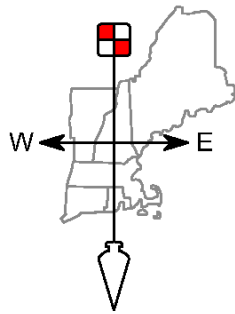


LETTER OF TRANSMITTAL



FIELDSTONE

LAND CONSULTANTS, PLLC

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

Surveying ♦ Engineering
Land Planning ♦ Septic Designs

To: Michele Decoteau, Town Planner
Town of Brookline Planning Board
1 Main Street
Brookline, NH 03033

Date: March 19, 2024

Re: Tamposi Brothers Holdings, LLC - Subdivision & Site Plan
Brookline Woods - Multi-Family Residential Housing Project
N.H. Route 13, Tax Map D Lots 50 & 70

WE ARE SENDING YOU ☒ Attached ☐ Under separate cover via _____ the following items:

☐ Shop drawings ☒ Prints ☒ Plans ☐ Samples ☐ Specifications

COPIES	DATE	NO.	DESCRIPTION
1			Cover Letter
1			Subdivision Application with Checklist and Fee
1			Site Plan Application with Checklist and Fee
1			Workforce Housing Letter
1			Draft Management Plan
1			Waiver Request Letter (Artist Rendition of Site)
1			Letters of Authorization
1			Abutters List with Labels
1			Traffic Impact Study – Prepared by Vanasse & Associates, Inc.
1			Fiscal Impact Study – Prepared by Carol Ogilvie
1			Water Supply – Prepared by HydroSource Associates, P.C.
1			Wildlife Study – Prepared by Allen-Bentley Consulting
1			Stormwater Management Report – Prepared by FLC
1			Mounding Analysis – Prepared by Terracon
1			Site Specific Soil Report and Plan – Prepared by BAG Land Consultants
1			Building Renderings, Building Elevations, and Building Specifications
8			Full Size Subdivision & Site Plan Set (22"x34")
			Electronic Copy of Submission Filed via Email

THESE ARE TRANSMITTED as checked below:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> For approval | <input type="checkbox"/> Approved as submitted | <input type="checkbox"/> Resubmit _____ copies for approval |
| <input type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> As requested | <input type="checkbox"/> Returned for corrections | <input type="checkbox"/> Return _____ corrected copies |
| <input checked="" type="checkbox"/> For review and comment | <input type="checkbox"/> _____ | |

REMARKS: Hello Michele, enclosed please find the above listed Subdivision and Site Plan applications along with other required items to be placed on the April 18, 2024 planning board meeting. Please do not hesitate to contact me should you have any questions.

Thank you,

Chad E. Branon, P.E.



Tamposi Brothers Holdings, LLC

T: 603-305-8998

PO Box 847, Hollis, NH 03049

joetamposi@gmail.com

March 18, 2024

Brookline Planning Board
Town Hall
1 Main St.
Brookline, NH 03033

RE: Brookline Woods Cover Letter

Dear Members of the Planning Board:

On behalf of Tamposi Brothers Holdings, LLC (the “Applicant”), we are pleased to submit the enclosed application for the development of Brookline Woods on Route 13 in Brookline. This application is being made pursuant to the terms of the “Settlement Agreement and Release” dated October 23, 2023 (the “Settlement Agreement”) approved and agreed to by and among Brookline Opportunities, LLC, Tamposi Brothers Holdings, LLC, the Selectboard of the Town of Brookline, and the Planning Board of the Town of Brookline in order to resolve the issues related to Fair Housing Act litigation regarding the property and certain actions of the Town of Brookline. Furthermore, please allow this cover letter to serve as a written statement of Applicant’s intent to apply for a workforce housing development under RSA 674:58-RSA 674:61 et seq.

The parameters of the development are governed by the terms of the Settlement Agreement. The Settlement Agreement and resolution of the litigation is contingent upon the Planning Board’s approval of the project. In brief, the project consists of the following in accordance with the Settlement Agreement. Please refer to the Settlement Agreement and plans for specific details:

- A. A total of 98 residential units comprised of Part I: 58 housing for older persons units; and Part II: 30 non-age-restricted workforce housing units and 10 non-age-restricted market rate units.
- B. 50% of the units (49 units) will be one-bedroom units, and 50% of the units (49 units) will be no more than two-bedroom units.

- C. The development provides interconnected passive recreation in the form of walking trails available to residents of all units within the development.
- D. Building permit applications for Part I (58 Housing for Older Persons units) will be submitted first, following receipt of all applicable regulatory approvals needed to apply for said building permits. Building permits for Part II (30 non-age-restricted workforce housing units and 10 non-age-restricted market rate units) will be submitted no earlier than 12 months after applying for building permits for Part I.
- E. The proposed lot D-50-1 is located within the Commercial/Industrial zone and contains approximately 6 acres and shall be prohibited from residential development.
- F. The development meets the following guidelines:
 - i. The multifamily workforce housing (Part II) is located within the Residential/Agricultural Zone and within 500 ft of the NH Route 13 right-of-way.
 - ii. No multifamily workforce housing is proposed outside of 500 ft of the NH Route 13 right-of-way
 - iii. The housing for older persons development (Part I) meets the requirements of Section 2200.00 et seq. of the Zoning Ordinance.
- G. As part of the application, the Applicants are proposing to subdivide and donate to the Town of Brookline the remainder of Lot D-50 (containing approximately 54.48 acres), which is greater than the 50 acres contemplated by the Settlement Agreement. Additionally, this land area shall be included in the land calculations for density and open space requirements for the total development. This proposed donation is contingent upon receipt of final project approval.
- H. The Town's acquisition may result in the need for a waiver of the dead-end road length requirement, but only to the extent that such requirement may be applicable to the development, given that no subdivision roads are being proposed. The driveways within the development consist of privately maintained driveways rather than subdivision roads.
- I. The Planning Board recognizes that the infrastructure and amenities for the age-restricted units and non-age-restricted units are being shared.

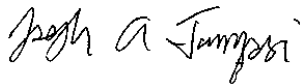
The Applicant acknowledges that section 622.00 of the Brookline Zoning Ordinance provides authority for the Workforce Housing Ordinance as an Innovative Land Use Control under RSA 674:21 et seq. and is intended to comply with RSA 674:58-61, inclusive. To the extent that such authority and/or the Workforce Housing RSA grants the Planning Board the power to grant waivers of any regulations applicable to the development of the Brookline Woods Project, the Applicant will request any such waivers that may be deemed necessary. If during the course of review of the application, the Planning Board determines that a variance from the Zoning Ordinance is necessary in order for the Planning Board to approve the project, the Applicant will apply for a variance from the Zoning Board. The Applicant intends to submit requests for variances from Sections 625.00 and 1400.00 of the Zoning Ordinance. The Planning Board will, to the extent permitted by law and applicable regulations, conditionally approve the project subject to Applicant's receipt of any required variances.

The Brookline Woods project is intended to be professionally managed by Hodges Development Corporation, a third-party property manager with extensive experience in the State of New Hampshire. The property manager will be responsible for ensuring compliance with Section 630.00 of the Zoning Ordinance. The project and all associated infrastructure and amenities, including the site driveways, will be privately maintained.

The application includes third-party reports and studies demonstrating that the project will have an adequate water supply, will provide for appropriate environmental protections, will have minimal/manageable traffic impacts and maintain traffic safety, and will have a recurring net-positive fiscal impact on the Town of Brookline.

The project team has taken great care to ensure that Brookline Woods complies with the above-referenced terms of the Settlement Agreement and applicable regulations. The project will create a well-planned, professionally-maintained, and attractive residential community to meet the needs of Brookline's current and future residents. We look forward to the Planning Board's expeditious review and approval of the enclosed application and plans. Thank you very much for your consideration.

Sincerely,

A handwritten signature in black ink, reading "Joseph A. Tamposi". The signature is written in a cursive, flowing style.

Joseph Tamposi, Manager
Tamposi Brothers Holdings, LLC

APPENDIX C: APPLICATIONS

BROOKLINE PLANNING BOARD

APPLICATION FOR SUBDIVISION APPROVAL

File Number _____

Name and Address of Applicant Tamposi Brothers Holdings, LLC - P.O. Box 847, Hollis, NH 03049

Name of Subdivision Brookline Woods

Location N.H. Route 13 Tax Map Number D Parcel 50 & 70

Name and Address of Surveyor Fieldstone Land Consultants, PLLC - 206 Elm Street, Milford, NH 03055

Name and Addresses of all persons with 10% or more interest

Owner: Richard A. Medlyn Revocable Trust u/d/t November 11, 2020, David Sturm, Successor Trustee
15 Union Street, #3 Milford, NH 03055

Names and Addresses of abutters as defined by NH R.S.A. 672.3, as amended See attached list & labels

Total Acreage 130.46 Number of Proposed Lots 3

The undersigned subdivider hereby submits to the Brookline Planning Board on March 19, 2024, a Completed Application as required by the Brookline Planning Board subdivision regulations and respectfully requests its approval of said Application. In consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights-of-way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
5. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat or a plat of re-subdivision is submitted to and approved by the Board.
6. To agree to pay for all engineering studies and reviews contracted for by the Town (5/9/89).

