION II MEMBERSHIP AND TERMS OF OFFICE**

**Appointment of Members**

The Board shall consist of five (5) members, appointed by the Board of Selectmen, and shall include one Selectman to act as an ex-officio member with power to vote. The Board of Selectmen shall determine alternate ex-officio members. The term of the ex-officio member must coincide with his/her term as a Selectman.. Membership of the Board shall conform to the limitations on multiple memberships set forth in RSA 673:7.

**Alternates**

The Board shall encourage the Board of Selectmen to appoint, in addition to regular members, not more than five (5) alternate members who may serve, upon designation by the Chairman, in place of a regular member, in the event of absence or disqualification. The terms and multiple membership requirements for alternates shall be the same as for regular members. Alternates not voting during a meeting are still encouraged to participate in discussions.

**Training**

Within six (6) months of assuming office for the first time, any non-ex-officio member of the Planning Board is encouraged to attend training in accordance with RSA 673:3(a). Subsequent training is available at the discretion of the Board

**SECTION III OFFICERS AND THEIR DUTIES**

**Election of Officers**

The Board shall elect, by a majority vote at its annual meeting, the following officers from among its membership. The term of each officer shall be limited to one (1) year; however, any officer shall be eligible for re-election. Hereafter the term of Chairman shall refer to Chairman, Vic-Chairman or Co-Chairman.

**Chairman**

The Chairman shall preside at all meetings and hearings of the Board and shall have the duties normally conferred on such officers. The Chairman shall appoint such committees as directed by the Board, including one member of the Board who shall act as Chairman of such Committees. As directed by the Board, the Chairman may affix his/her signature in the name of the Board. An ex-officio member of the board cannot serve as Chairman.

**Vice Chairman**

The Vice Chairman shall act for the Chairman in his absence and have authority to perform the duties prescribed for that office during the Chairman's absence.

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### Co-Chairmen

Each year, upon agreement by all voting Members, the Board shall elect to have a Chairman and a Vice Chairman or two Co-Chairmen. In the case of the election of Co-Chairmen, each Co-Chair will have the authority to fill in the chairman position. At a start of a meeting, one Co-Chair will declare him/herself as running the meeting

### Non-Elected Officers

A Secretary may be hired by the Board of Selectmen. The Secretary will be responsible for the maintenance of the minutes and records of the Planning Board

A Town Planner/Administrative Assistant (Staff) may be hired by the Board of Selectmen. Staff shall assist the Planning Board prior to and during meetings and assist applicants and Brookline residents with any planning issue. A complete description of the duties of Staff is available at the Selectmen's Office.

## **SECTION IV MEETINGS**

### **Regular Meetings**

Regular meetings of the Board shall be held twice a month, on the first and third Thursday and shall be open to the public. The time and place of the meetings shall be selected by a majority vote of the Board taking place at the annual meeting. Regular meetings shall not be held on Sundays or legal Holidays. The following general rules of procedure shall govern the conduct of such meetings:

#### Quorum Required

A majority of the membership of the Board shall constitute the quorum necessary in order to transact business at any meeting. In the event of the absence of a regular member, the Chairman shall designate, upon opening the meeting, an alternate to act in the absent member's place. Only the alternate designated by the Selectmen for the ex-officio member shall serve in place of that member. Should a situation arise when there is no Chairman present but a quorum exists the longest serving member shall chair the meeting.

#### Notice of Meetings

Notice of time, date and place of any public meeting of the Board shall be posted in two (2) public places or printed in any paper of general circulation at least twenty-four (24) hours, excluding Sundays and legal holidays, prior to the meeting.

#### Records Required

Draft minutes of the events of the meetings shall be taken and shall include the names of members in attendance, persons appearing before the board, a brief description of the topics discussed, and a record of any actions taken (see Record of Decisions, below). Such minutes shall be available for public viewing within 5 business days after the meeting (RSA 91-A:2(II)). Minutes of Executive Session shall conform to the requirements of RSA 91-A:3.

#### Order of Business

The general order of business may be as outlined below:

- Call to Order
- Roll Call
- Reading and Acceptance of minutes of Previous Meeting
- Communications
- Committee Reports
- Unfinished Business
- Public Hearings
- Other Business
- Adjournment

#### Voting

A motion, duly seconded, shall be passed by a majority of members present, once a quorum has been established, voting in the affirmative.

Record of Decision

Pursuant to RSA 676:3, whenever the Board issues **a decision**, record of the decision shall be placed on file in the Board's Office or with the Town Clerk and be made available for public inspection no more than 5 business days after the decision is made.

**Special Meetings**

Special Meetings may be called by any Chairman and a notice to members shall be at least forty-eight (48) hours in advance of the meeting. Notice to the public shall be in the same manner as for a regular meeting. No business shall be acted upon at a special meeting unless a quorum of the membership is present. The notice of the meeting shall specify the purpose of the meeting and no other business may be considered except by unanimous consent of the Board members present once a quorum has been established.

