



**TOWN OF
BROOKLINE, NEW HAMPSHIRE
PLANNING BOARD**

**P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360**

Telephone (603) 673-8855
Fax (603) 673-8136

kristen@brookline.nh.us valerie@brookline.nh.us
<http://www.brookline.nh.us>

**PLANNING BOARD MEETING
Minutes
April 19, 2012**

Present: Alan Rosenberg, Co-Chair (voting)
Dana MacAllister, Co-Chair (voting) (arrived at 7:30 pm)
Ron Pelletier, Member (voting)
Richard Randlett, Member (voting)
Judy Cook, Alternate, (Voting for Dana until 7:30 pm)
Valérie Maurer, Town Planner

Absent: Darrell Philpot, Selectmen's Representative and Kevin Gorgoglione, Alternate.

7:00 PM- Meeting start

Alan asked Judy to vote for Dana. **Judy** agreed.

NRSP #2012-B: G-55-1, Cozy Tea Cart, Business moving to 104A Route 13 (Gazebo Square).

In attendance for this hearing; Danielle Beaudette (Business Owner), Marcia and Clarence Farwell (Owners of 104A Route 13 (Gazebo Square)).

Danielle said she was going to occupy both units 2 & 3 at Gazebo Square. The left side will be the retail business and the right side will be for selling teas and pastries. There will be seating for up to 30 people or people can get food to go. This will be like the Starbucks for tea.

In September they will be holding afternoon tea once a month. Coffee will also be available for the non-tea drinking customers.

She also caters a lot of bridal showers and right now she has to bring all the china to another location now they can hold them at the shop. She will be serving Jakes Ice Cream in the summer. They will also offer free Wi-Fi.

She would like to offer classes in conjunction with local business professionals to further promote buying local. She will also be conducting adult education classes for example a wellness series; this will be in the evenings. **Danielle** said the business hours will be 8 am to 5 pm unless there is a special event and they may be there until 10 pm.

Alan asked if the fees have been paid and the abutters notified. **Valérie** said yes.

Richard moved to accept application NRSP #2012-B: G-55-1, Cozy Tea Cart. **Ron** seconded. Voted yes 5-0.

Valérie said they do not have a copy of the original site plan in the file. There are 16 total parking spots for gazebo square and asked if that was for all the units? **Marcia** said yes. **Clarence** said he would bring in a copy of the original site plan for the Planning Board records. **Valérie** said there is a dumpster at this location available to the Cozy Tea Cart. The Health Officer had no issues with this plan. **Valérie** said the Board just received a septic approval letter from Clarence. The Town will also need copies of any state permits or inspections for the files. The Building Inspector said the bathrooms that are in existence are fine for what they wish to do. **Judy** asked when she will be open for business. **Danielle** said she plans to be open for June 1st. **Ron** asked what the seating capacity is. **Danielle** said 30 in the dining area. **Valérie** read the conditions of approval:

1. All fees for case review (Staff's report and meeting attendance) and inspections shall be paid prior to the issuance of a Certificate of Occupancy.
2. All necessary Town building permits shall be filed with the Building Inspector work inspected prior to the issuance of a C.O.
3. A copy of all necessary State Permits shall be provided to the Board prior to the issuance of a C.O.
4. The Fire Department shall conduct a final inspection and provide a satisfactory report to the Planning Board.
5. All necessary NH State reviews / registrations / inspections reports shall be provided to the Planning Board.
6. Any change of use as approved at 4/19/2012 meeting shall be submitted to the Board for review.

Judy moved to approve application NRSP #2012-B: G-55-1, Cozy Tea Cart with the previous stated condition of approval. Richard seconded. Vote yes 5-0.

Capital Improvements Plan

Alan said it was that time of year again to start thinking about getting the Capital Improvements Plan Committee started for the 2013 to 2018 CIP.

Alan said this Committee consists of 2 Planning Board volunteers, 1 Finance Committee volunteer, 1 Facilities Committee volunteer, and 1 at large volunteer from the community. **Alan** said they should be looking for volunteers over the next few weeks so please send out emails and see who may be interested. The Planning Board should pick a committee in April or May. **Valérie** said she will send out an email to the Facilities and Finance Committees to ask for one of their members to be on the CIC.

Alan said he would volunteer to be on the committee again this year. We need a second Planning Board Member. The Board thanked Alan.

Dana arrived at 7:30pm.

Report for the Board of Selectmen's meeting for the new Economic Development Group

Dana said the Selectmen would like a charter created for this group first. He will write up a rough draft and get it to the Board of Selectmen for the 4/30/2012 meeting for their review. Until then he will email the previous Economic Development group and see if anyone is interested in joining again.

Valérie asked if they had said anything about the college intern wanting to work with this group. **Dana** said they should absolutely accept his help. We could start by having him reach out to local businesses. It will look good on his resume as well. **Valérie** said he has done this before so he has some experience.

Minutes

Ron made a motion to approve the Planning Board minutes of April 5, 2012 as written. Dana Seconded. Voted yes 3-0.

Regulations - Road Bond

After discussion the Board agreed that they are going to change the wording of the Road and Bonding section of the subdivision regulations (sections 4.8 and 4.9) to a Guarantee per Attorney Drescher's recommendation. They should also have him create a definition of "Guarantee" for the definition section of the regulations.

Finalize Subdivision and NRSP Regulations Amendments

Valérie handed out the final draft copy with the corrections from last meeting for the Board to review.

Judy said she didn't think the Town of Brookline wanted to have private roads anymore. **Alan** said private roads only apply to the Workforce Housing Ordinance. There will be a type of condo documentation that has to be written up as to who will be liable for the year round maintenance of the road. **Valérie** said this documentation will be linked to all affected lots and will be recorded at the registry of deeds.

What will the Planning Board require for the new Police Addition to the Safety Complex

Valérie said they have a copy of the original plan and we could use an updated plan. **Judy** asked if the Facilities Committee should make a formal presentation or is an as built plan sufficient. **Alan** said they were here to make a presentation 8 years ago when they had originally started this Safety Complex addition so he thinks an as built plan would be good enough. The only difference is that it is a smaller addition than originally planned. **Dana** said they have had a discussion about a flashing sign warning people about emergency vehicles. **Valérie** said this was suggested when the Safety Complex was originally built. **Judy** said the Town has not been very good about getting the DOT to do anything for us. **Alan** said the Planning Board will need an update to the impact fees schedule when Bond amount for the addition is finalized.

Richard made a motion to adjourn at 8:25 pm. Dana Seconded. Vote yes 5-0.

Alan Rosenberg, Co-Chair _____

Dana MacAllister, Co-Chair _____

Ron Pelletier, Member _____

Richard Randlett _____

Judy Cook, Alternate _____

**The next Regular Planning Board meeting will be 5/3/2012.
Minutes submitted by Kristen Austin.**