The undersigned subdivider understands that the Brookline Planning Board must have on file a Completed Application as outlined in its subdivision regulations thirty (30) days prior to a regularly scheduled meeting of the Board and that once the Board accepts the Completed Application at a regularly scheduled meeting, it has ninety (90) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with New Hampshire R.S.A. 676:4 (I)(f), as amended.

APPENDIX C: APPLICATIONS

BROOKLINE PLANNING BOARD

APPLICATION FOR SUBDIVISION APPROVAL

File Number _____

I do hereby designate: Fieldstone Land Consultants, PLLC

Name Chad E. Branon, P.E.

Address 206 Elm Street

Town Milford, NH Zip Code 03055

Phone Number 603-672-5456 Fax _____

Email Address CEBranon@fieldstonelandconsultants.com

as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of this agreement.

Signed 
(Applicant)

Date 3/14/2024

FOR PLANNING BOARD USE ONLY:

Date completed application filed: _____

Date Fees paid: _____

Date of Notices to abutters: _____

Date completed application accepted/rejected: _____

Date of Public Hearing: _____

Date of Final Plat approval/disapproval: _____

APPENDIX E: CHECKLIST FOR SUBDIVISION REVIEW

BROOKLINE PLANNING BOARD

This checklist is to be used as a guide for complying with the Town of Brookline's subdivisions site plan review regulations. It is to be used for each individual subdivision site plan review application submitted.

The following information shall be required for a **completed application**. (Section 4.6.06 of the regulations) The information with an asterisk (*) next to it is also recommended for the design review phase. All references are to the current Brookline subdivision regulations.

Y **N** **NA**

- ☒ ☐ ☐ Eight (8) (black) print copies *and one printable 11"x17" electronic .pdf format* prepared by a registered land surveyor. [4.6.05](*) (08/02/2012)
- ☒ ☐ ☐ Scale is not more than one hundred (100) feet per inch. [4.6.05](*)
- ☒ ☐ ☐ Parcel tax lot number and total acreage. [4.6.05a, 4.6.06f](*)
- ☒ ☐ ☐ Name of the subdivision.[4.6.05a](*)
- ☒ ☐ ☐ Name and address of the owner of record.[4.6.05a](*)
- ☒ ☐ ☐ Name and address of the subdivider and designer.[4.6.05a](*)
- ☒ ☐ ☐ Names and addresses of every engineer, architect, land surveyor, or soil scientist whose professional seal appears on any plat submitted to the Board.
- ☒ ☐ ☐ Boundaries of zoning districts lying within the subdivision and any municipal boundaries.[4.6.05g](*)
- ☒ ☐ ☐ Location or "locus" map at the scale of the municipal base map.[4.6.05h](*)
- ☒ ☐ ☐ Date the plans were first drafted. Any revision(s) made to any of the sheets first submitted are to be so noted in the **Revision Block**. The Revision Block is to be placed on the Mylar original(s) of the revised sheet(s). Additional paper copies are to be made and submitted to the Planning Board to replace those sheets previously submitted.(*)

☒☐☐☐ Topography for site with the contour interval not to exceed five (5) f

Abutting Property Information

- ☒ ☐ ☐ The names and addresses of all abutting property owners (with three sets of labels) as indicated in the Town records not more than five (5) days before the date of filing.[4.6.05b](*)
- ☒ ☐ ☐ Name(s) and location(s) of abutting subdivisions.[4.6.05b](*)
- ☒ ☐ ☐ Name(s) and location(s) of abutting streets, easements, and alleys within one hundred (100) feet of the parcel to be subdivided.[4.6.05b,d,e](*)
- ☒ ☐ ☐ Name(s) and location(s) of abutting parks and open space.[4.6.05e](*)
- ☒ ☐ ☐ Location of existing abutting buildings.[4.6.05b](*)

- ☒ ☐ ☐ Location of existing abutting water supply wells or springs.[4.6.05b](*)
- ☒ ☐ ☐ Location of existing abutting septic system leach field(s).[4.6.05b](*)
- ☒ ☐ ☐ Road and/or driveway intersection(s) within two hundred (200) feet of property lines.[4.6.05b](*)
- ☒ ☐ ☐ Fees paid to secretary.[3.1.13](*)
- ☒ ☐ ☐ Properly completed application form. [Entire Appendix C](*)

Existing Property Information

- ☒ ☐ ☐ Location of property lines, dimensions and bearings and lot areas, and the source of that information.(*)
- ☒ ☐ ☐ Location and dimensions of all easements.[4.6.05e](*)
- ☒ ☐ ☐ Location and dimensions of all buildings.[4.6.05c](*)
- ☒ ☐ ☐ Location of all building setback lines.[4.6.05e](*)
- ☒ ☐ ☐ Location of electric or other utilities, both for existing and proposed subdivision property with letter of intent from utilities companies.[4.6.05f] (08/02/2012)
- ☒ ☐ ☐ High Intensity Soil Survey.[4.6.05k](9/7/93)
- ☒ ☐ ☐ Watershed areas and drainage computations.[4.6.05l](*)
- ☒ ☐ ☐ Location, name, and widths of streets with their grades, profiles, both existing and proposed. Design criteria for proposed roads also need to be shown.[4.6.05m](*)
- ☒ ☐ ☐ Location of fire ponds and fire protection drafting sites, if any.[4.6.05n](*) (11/15/07)
- ☒ ☐ ☐ Access for fire fighting apparatus.[4.6.05o](*)
- ☒ ☐ ☐ Wet areas as defined by the Wet Lands Ordinance, in square feet of wet and non-wet.[4.6.05p](*)
- ☒ ☐ ☐ A letter stating the proposed disposal of tree stumps. If they are to be disposed of on-site, areas shall be shown on the plat.[4.6.05q](*)
- ☒ ☐ ☐ Location of soil test pits and accompanying test pit and perc test data.[4.6.05r](*)
- ☐ ☐ ☒ Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), permits received from SFHA and NFIP. Subdivisions with any development within a SFHA shall submit evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards. [4.6.05s](*) (8/21/97) (11/15/07)
- ☐ ☐ ☒ Base Flood Elevation (BFE) data for subdivisions greater than fifty (50) lots or five (5) acres, whichever is lesser. [4.6.05s](*) (8/21/97)

- ☒ ☐ ☐ Location and size of the area considered necessary for septic leach fields and any proposed connections of alternative means for disposal of sewage. [4.6.05t](*)
- ☒ ☐ ☐ Number of lots to be created.[4.6.05u](*)
- ☒ ☐ ☐ Magnetic and true north point.[4.6.05v](*)
- ☒ ☐ ☐ Eight (8) blue (black) print copies *and one printable 11"x17" electronic .pdf format* of the Final Plat.[4.6.06] (08/02/2012)
- ☒ ☐ ☐ One (1) permanent, reproducible mylar copy suitable for recording.[4.6.06]
- ☒ ☐ ☐ Name and seal of the engineer and land surveyor registered with the State of New Hampshire.[4.6.06b]
- ☒ ☐ ☐ Final disposition of land into lots, streets, open spaces, drainage courses and any easements running with the land.[4.6.06c]
- ☒ ☐ ☐ Sufficient, acceptable information to readily determine the location, bearing, and length of every street line, lot line, and property boundary line and to reproduce such lines on the ground. Dimensions shall be shown to hundredths of a foot and bearings to the nearest second. The error of closure shall not exceed 1 to 10,000.[4.6.06d]
- ☒ ☐ ☐ Stations, radii, curve data and paving widths for proposed streets. [4.6.06e]
- ☒ ☐ ☐ Lot dimensions, area in square feet and acres, street numbers for the lots as determined by the Brookline Emergency Management Director.[4.6.06f] (8/21/97) (08/02/2012)
- ☒ ☐ ☐ Location and engineering design calculations for culverts, drainage requirements and connection of alternative means to provide water supply and disposal of surface drainage.
- ☒ ☐ ☐ Location of all parcels of land to be dedicated to public use, the conditions of such dedication, and a copy of applicable deed restrictions.
- ☒ ☐ ☐ Proposed twenty-five (25) year storm drainage accompanied by a drainage analysis map and computations for the entire watershed area.[4.6.06m] (5/6/99)
- ☒ ☐ ☐ 75 foot well radii [4.6.06o] (11/19/91).
- ☒ ☐ ☐ If the subdivision abuts a State Highway, or if a proposed street intersects a State Highway, a driveway permit from the NH Department of Transportation approving said access.[4.6.06q] (8/21/97)
- ☐ ☐ ☒ Plan and profile for common driveways (Added August, 2003)
- ☒ ☐ ☐ Building Inspector review (Added June, 2003)
- ☒ ☐ ☐ Determination of off-site improvements by the Planning Board based on a special study or letter from the DPW Director. The Planning Board needs to send a letter to the Selectmen on recommendation prior to final action on the plan. (Added April, 2004)