**Annual Meeting**

An annual organizational meeting shall be held at the first regular meeting following the close of Town Meeting, but in no event later than thirty (30) days following the close of town Meeting. The purpose of the annual meeting will be to elect officers and to review the by-laws, which shall be made part of the minutes of the meeting. All members must be present before the election of officers can take place.

**SECTION V PUBLIC HEARINGS**

**A. Public Hearings Required**

Public Hearings shall be held, as required by the New Hampshire Revised Statutes Annotated for:

1. Master Plan or amendments proposed under RSA 674:1
2. Subdivision regulations proposed under RSA 674:35-37
3. Site Plan review regulations proposed under RSA 674:43-44
4. Zoning ordinances proposed under RSA 674:16
5. Board review of subdivision or site plan proposals under RSA 674:35-37 and 674:43-44

**B. Notice of Hearing**

Notice of any hearing shall be given at least ten (10) calendar days prior to the date of hearing by publication in any paper of general circulation or by posting in at least two (2) public places. The ten (10) calendar days shall not include the day of posting or the day of the meeting. For hearings involving an application for subdivision or site plan review, notice to the applicant and abutters shall be given by certified mail at least ten (10) days prior to the meeting. A notice for the first Public Hearing shall also be published in a newspaper of general circulation in the area at least ten (10) days prior to the meeting. The full text of any notice need not be included in the notice provided an adequate summary is included in the notice and a location is specified where the proposal may be viewed by the public.

**C. Conduct of the Hearing**

The presiding Chairman shall run the public hearing, and shall:

1. Convene the meeting and read the legal advertisement announcing the date, time and purpose of the meeting into the records;
2. Briefly state the manner in which the hearing shall be conducted;
3. Call upon the applicant, or sponsor of any proposal, to present the proposal;
4. Read any written testimony received concerning the proposal into the record;
5. Call upon those appearing in favor of, or in opposition to, the proposal to direct questions or comments to the Chair;
6. Call the hearing to a close, as appropriate, outlining the board's anticipated procedure concerning the proposal.

**D. Record of Meeting**

A public record of the proceedings shall be taken in writing and incorporated into the Board's minutes. The hearing may also be recorded by a sound recording device and such recordings shall be kept on file as part of the public record.

***SECTION VI JOINT MEETINGS AND HEARINGS***

**Request for joint Meetings**

The Board, any applicant or any other land use board, may request a joint meeting or hearing of the boards on any topic common to their respective jurisdictions. Each Board shall have the discretion as to whether or not to hold a joint meeting with another board.

**Planning Board Shall Chair**

The Planning Board Chairman shall chair ANY JOINT MEETING OR HEARING in which the Board is involved (RSA 676:2). The Chairman shall follow the general rules of conduct outlined in these By-Laws.

**Notices and Decisions**

Each Board participating in the joint meeting or hearing shall be responsible for providing notice, filing minutes and decisions, and for rendering and issuing decisions, as appropriate, for the subject matter within its jurisdictions, as prescribed for that Board by statute, local ordinance, or other rules of procedure.

**SECTION VII STAFF AND FINANCES**

Within the limits of funding made available for its use by the Town Meeting, the Board may employ such staff personnel and/or consultants as it sees fit to aid the Board in its work. Appointments shall be made by a majority vote of the members present at any regular or special meeting at which a quorum has been established.

**SECTION VIII PUBLIC RELATIONS & COMMUNICATIONS**

The Chairman or a duly appointed Board member or staff personnel shall be authorized by the Board to act as the principal public relations contact for the Board. Duties shall be as prescribed by the Board.

Communications with Town Counsel shall be through the Chairman and/or his/her designee and shall be confidential to the Board unless otherwise noted.

**SECTION IX COMMITTEES**

The Chairman may appoint special committees for the purposes and terms approved by the Board. This may include assignments to subdivision and site plan review projects.

**SECTION X APPLICATIONS AND FORMS**

**A. Applications**

Applications for subdivision or non residential site plan review shall be made on forms provided by the Board.

**B. Submission of Applications**

No application shall be placed upon any agenda for acceptance at a regular meeting of the Board unless the completed application is received by Staff no less than thirty (30) days prior to the meeting date at which it is to be accepted and/or discussed. No application will be received by Staff except in proper form, as prescribed in the subdivision or site plan review regulations and per RSA 676:4,I(b)

**SECTION XI AMENDMENTS**

**A. Amendments**

These By-Laws may be amended by a two third (2/3) vote of the entire voting membership of the Board only after the proposed change has been read and discussed at a previous regular meeting, and excepting that the by-Laws may be changed at any regular meeting by the unanimous vote of the entire voting membership of the Board.

**B. Filing with Town Clerk**

These By-Laws and any amendments thereto shall be placed on file with the Town Clerk for public inspection. A complete set of By-Laws, as amended, shall also be attached to the minutes of the Board's annual organizational meeting and kept on file.

**C. Effective Date**

These By-Laws, and any subsequent amendments, shall become effective immediately upon passage by the Board as recorded in the minutes of the meeting at which such action occurs.

**PLANNING BOARD MEETING**

**March 18, 2010**

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