Pending

- ☒ ☐ ☐ The Final plat shall contain a volume and page reference sufficient to indicate the subdivider's derivation of title in the event only one parent tract is involved, and if the subdivision constitutes an assemblage of several tracts, the plat shall contain a title reference of each and indicate where each of the lots shall be numbered so as to coincide with the Town of Brookline Tax Map numbers. [4.6.06r]
- ☒ ☐ ☐ Copies of all applicable approvals and permits [4.6.06s] (8/21/97) (08/02/2012)
- | | | |
|--------------------------|---|----------------|
| NHWSPC | # | <u>pending</u> |
| NH Site Specific | # | <u>pending</u> |
| NH Dredge & fill | # | <u>N/A</u> |
| Army Corp. Dredge & Fill | # | <u>N/A</u> |
| NH DOT Curb Cut | # | <u>pending</u> |
- ☒ ☐ ☐ All final permit numbers and written decisions including conditions of approval and requirement for streetlights (at the sole cost of the developer) noted on the final plat. [4.6.05t] [5.3.01] (8/21/97) (08/02/2012)
- ☒ ☐ ☐ *pending* School bus stops and areas shown on plans. The Brookline School Board should be contacted for assistance. [4.6.06p] (9/7/93)
- ☒ ☐ ☐ Open Space determination made.
- ☒ ☐ ☐ All engineer prints shall be done by a qualified, registered engineer by the State of New Hampshire and have his seal affixed to each sheet. [4.6.06u]
- ☒ ☐ ☐ A statement of off-site improvements requested, based on a meeting with the Selectmen. [4.6.06v]
- ☒ ☐ ☐ Separate, permanent, reproducible sheets (24" x 36") with three (3) prints thereof, for each street or way within the subdivision. Plan view and profile of the street is to be at a horizontal scale of forty (40) feet per inch and at a vertical scale of four (4) feet per inch. Profile shall also show this size, elevation, and location of existing and proposed storm drains and shall extend on hundred (100) feet into adjacent land. The plan is to show street dimensions, bearings, curve lengths, center line stationing, proposed bound location, lot numbers, radii, curve data paving widths, and the location of all existing and proposed utilities.
- ☒ ☐ ☐ A check payable to the Town of Brookline to cover filing fees, mailing, advertising, recording, special investigative and consulting studies, and other costs.[4.6.06w]
- ☒ ☐ ☐ A traffic study, if required by the Board. [4.6.06x] (5/9/89)
- ☒ ☐ ☐ A fiscal impact analysis, if required by the Board [4.6.06y], (5/9/89).
- ☐ ☐ ☒ Payment of a fee to update the Town's computerized parcel map as specified in Appendix B. [4.6.06z] (8/21/97)
- ☒ ☐ ☐ All necessary and/or required legal data in form and substance as approved by town Counsel prior to the approval of the final plan [4.7] (08/02/2012)
- ☒ ☐ ☐ Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration and to make an informed decision.

APPENDIX D: APPLICATION FOR SITE PLAN APPROVAL

File Number _____

Name and Address of Applicant: Tamposi Brothers Holdings, LLC
P.O. Box 847, Hollis, NH 03049

Phone Number: 978-419-1720 Fax Number: _____

Email Address: joetamposi@gmail.com

Name of Site plan: Brookline Woods

Location: N.H. Route 13 Tax Map #: D Parcel #: 50 & 70

Name and Address of Surveyor: Michael Ploof, 206 Elm Street, Milford, NH 03055

Name and Addresses of all persons with 10% or more interest:

Owner: Richard A. Medlyn Revocable Trust u/d/t November 11, 2020, David Sturm, Successor Trustee
15 Union Street, #3 Milford, NH 03055

Names and addresses of abutters as defined by N.H. R.S.A. 672:3

See attached abutters list

Total Acreage: 130.460 acres

The undersigned hereby submits to the Brookline Planning Board on March 19, 2024, a Completed Application as required by the Brookline Planning Board Non-Residential Site Plan Regulations and respectfully requests its approval of said Application. In consideration for approval and the privileges occurring thereto, the Applicant hereby agrees:

1. To carry out the improvements agreed upon and as shown and intended by said plat, including any work made necessary by unforeseen conditions which become apparent during construction.
2. To post all streets "Private" until accepted by the Town and to provide and install standard street signs as approved by the Town for all street intersections.
3. To give the Town on demand, proper deeds for land or rights-of -way reserved on the plat for streets, drainage or other purposes as agreed upon.
4. To save the Town harmless from any obligation it may incur, or repairs it may make, because of my failure to carry out any of the foregoing provisions.
6. To make no changes whatsoever in the Final Plat as approved by the Board unless a revised plat submitted to and approved by the Board.
6. To agree to pay for all engineering studies and reviews contracted for by the Town (5/9/89).

The undersigned subdivider understands that the Brookline Planning Board must have on file a Completed Application as outlined in its site plan regulations thirty (30) days prior to a regularly scheduled meeting of the Board and that once the Board accepts the Completed Application at a regularly scheduled meeting, it has ninety (90) days to approve or disapprove the Completed Application subject to extension or waiver as provided in accordance with New Hampshire RSA 676:4 (I)(f), as amended.

I do hereby designate:

Name: Fieldstone Land Consultants, PLLC c/o Chad Branon

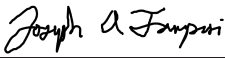
Address: 206 Elm Street

Town: Milford, NH Zip Code: 03055

Phone Number: 603-672-5456

Email Address: CEBranon@fieldstonelandconsultants.com

as the person(s) to whom all communications to the Applicant may be addressed and the person to whom legal process may be served in connection with any proceedings arising out of this agreement.

Signed: 
(Applicant)

Date 3/14/2024

FOR PLANNING BOARD USE ONLY:

Date completed application filed: _____

Date Fees paid: _____

Date of Notices to abutters: _____

Date completed application accepted/rejected: _____

Date of Public Hearing: _____

Date of Application / Final Plat approval/disapproval: _____

APPENDIX B: SITE PLAN REVIEW CHECKLIST

A formal application for site plan review, his/her application shall contain at least the following exhibits and information. The number in parenthesis is the applicable section number of these regulations.

Y N NA

- | | | | | |
|-------------------------------------|--------------------------|--------------------------|----|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a. | A fully completed application for site plan review and fee payment (6.51.01a). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b. | Eight (8) (black) print copies and one printable 11"x17" electronic .pdf format of site plan prepared by a registered land surveyor drawn to a scale sufficient to allow review of the items listed under the preceding general standards, but at not more than fifty (50) feet to the inch for that portion of the total tract of land being proposed for development, and showing the following: (maximum size of drawing shall be 22 x 34 inches) (6.51.01b) (8/02/12) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c. | Owner's name and address (6.51.01c). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d. | Names and addresses of all abutting property owners according to Town tax records and the names and business addresses of every engineer; architect; land surveyor; or soil scientist whose professional seal appears on any plan submitted to the Board (6.1.01d). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e. | Sketch map showing general location of the site within the Town done at the scale of the municipal base map (6.1.01e). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f. | Boundary of the entire parcel held in single ownership regardless of whether all or part is being developed at this time, and any municipal boundaries (6.1.01f). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g. | The bearing and distances of all property lines and the source of this information (6.1.01g). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h. | Zoning classification (s) of the property and the location of zoning boundaries if the property is located in two or more zones (6.1.01h). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i. | High Intensity Soils Maps as certified by a qualified Soils Scientist (6.1.01i). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j. | The location of all buildings setbacks required by the Zoning Ordinance (6.1.01j). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k. | The location, height, size, and character of all signs and exterior lighting (3.1.02i, 6.1.01k). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l. | Lot dimensions area in square feet and acres, street frontage, the zoning requirements for minimum lot sizes and frontage and street numbers for the lot(s) and/or building(s) as determined by the Brookline Emergency Management Director.(3.1.02j, 6.1.01l). (8/02/12) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | m. | The location of all existing and proposed buildings, including expansion of existing buildings (including size and height), driveways, sidewalks, parking spaces, loading areas, open spaces, large trees, open drainage courses, service areas, easements and landscaping, and screening. Also indicate which of such features are to be retained and which are to be removed or altered. (6.1.01m) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | n. | Site Plan applications shall include renderings of the proposed building(s) or addition showing the front, sides and rear view elevations. The rendering of at least one elevation shall be in color, and shall include narrative identification of the building façade materials, roof materials, typical window dimensions and materials, and the height, slope and materials of all roof lines, location of HVAC equipment, generators, coolers, and other utility appurtenances, balconies, exterior stairs, steeples, chimneys, porches, porticos and other building extensions. The |

applicant is encouraged, where practicable, to submit samples or swatches of façade materials and colors. (06/18/09)

Y N NA

- | | |
|---|---|
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>o. The location of all buildings within fifty (50) feet of the parcel to be developed and the location of intersecting roads or driveways within two hundred (200) feet of the parcel (6.1.01o).</p> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>p. A storm drainage plan showing:</p> <ol style="list-style-type: none"> 1) The existing and proposed methods of handling storm water runoff using BMP and LID. (06/18/09) 2) The direction of flow of the run off through the use of arrows. 3) The location, elevation and size of all catch basins, dry wells, drainage ditches, swales, retention basins and storm sewers. 4) Engineering calculations used to determine drainage requirements shall be based on a ten (10) year storm frequency, except for cross culverts and existing waterways, which shall be designed for a twenty-five (25) year storm frequency (3.1.02d, 6.1.01p). (04/17/2008) |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>q. Existing and proposed topography of the site at two (2) foot contour intervals (6.1.01q). (8/21/97)</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <p>r. Location of Special Flood Hazard Areas (SFHA) designated by the National Flood Insurance Program (NFIP), permits received from SFHA and NFIP.. Developments within a SFHA shall submit sufficient evidence (construction drawings, grading and land treatment plans) so as to allow determination that (i) all such proposals are consistent with the need to minimize flood damage (ii) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage and (iii) adequate drainage is provided so as to reduce exposure to flood hazards (6.1.01r). (8/21/97) (4/17/08)</p> |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <p>s. Developments greater than five (5) acres shall also submit Base Flood Elevation (BFE) data (6.1.01r-ii). (8/21/97)</p> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>t. All applications shall have underground utilities, installed according to specifications set by the appropriate utility companies. Utilities shall be located so as not to conflict with new or existing roadside drainage systems. A layout indicating how the site will be served by electric, telephone, and any other public utility must be provided. If the utility company(s) requires an easement to provide service, no final approval shall be granted by the Board until such easements are secured. If no easements are required, a letter of intent to provide service from the utility company(s) must accompany the application (6.1.01s). (06/18/09)</p> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>u. A buffer zone of dense planting where the site abuts a zone boundary (6.1.01t).</p> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>v. A Soil and Erosion Control Plan for permanent and temporary (construction phase) protection (see Section 6.3). (8/21/97)</p> |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>w. Copies of any proposed or existing easements, covenants, or deed restrictions (6.1.01v).</p> |

Y N NA

- ☒ ☐ ☐ x. Copies of all applicable approvals and permits [4.6.06s] (8/21/97) (8/02/12)
NHWSPC # Pending
NH Site Specific # Pending
NH Dredge & fill # N/A
Army Corp. Dredge & Fill # N/A
NH DOT Curb Cut # Pending
(8/21/97) (8/02/12)
All permit numbers noted on the plat.
- ☒ ☐ ☐ y. The Board may require the owner or his authorized agent to deposit in escrow with the Town an amount of money sufficient to cover the costs for any professional review of the site plan documents which the Board may feel is reasonably necessary to protect the general welfare of the Town (6.1.01x).
- ☒ ☐ ☐ z. Magnetic and true North point (6.1.01y).
- ☒ ☐ ☐ aa. Location of Fire Ponds and fire protection drafting sites, if any (4.5, 6.1.01z). (04/17/2008)
- ☒ ☐ ☐ ab. Wet areas as defined by the Wetlands Ordinance, in square feet of wet and non-wet (6.1.01aa).
- ☒ ☐ ☐ ac. Location of soil test pits and accompanying test pit and perc data (6.1.01bb).
- ☒ ☐ ☐ ad. Access for fire fighting apparatus (4.5, 6.1.01cc).
- ☒ ☐ ☐ ac. A Planning Board Approval Block (6.1.01dd).
- ☒ ☐ ☐ ad. Date the plans were first drafted. Any revision (s) made to any of the sheets first submitted are to be so noted in the revision block. The revision block is to be placed on the Mylar original(s) of the revised sheet(s). (6.1.01ee).
- ☒ ☐ ☐ ae. Any other information felt necessary by the Planning Board to allow the Board to proceed with consideration, and to make an informed decision (6.1.01ff).
- ☒ ☐ ☐ af. An artist's rendition of the site, including landscaping and signage (6.1.01gg).
- ☒ ☐ ☐ ag. Building Inspector and Health Officer Review and/or Comments (06/2003) (04/17/2008)
- ☒ ☐ ☐ ah. All final permit numbers and written decisions including conditions of approval noted on the final plat. (8/02/12)
- ☒ ☐ ☐ ai. All necessary and/or required legal data in form and substance as approved by Town Counsel prior to the approval of the final plan. (8/02/12)

Brookline Planning Board
Fees (Updated 10.19.2023)

Subdivisions*				
Type of application	Application Fee	Per Lot Fee	Public Notice (RSA 676:4 I(d))	Abutter notification (Cost plus Certified and Return Receipt)
Subdivision - major	\$300	\$750 (flat fee up to 10 lots) Over 10 lots: \$750 plus \$100 per lot over 10	Cost	Postage cost plus \$2 each
Subdivision – minor	\$300	\$250 flat fee up to 3 lots	Cost	$8.69 + 2.00 = \$10.69/\text{abutter}$ $\$10.69 \times 33 = \352.77
Voluntary merger (Caveat lot consolidation)	\$50			None
Lot Line Adjustment (no new lots)	\$300		Cost	Postage cost plus \$2 each

Excavations			
Type of application	Application Fees	Public Notice (RSA 676:4 I(d))	Abutter notification
Excavation	\$300	Cost	Postage cost plus \$2 each

Misc Applications			
Type of application	Application fee	Public Notice (RSA 676:4 I(d))	Abutter notification
Sign Permits	At the discretion of the Selectboard		
Driveway Permits	\$35		
Scenic Road Tree Removal Permit		Cost of two public notices	

Site Plans*				
Type of Site Plan Review Application	Application Fee	Per lot fee for Residential Site Plans	Public Notice [In accordance with RSA 676:4, I (d)]	Abutter Notification [In accordance with RSA 676:4, I (b) AND must include three (3) labels per abutter]
Determination of Change of Use	\$50			
Design Review – non-residential	\$300		Cost	Postage cost plus \$2 each
Final Review – non-residential	\$300		Cost	Postage cost plus \$2 each
Design Review – residential	\$300	\$100/dwelling	Cost	Postage cost plus \$2 each
Final Review – residential	\$300	\$100/dwelling	Cost	Postage cost plus \$2 each
Home Business	\$100		Cost	Postage cost plus \$2 each

23 dwellings
\$2,300
*Abutters fee paid in subdivision calculation

*** Applications may require additional review from engineers, or other consultants. Applicants will be billed separately based on time spent for review and inspections.**

Nashua Regional Planning Commission

Town Planner

Town Counsel Review

Site Inspections

Town Engineer

Road Inspector

Other Consulting

Off-Site Improvement Agreement, plat or legal document Recording

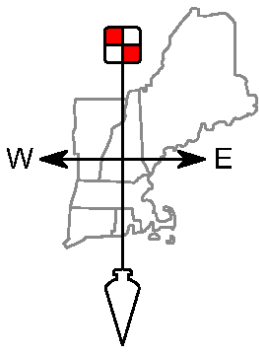
To be billed separately, based on time spent for reviews and inspections

(Fees amended 10/3/89, 11/19/91, 11/7/95, 8/21/97, 5/6/99, 5/17/01, 10/04/01, 11/15/07, 06/18/09, 10/19/2023)

Impact Fees as of October 2023		
Impact fees to be paid before issuance of a Certificate of Occupancy. Impact fee authorization and details can be found in Section 2100 of the Brookline Zoning and Land Use Ordinance. Impact fees are detailed in Appendix I of the Subdivision Regulations.		
Type of fee	Fees	
Ambulance	\$222.14	
Brookline Schools	\$1,304.24	
Coop District (MS)	\$1,843.47	
Police Station	345.83	
	\$3,715.68	Per dwelling unit

Total = 300 + 250 + 352.77 + 300 + 2,300 =

Total = \$3,502.77



FIELDSTONE

LAND CONSULTANTS, PLLC

Surveying ♦ Engineering
Land Planning ♦ Septic Designs

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

March 7, 2024

Town of Brookline Planning Department
1 Main Street
Brookline, NH 03033
ATTN: Michele Decoteau, Town Planner

RE: Tamposi Brothers Holdings, LLC – N.H. Route 13 - Tax Map Parcel D-50 & D-70
Brookline Woods (Subdivision and Multi-Family Residential Development)
(Workforce Housing Letter)

Dear Ms. Decoteau:

As agent for Tamposi Brothers Development, Fieldstone Land Consultants is hereby submitting this written statement as required per NH RSA 674:61 to notify the Town that our client intends to develop a portion of the above referenced property into a workforce housing project as allowed per the local regulations.

Please do not hesitate to contact me should you have any questions or comments regarding this letter.

Very truly yours,
Fieldstone Land Consultants, PLLC

Chad E. Branon, P.E.
Project Manager

Brookline Woods
(Tamposi Brothers Holdings, LLC)
Proposed Parcel D-50-2
Brookline, NH 03033

DRAFT MANAGEMENT PLAN

1. ROLE AND RESPONSIBILITY OF THE OWNER AND THE RELATIONSHIP AND DELEGATIONS OF AUTHORITY TO THE MANAGEMENT AGENT

The Developer of Brookline Woods is Tamposi Brothers Holdings, LLC with the Management Agent for the Owner being Hodges Development Corporation.

Brookline Woods is located in Brookline, New Hampshire and offers workforce housing with affordable rents to families with incomes at or below the 60% income limit, as defined by the Low Income Housing Tax Credit Program and RSA 674:58-61, inclusive.

There are thirty (30) workforce housing units in Brookline Woods, all of new construction, with professionally landscaped grounds and a community building. In addition, there are ten (10) market-rate units, and fifty-eight (58) housing for older persons units.

Hodges Development Corporation manages the following subsidized rental properties:

Canterbury Spruces – Canterbury, NH	16 Units
Carlisle Village Court – Carlisle, MA	18 Units
Concord Village Apartments – Boscawen, NH	32 Units
Christian Ridge – Wolfeboro, NH	32 Units
Florence V. Hodges – Concord, NH	50 Units
Hillside Apartments – Meredith, NH	50 Units
Prince Haven Apartments – Plymouth, NH	50 Units
The Ledges – Wolfeboro, NH	44 Units

In addition, Hodges Development Corporation owns and/or manages other residential conventional properties which include:

Alton Woods – Concord, NH	384 Units
Meadow Brook Village – West Lebanon, NH	96 Units
Salisbury Green – Concord, NH	226 Units
Center Stone Residence – Concord, NH	60 Units
Village at Thirty Pines – Penacook, NH	90 Units

- A. There is no identity of interest between the Tamposi Brothers Holdings and Management Agent, Hodges Development Corporation.
- B. Hodges Development Corporation is responsible for the overall operations and management activity of the property.
- C. The Management Agent and Owner will communicate on a regular basis to discuss Project operations. The Owner will be consulted in the event of any major repairs, capital improvements, single expenses, exceeding \$2,500, escrow release, or in matters dealing with the Town of Brookline. Monthly reports will be sent to the Owner regarding occupancy and finances.
- D. The principal contact person for the Management Agent is Diane B. Benoit. The principal contact for the Owner is Joseph Tamposi. Any questions regarding the project should be addressed to either or both of these principles.
- E. The Owner will provide plans, specifications and all warranty information relative to the project as well as, all files, contracts and pertinent data to the Management Agent.

2. PERSONNEL POLICY AND STAFFING ARRANGEMENTS

The policy of the Owner and Management Agent is one of equal opportunity for respective employees, regardless of race, color, religion, sex, handicap, national origin, sexual orientation, age, marital status, disability, handicap, gender identity or familiar status; regardless of actual or perceived.

ORGANIZATIONAL CHART

Owner: TBD, LLC

Property

Administration:	<u>Administrative</u> Diane B. Benoit, Shelley Domenech (Management Agent Expense)	<u>Maintenance</u> Jamie Gayer (Management Agent Expense)
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ACCOUNTING

Property Manager: Billed to property

Billings and Collections: Proportionate billing to property

Maintenance: Billed to property

Property Administration: Responsible for the overall operations and management of the property, including:

- a. Overseeing other staff members, hiring and firing of personnel,
- b. Updating and implementing changes in program regulations,
- c. Initiating requests for expenditure items from the Replacement Reserve Account,
- d. Preparation and submittal of monthly Assistance Payments requisitions,
- e. Preparation of all reports required by NHHFA, and/or other agencies,
- f. Processing rent changes,
- g. Maintaining accounting records,
- h. Knowing and complying with NHHFA requirements for fidelity and insurance coverage, causing such coverages to be placed
- i. Complying with Owner requirements for data & information management and reporting in support of Owner's performance evaluation goals.

Property Manager: Responsible for the supervision and coordination of the day-to-day management functions of the property. Duties include:

- a. Application processing, determining resident eligibility and selection, maintenance of the waiting list, verification of information contained in rental application and meeting with prospective residents,
- b. Processing initial tenant certifications and re-certifications,
- c. Maintaining resident files,
- d. Processing move-ins and move-outs as well as security deposit information for the accounting department,
- e. Knowing and administering state and local law and requirements regarding resident notices, terminations of leases, and eviction procedures
- f. Knowing and administering compliance with Fair Housing Regulations,

- g. Receiving, processing and follow-up to all resident complaints, grievances and appeals and determining the course of action that will best promote the harmony within the project,

Property Manager Responsibilities Continued

- h. Knowing and complying with requirements pertaining to all resident relationships,
- i. Scheduling and conducting apartment fire, safety and housekeeping inspections,
- j. Knowing and compliance with the Affirmative Fair Housing Marketing Plan for the project as well as, implementing all advertising and marketing efforts for the project.
- k. Utilizing client relationship management software to enable Administration to comply with Owner requirements for data & information management and reporting in support of Owner's performance evaluation goals. Owner will keep Agent updated on performance goals.
- l. Regular analysis of dynamics in the rental market for the properties to inform goal-setting for property performance and to inform Owner's housing development plans overall.

Billings and Collections: Responsible for the collection of any past due accounts and acts as agent for the Owner in any court proceedings, should such become necessary to collect delinquent accounts. Also, responsible for working with the property manager on evictions for non-compliance with the terms of the lease as well as, acting as agent for the Owner if evictions lead to court proceedings. Assists in setting up prudent budget arrangements to enable residents with past due accounts to avoid eviction and maintain residency.

Maintenance Technician: Responsible for the daily physical maintenance and routine inspections of the project. Duties include the coordination and implementation of the following, which may involve the utilization of subcontract labor:

- a. Receive, prioritize and complete service requests from residents,
- b. Apartment renovation and cleaning upon turnover of unit,
- c. Building maintenance and cleaning of common areas,
- d. Grounds maintenance and snow removal (or supervision of independent contractor
- e. Assists in conducting fire, safety and housekeeping inspections
- f. Purchasing supplies necessary for the day-to-day maintenance of the project

All employees are oriented with regards to the program requirements. The Management Agent Administrator and Property Manager are fully trained in LIHTC rules and regulations and thoroughly knowledgeable in all aspects of management and LIHTC regulations.

The Property Manager maintains knowledge of LIHTC requirements, the requirements of the Fair Housing Act and the Americans with Disabilities Act and attends training as is needed in order to ensure that all duties will be performed in compliance with the above requirements and applicable federal, state and local laws.

3. MARKETING AND AFFIRMATIVE FAIR HOUSING MARKETING PLAN

- A. The Management Agent has complete charge over the marketing and management of the project. Residents will be selected from the waiting list in accordance with regulations. The Management Agent's policy in marketing is to reach the greatest number of people in order to achieve and maintain 100% occupancy. Advertisements in local newspapers, calling upon town officials and local outreach groups occur as necessary. A sign offering rental information is posted at the project.

- B. An Affirmative Fair Housing Marketing Plan has been prepared for use in marketing these units. Application packets are available for all interested parties. The Fair Housing poster, Justice for All poster is posted at the property and rental office.

Marketing and Affirmative Fair Housing Marketing Plan Continued

An executed copy of the Affirmative Fair Housing Marketing Plan is available at the rental office.

- C. At least once a year, an affirmative fair housing marketing outreach is done to notify the public of our apartments and that applications are being accepted. In addition, the waiting list is updated for continued interest at least annually. Special marketing advertisements are done for designated handicapped accessible/adapted units when necessary.
- D. In order to assist in optimum communications with applicants, residents and members of the public who have sight, speech or hearing impairments, the Management Agent has a Statewide toll free TDD number available. The TDD number is posted on the project sign and included in all marketing materials. If requested, the Management Agent will arrange for sign language interpreters for the hearing impaired. In addition, other accommodations can be made available for the visually impaired, inclusive of audiotapes of company/project policies and forms. Assistance is given to those who require assistance in completing the application. The Management Agent provides a handicapped accessible interview area.
- E. In addition to a TDD communication system, the Management Agent provides Reasonable Accommodations to individuals with handicap or disability such as changing water faucets, kitchen and bathroom fixtures, doorknobs and assigning handicap parking spaces as project expenses.
- F. It is the policy of the Management Agent that all requests for accommodations be submitted in writing for consideration. No reasonable requests for structural modifications are denied. The project covers the cost of such requests unless it poses a financial and/or administrative burden. In such cases accommodations may still be authorized if outside funding is available or the resident pays the cost.
- G. The Management Agent utilizes their software Waiting List format. (See Attachment B).
- H. Residents are selected from the waiting list in accordance with all regulations.
1. Waiting List: The waiting list is maintained in the form of a master waiting list and identifies income levels, race, categories and priorities (the form of the waiting list used is Attachment B). Applicants are selected in chronological order. The following categories and priorities are also indicated:
- a. Persons who require the special design features of a handicap unit may have priority for these units.
- I. The Management Agent is responsible for determining applicant eligibility and location on the waiting list. All residents are selected after determination of LIHTC eligibility and the Owner's selection criteria, credit and landlord reference check, and sex offender register check.

Marketing and Affirmative Fair Housing Marketing Plan Continued

Applicants are notified of waiting list status, selection or rejection. Applicants found to be income ineligible are notified in writing as to the reason for rejection and the fact that they may contact the office if there are questions as to why the rejection occurred. The Management Agent's policy is one of open communication regarding selection, eligibility or ineligibility. Rejected and cancelled applications are kept on file for a minimum of three (3) years. Resident move-out files are kept for a minimum of seven (7) years.

- J. Each applicant, when selected, may specify a preference for a particular unit if more than one is available at the time of move-in.
- K. All residents are selected in accordance with this plan and the resident selection criteria outlined in Paragraph 6 below.

4. ELIGIBILITY AND SELECTION CRITERIA

All interested persons may obtain and submit an application for housing by calling the office, in writing, or in person. A detailed application is given to the prospective applicant along with the selection criteria outline and authorization to release information form. Incomplete applications are returned to the applicant along with a notice of the information that is necessary to complete the application.

Completed applications are logged by date and placed on the waiting list. Applicants then receive a letter of placement on the waiting list telling them that their application has been accepted as complete, placed on the waiting list and is in the process of being approved for occupancy.

All applicants are then processed for approval. Approval and/or rejection letters are sent to the applicant within ten (10) to fourteen (14) days of being received.

5. ELIGIBILITY AND OCCUPANCY CRITERIA

All staff dealing with interviews and resident selection are well-versed in occupancy requirements and state law. The household is determined to be eligible only if all of the following are met:

1. The unit will be the household's only and primary place of residence.
2. The household's annual income does not exceed the limits established by LIHTC.
3. The household's size does not exceed the maximum occupancy standards.
 - 1 Bedroom . . . not more than 2 people per habitable sleeping room.
 - 2 Bedroom . . . not more than 2 people per habitable sleeping room, minimum 2-person household
4. The resident has the financial capacity to meet monthly rental payments, utilities and other basic living expense. Income must be at least 3X the rent to prove affordability.

5. Good past payment history.

6. SELECTION CRITERIA

A credit report, minimum of 2 years of landlord references, criminal background check, and sex offender checks are completed for each applicant over the age of 18. All information provided in the application or any other documents furnished must be materially accurate. In order to meet the selection criteria, the applicant must not have a history of any of the following:

1. A history of non-payment or late payment of rent.
2. Two or more violations of the Lease or Rental Agreement.
3. A history of living or housekeeping habits that would pose a threat to the health and safety of the other residents.
4. A history of disturbance or right to peaceful enjoyment.
5. A history of violations or non-compliance that resulted in an eviction or termination from rental housing programs with the previous three years.
6. Refusal of a landlord to provide a written landlord reference. Due diligence will be completed by the Rental Agent before a rejection is issued on this basis.

Criminal Background Check:

All persons listed on the application 18 years and older are required to complete a State of New Hampshire Criminal Record Release form. The following may be the basis for rejection:

- A. A felony conviction on the Applicant's criminal record, with the applicant having come off of probation or parole within the previous 5 years;
- B. A drug-related conviction on the Applicant's criminal record, unless the applicant has successfully completed a drug-rehabilitation program;
- C. Any sexual offense conviction on the Applicant's criminal record;
- D. A conviction that is classified as a hate crime on the Applicant's criminal record;
- E. The Applicant being required to register as a sex offender in any state;
- F. Repeated Conviction of crimes against persons;
- G. Repeated Conviction of crimes against property;
- H. An extensive criminal history record, or a combination of criminal convictions that would signify the Applicant has a disregard of local, state and/or federal laws;
- I. Other criminal convictions that signify a threat to the health, safety, security, or right to peaceful enjoyment of the premises by other residents, of the Owner's, or the Agent of the Owner and his or her employees, contractors, subcontractors, who are involved with the property.

Creditworthiness Criteria:

An Applicant's past and present performance in meeting financial obligations is one of the components by which an Applicant will be considered. The following will be considered as examples of unfavorable credit references and will serve as the basis for rejection of an application:

- A. Three or more trade line references past due in the previous two years, excluding medical accounts;
- B. Any outstanding account with a housing related company, including previous landlord and/or property management company and/or mortgage lien holder;

Creditworthiness continued

- C. Unpaid charge offs and collections must show as 'paid,' or be in repayment status, with the exception of housing related debts as listed above, which must be paid in full. Proof of payment arrangements for all other unpaid charge-offs and collections, as well as proof of an initial payment on the account in collection or charge-off status will be required;
- D. Applicants with one or more *unsatisfied* public records in the past two years, including but not limited to:
 - 1. Civil judgment;
 - 2. Bankruptcy;
 - 3. Property tax lien;
 - 4. Federal income tax lien;
 - 5. Foreclosure.

If any of the above-mentioned *unfavorable credit references are the result of a financial hardship or medical catastrophe* (military duty, divorce, death of an immediate family member, etc.), the Property Manager shall, at his or her own discretion, waive any or all of the above referenced creditworthiness guidelines. In such cases, the Applicant will be required to provide documentation and/or a letter of explanation of such hardship or catastrophe.

In cases where the Applicant is denied housing based on a negative credit history, s/he is encouraged to re-apply once the credit history is improved to a standard that meets Brookline Woods's Resident Selection Creditworthiness Criteria.

If the prospective resident is either accepted or rejected, a letter of Acceptance or Rejection is mailed notifying them of the decision and their right to appeal if denied. The accepted applicant is given an approximate date as to when they may expect an available unit and asked to notify the office if any information on the application changes.

7. CERTIFYING, LEASING, AND RE-CERTIFYING RESIDENTS

Upon acceptance of an anticipated availability of a unit, the applicant and Management Agent discuss the certification process, rent calculations, lease terms and rules and regulations in detail. The applicant is asked to sign authorization to obtain third party verifications of assets, income and any applicable medical expenses. These verifications are then used to establish the initial certification and calculate final eligibility.

Prior to taking physical occupancy, the new resident and Property Manager meet to review and discuss the certification, security deposit agreement, lease agreement and all attachments to such (including the rules and regulations). At this time, the new resident signs all required documents, initial certification and lease agreement.

The lease is an approved lease. The security deposit is collected and held in accordance with New Hampshire law. Also, the first's month rent is collected. The resident is supplied with twelve (12) envelopes for the use of making rental payments. The resident is asked to make all monies payable to TBD, LLC and reference their property and unit number in the memo section of their check or money order.

Certifying, Leasing, and Re-Certifying Residents Continued

The new resident and Property Manager inspect the apartment prior to move-in. If requested, the resident(s) are given a copy of the move-in inspection checklist (Attachment C). The Maintenance Technician services any maintenance repairs that can be made within 30 days of move-in. Any damages or defects that are not non-repairable (cosmetic such as marks on counter, stain on rug, chip in appliance, etc.) are detailed so that the resident is not charged for such upon move-out.

Annual recertifications are handled according to the time frames and guidelines established by the LIHTC program. This includes resident notification of impending recertifications 120 days prior to the effective date. The resident and Management Agent review assets and income. The resident also signs all required paperwork and authorizations for third-party verification.

Upon receipt of the third party verified forms, the Management Agent enters the appropriate information on the tenant income certification form in order to properly calculate the rental rate for the resident.

A lease or lease addendum is completed to incorporate the rent change and effective date. If the recertification results in an increase in the resident's contribution to rent, a 30-day notice is given. If there is a decrease in the resident's share of the rent, the effective date is the first day of the following month.

A resident file is established and maintained for future reference.

8. SECURITY DEPOSITS

A security deposit of one month's rent is required of all residents. The security deposit is held in a separate account handled in accordance with state and local laws governing such deposits. Security deposits are refunded; with interest if held for twelve (12) or more months; less any deductions for unpaid rent, breach of lease resulting in loss of rent due to lack of 30-day notice, damage or other charges at the time of move-out.

9. RENT COLLECTION

All rental monies are due and payable in advance on the first day of each month.

Residents are assessed a \$25.00 late fee for any rent not received within five (5) days of the due date. A statement of overdue accounts is sent out to the resident by approximately the 8th day of each month.

A Demand for Payment and Notice to Quit and Vacate is issued on accounts that remain past due with no payment or payment arrangement being made with the Management Agent. The Notice to Quit and Vacate states the specific reason for the eviction and informs the resident of his/her rights to avoid eviction by payment of the past due amount and liquidated damages in accordance with RSA 540:9.

The Notice to Quit allows the resident up to ten (10) days in that they may request a meeting with the landlord. If there is no action made by the resident to bring his/her account up to date within the ten (10) days allowed in the Notice to Quit, a Landlord-Tenant Writ is

purchased from the District Court. On this form it states that the resident has thirty (30) days to pay the past due amount in order to avoid further eviction proceedings. The Landlord-Tenant Writ is served by the Sheriff of the district in which the resident resides. The Sheriff's Department must be given five (5) working days for the delivery of Landlord-Tenant Writ.

Rent Collection continued

If the resident fails to make payment or payment arrangements within the time frame stated on the Landlord-Tenant Writ and is still occupying the apartment, the Landlord Tenant Writ; which had been signed and returned by the Sheriff's office, is then filed with the District Court. If the resident requests an appearance, then there will be a court date scheduled. If the resident does not request an appearance to be heard by the court, the landlord receives a default judgement and, at the time, requests a Writ of Possession which must be served by the Sheriff of the district in which the resident resides.

All required paperwork is completed by the Billings and Collection staff.

In an attempt to collect any balances due after a resident vacates, a small claims action is filed and a recording of account balance is given to the credit bureau.

If the Landlord prevails in their eviction process, the Tenant is responsible for the unpaid rent damages and other billed amounts as well as all cost of collection.

10. RENTAL INCREASES

Rent increase requests generally occur if the economic need is demonstrated as a result of formulating the calendar/fiscal year budget and are submitted in the fall.

Prior to requesting a rent increase, the Property Administrator carefully reviews the budget, existing comparable rents and the potential effect on existing residents.

Utility Allowance review occurs annually and an analysis report are submitted to NHHFA.

11. MAINTENANCE AND REPAIR PROGRAM

- A. Routine project maintenance is accomplished on a daily basis. During the move-in orientation, new residents are briefed on service request procedures. The Front Desk Receptionist or property management staff takes Service Requests during normal working hours via calling the office or on-line via the website. After hours and weekends emergency service requests are taken by an answering service that will contact the On-Call Maintenance Technician. Copies of all service requests are kept in each resident file and are held in the Concord office.
- B. Preventative maintenance is a phase of the overall maintenance program and ensures that small maintenance problems do not go unnoticed and become more serious. All common area and physical plant equipment is checked routinely.

All apartment appliances, water heaters, baseboard heaters, weather-stripping, windows, fans and smoke detectors are checked as part of the routine fire, safety and housekeeping inspections of each unit.

Maintenance and Repair Program continued

- C. The following outlines the schedule of preventative maintenance procedures
1. Heat and hot water systems checked and serviced monthly.
 2. Outside lighting checked daily.
 3. Weekly cleaning and maintenance of common areas.
 4. All apartments are painted and cleaned prior to new move-ins.
 5. Stain and paint all exterior areas as needed but in no less than a 5-year cycle.
 6. Physical inspections are performed, at least annually, for all apartments.
 7. Carpet and vinyl flooring replaced as needed
 8. Lawns mowed weekly, when applicable
 9. Lime and fertilize lawns and trim shrubs annually as needed.
 10. Regular Fall and Spring clean-up of grounds
 11. Walkways swept regularly and parking lots annually
 12. Cleaning of building exteriors as needed.
 13. Routine clean-up of dumpster areas and grounds.
 14. Snow removal and sanding as follows:
 - All roadways, parking areas, walkways steps and commonly traveled ways shall be kept clear and passable at any time the weather conditions make it slippery or unsafe for pedestrian or vehicular traffic 24 hours a day.
 - Begin plowing, sanding etc. automatically at the accumulation of 1" of snow or at any time the weather conditions make it slippery or unsafe for pedestrian or vehicular traffic 24-hours per day.
 - All loader work to move the snow as necessary when it accumulates to a point that it takes up parking spaces, blocks vision, sight lines or otherwise causes a hardship to the property or its residents or visitors.
 - All sanding, whenever necessary, as often as necessary to keep the property safe and passable at all times for pedestrian or vehicular traffic 24 hours per day.
 - All dumpsters and fire hydrants shall be kept clear, passable and accessible at any time the weather conditions make it slippery or unsafe for pedestrian or vehicular traffic 24 hours per day.
 - Clean up after vehicles have moved to keep all parking spaces cleared within 24 hours of vehicles moving after a storm.
- D. Purchase orders are produced by the Maintenance Technician when goods and/or services are rendered. The Management Agent approves bills and payments are made.
- E. At the time when the annual budget is prepared, an outline of requests is made for funding major maintenance or replacement items. Items which would be reserve-eligible are submitted to NHHFA for review and approval whether budgeted or not.
- F. As-built plans and specifications are kept in the office and updated as modifications occur.

12. SUPPLEMENTAL SERVICES

- A. Intentionally Omitted.

13. RECORD KEEPING AND REPORTING

- A. All mandatory records are kept in accordance with NHHFA rules and designated accounts are set up for project operations. The accounts are:
1. Tax escrow account,
 2. Security deposit account,
 3. General operations account,
 4. Replacement Reserve account,
 5. All administrative and financial records are kept in the Concord office and furnished upon request for review

All reports will be filed in a timely manner to the appropriate office. All deposits and expenses will be detailed and maintained on a monthly basis. The controller within the management operation will oversee all project records and will supervise in the preparation of all financial reports, mortgage payments, worksheets and annual reports to Rural Development. Computerized checks and check registers will be maintained.

- B. Project funds are not to be commingled. Interest is computed at the rate and in the manner in which the bank implements passbook savings accounts.
- C. The project chart of accounts is compatible with NHHFA.
- D. All required accounting records, NHHFA annual reports and internal reports are prepared and submitted by the Property Administrator.
- E. An accountant not associated with the Management Agent or Owner provides the annual report.
- F. Applications, resident files and records are kept in a confidential manner at the Concord office. Individual folders are kept for all residents and contain the following:
1. Completed applications, Credit, Landlord References, Criminal and Sex Offender Checks,
 2. Verifications and Certifications,
 3. Lease Agreements and Addendums,
 4. Move-In and Move-Out Inspection Forms,
 5. Security Deposit receipts,
 6. Repair requests,
 7. Correspondence.

All files of move-outs are kept a minimum of three (3) years and a maximum of seven (7) years. Original qualifying files are kept for 3 years following the compliance period.

14. ENERGY CONSERVATION PROCEDURES

- A. At the time of occupancy, residents are oriented to the energy saving features of their unit. Energy conservation practices highlighted include: lowering storm windows during heating and cooling seasons, not leaving windows opened for prolonged periods of time when heat or air conditioning is being used, turning off lights, fans and air conditioners when absent for the apartment and lowering the thermostats when away for the apartment and at night. The resident is also oriented to the use of thermostats, appliances and circuit breakers.
- B. Each unit is metered separately and all bills are paid by residents for electric. The utility allowances are updated annually as needed. During dry times of the year, water is used conservatively in sprinklers and hoses and residents are requested to be aware of water conservation.
- C. Water sewer devices are monitored periodically and replaced and/or installed as needed.
- D. Staff is trained to monitor common areas and outside use of utilities. All electrical and heating systems are checked for efficiency. Insulation, windows and doors are checked annually as part of the preventative maintenance program.

15. RESIDENT-MANAGEMENT RELATIONS

- A. Residents are oriented to their apartment, the project, given personal inspection and a community handbook. All residents are encouraged to contact the Property Manager if they need to discuss anything or have any questions. The Management Agent's staff makes every effort to maintain good management/resident relations.
- B. The Owner is involved in supportive services and referrals. The Owner determines the extent of involvement on a case-by-case basis. Residents are encouraged to plan social community events.
- C. Resident complaints and problems are channeled through the Property Manager who makes every effort to address and resolve the matter. The Property Manager is knowledgeable of the procedures.
- D. The Management Agent will cooperate in the event that the residents want to create a Resident Association and will recognize only the association which represents a majority of residents.

16. MANAGEMENT TRAINING PROGRAM

All management staff is trained in LIHTC requirements and all company policy for employment with the Management Agent. Staff attends annual training to be current and updated on all regulations.

17. TERMINATION OF LEASE AND EVICTIONS

- A. The Management Agent and staff is knowledgeable of State law regarding termination of lease and evictions. At the time of occupancy, all lease provisions are clearly explained to residents. The term of all leases is a minimum of 12 months. The resident may terminate the lease with a written 30-day notice anytime during the time of initial or subsequent lease. When doing the move-in orientation with the new resident, special focus is given to what causes non-compliance with the terms of the lease. Should an eviction be necessary, the eviction including all data backing up this decision will be documented in the resident's file. The eviction will be conducted in accordance with the terms of the lease, and State law.
- B. The lease agreement clearly outlines all provisions and procedures for the resident giving notice to vacate, and for eviction process of the resident.
- C. The Management Agent is knowledgeable of all legal requirements regarding notification in accordance with State law requirements. All requirements in regards to notices are followed.

18. SECURITY SERVICING

- A. The Management Agent knowledgeable of NHHFA requirements regarding fidelity coverage. All rules are met inclusive of the listing of NHHFA as co-oblige on the fidelity policy. The Property Administrator is in charge of all insurance activity for the Management Agent.
- B. All insurance issues are handled by the Management Agent. NHHFA is listed as the mortgagee on the main property/liability policy. Regular insurance is put out to bid and NHHFA is sent a copy of the policy.

19. MANAGEMENT AGREEMENT

See Attachment A

20. MANAGEMENT COMPENSATION

The Management Agreement Outlines the compensation on a monthly basis.

21. VALIDITY OF MANAGEMENT PLAN

This plan has been prepared in accordance with NHHFA requirements.

OWNER:

TBD

By its Manager & Member:

TBD

By its Manager & Member:

Tamposi Brothers Holdings, LLC

Joseph Tamposi
Manager

Witness

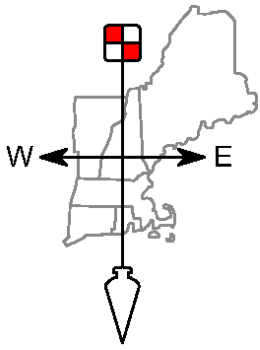
Date

AGENT:

Diane B. Benoit
Vice President

Witness

Date



FIELDSTONE

LAND CONSULTANTS, PLLC

Surveying ♦ Engineering
Land Planning ♦ Septic Designs

206 Elm Street, Milford, NH 03055 - Phone: 603-672-5456 - Fax: 603-413-5456
www.FieldstoneLandConsultants.com

February 15, 2024

Town of Brookline
Brookline Planning Board
Attn: Michele Decoteau, Planner
1 Main Street, P.O. Box 360
Brookline, NH 03033-0360

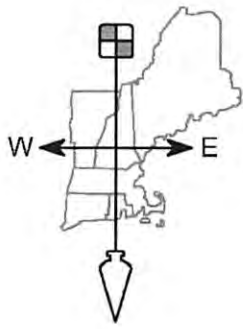
RE: **Planning Board Application**
Brookline Woods - Multi-Family Residential Development
Tax Map D Lot 50 & 70 - NH Route 13

To Whom It May Concern:

The undersigned being the applicant of the above referenced lot hereby authorizes Fieldstone Land Consultants, PLLC to act as their agent in filing and seeking all necessary approvals from local, state and federal agencies for the above referenced project.

Very truly yours,

Signature: Joseph A. Tamposi Print: Joseph A. Tamposi, Date 3/14/24
Manager
Tamposi Brothers Holdings, LLC



FIELDSTONE

LAND CONSULTANTS, PLLC

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Surveying ♦ Engineering
Land Planning ♦ Septic Designs

February 15, 2024

Town of Brookline
Brookline Planning Board
Attn: Michele Decoteau, Planner
1 Main Street, P.O. Box 360
Brookline, NH 03033-0360

RE: **Planning Board Application**
Brookline Woods - Multi-Family Residential Development
Tax Map D Lot 50 & 70 - NH Route 13

To Whom It May Concern:

The undersigned being the owner of the above referenced lot hereby authorizes Fieldstone Land Consultants, PLLC and Tamposi Brothers Holdings, LLC to act as their agents in filing and seeking all necessary approvals from local, state and federal agencies for the above referenced project.

Very truly yours,

Parcels D-50 & D-70

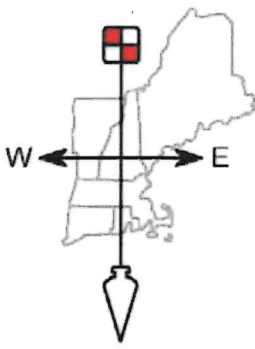
Signature: David Sturm,

Print: DAVID STURM,

Date: 3/11/24

TRUSTEE, THE RICHARD
A. MEDLYN REVOCABLE TRUST

TEE



FIELDSTONE

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Date: 3/19/2024
FLC#2764.00 / DSL

List of Abutters
Tax Map D Lot Numbers 50 & 70
Brookline, New Hampshire

Map C Lots 38 & 41
Mark E. Howarth
194 Route 13
Brookline, NH 03033

Map C Lot 40
Sunny Time Realty Corp.
c/o Mark E. Howarth
P.O. Box 225
Brookline, NH 03033

Map D Lot 75
Robert O. & Jean A. Pero
195 Route 13
P.O. Box 211
Brookline, NH 03033

Map D Lot 76
Michael Settanny
193A Route 13
Brookline, NH 03033

Map F Lot 1
Hour Properties LLC
185 Route 13
Brookline, NH 03033

Map F Lot 2
All Purpose Storage
Brookline North LLC
4007 Dean Martin Drive
Las Vegas, NV 89103

Map D Lots 51 & 79
Timothy J. Austin
61A Milford Street
Brookline, NH 03033

Map D Lots 37, 39 & 96
Town of Brookline
1 Main Street
P.O. Box 360
Brookline, NH 03033

Map D Lot 52-58
Brett R. & Naomi I. Hall
17 Captain Seaver Road
Brookline, NH 03033

Map D Lot 30
Raisanen Homes Elite LLC
P.O. Box 748
Nashua, NH 03061-0748

Map D Lot 35
Sarah Rose King &
Tanner Maillet
231 Route 13
Brookline, NH 03033

Map D Lot 36
Mark & Shannon T. Quay
232 Route 13
Brookline, NH 03033

Map D Lot 38
James Charles Hoenstine
& Casey Hoenstine
230 Route 13
Brookline, NH 03033

Map D Lot 40
Bernice M. Dolber
243 Clifton Street
Malden, MA 02148

Map D Lot 33
Hodgson Rev. Trust
Jan M. Hodgson, Trustee
233 Route 13 South
Brookline, NH 03033

Map D Lot 77
Gerald R. Roy
P.O. Box 527
Brookline, NH 03033

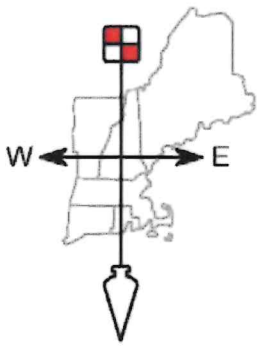
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211 Route 13
Brookline, NH 03033

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Brookline, NH 03033

Map D Lot 72 & 73
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Map D 50 & 70
The Richard A. Medlyn Rev. Tr. of 2020 c/o
David Strum, Successor Trustee
15 Union Street #3,
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35 New England Business Ctr. Drive
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Andover, MA 01810

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BAG Land Consulting
43 Rockingham Street
Concord, NH 03301

Burnell-Johnson Architects
633 Maple Street Box 11
Hopkinton, NH 03229

Welts, White & Fontaine
Attorney Thomas J. Leonard
29 Factory Street
Nashua, NH 03061

Terracon Consulting Inc.
77 Sundial Avenue #401
Manchester, NH 03103

Engineer:
Fieldstone Land Consultants, PLLC
206 Elm Street
Milford, NH 03055

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Allen-Bentley Consulting
P.O. Box 269
Salisbury, NH 03268

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29 Factory Street
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206 Elm Street
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206 Elm Street
Milford, NH 03055

Engineer:
Fieldstone Land Consultants, PLLC
206 Elm Street
Milford, NH 03055

Terracon Consulting Inc.
77 Sundial Avenue #401
Manchester, NH 03103

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Manchester, NH 03103