



BROOKLINE, NEW HAMPSHIRE

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

**Thursday, April 11, 2024**

Town Hall Meeting Room  
Meeting Minutes

**Present:** Eric Bernstein, Co-chair  
Alan Rosenberg, Co-chair  
Chris Duncan, Member  
Scott Grenier, Member  
Steve Russo, Selectboard representative  
Eric Pauer (Alternate) – arrived at 8:39 PM

**Staff:** Michele Decoteau, Town Planner

### **1. Call to Order**

A. Rosenberg opened the meeting at 7:03 PM and read the hybrid meeting rules.

### **2. Minutes & Mail**

Mail – noted

March 21, 2024 Public Meeting minutes

**E. Bernstein MOVED to approve the meeting minutes from March 21, 2024 as amended. S. Grenier SECONDED.**

Discussion: None

All in favor (3 - yes, 0 - no, 2 - abstain (C. Duncan, S. Russo)). Motion carried.

March 21, 2024 Nonpublic Meeting Minutes

**E. Bernstein MOVED to approve the nonpublic meeting minutes of March 21, 2024 as amended. S. Grenier SECONDED.**

Discussion: None

All in favor (4 - yes, 0 - no, 1 - abstain (C. Duncan)). Motion carried.

Review Nonpublic Minutes of 2003.05.01

**E. Bernstein MOVED to unseal the nonpublic meeting minutes. S. Grenier SECONDED.**

Discussion: None

All in favor (4 - yes, 0 - no, 1 - abstain (C. Duncan)). Motion carried.

### **3. Hydrogeological Study Report – Aires Engineering**

George Holt from Aires Engineering reviewed the Hydrogeological Study and answered questions. The first recommendation was to review all locations that have hazardous or petroleum products on site periodically through a flier, windshield survey, or site visit. Aires Engineering can help with a checklist for items if needed. The second recommendation is to consider the future growth of the town and look at potential sites for a municipal well with the plan to protect that site, and the final recommendation was to consider making changes to the site plan regulations or have a stand alone ordinance requiring developers to demonstrate well capacity minimum requirements. He provided the Planning Board with some samples

from other communities.

The Board asked about requiring low or no salt in the aquifer protection district and how that would impact the state roads. G. Holt recommended contacting the state to see if that could be done and if the state might consider this a brine area. This would be a good conversation to have with the Brookline Public Works director.

G. Holt said that he would provide some information on Source Water Protection funding.

The Board asked about Underground Storage Tanks (UST) and G. Holt said that in 1988 the rules changed to require UST to be double walled so many tanks were changed then. Depending on the type of material, the lifespan can vary. The Board expressed concern about the tank at CSDA.

#### **4. Public Hearings & Applications**

A. Rosenberg read the public hearing opening statement.

##### SP#2024-1:H-090 - Belletetes proposes to amend the site plan on 89 Route 13.

A. Rosenberg read the public hearing notice. Trevor Yandow and David Belletete represented the applicant.

The remaining items were:

1. Town Engineer comments regarding edge protection. T. Yandow explained the materials that were to be used for the wall and the plan to extend them higher to create a safety barrier.
2. Town Engineer comments requesting an O&M manual for the stormwater infrastructure. T. Yandow said they provided an Inspection and Maintenance manual to M. Decoteau. She confirmed receipt.
3. Fire Department requirements for cistern capacity. T. Yandow explained the additional cistern to be installed and how the two will be linked. The Fire Department provided a letter stating that this new plan met the standards for fire suppression.

There were no comments from abutters or further Board questions.

**E. Bernstein MOVED that the Board FIND that this Plan, Non-Residential Site Plan Belletetes of Brookline Belletetes, Inc Tax Map H, Lot 90 89 Route 13, Brookline NH, December 20, 2023, and revised through April 1, 2024, meets the Brookline Site Plan Regulations with the noted waivers and Conditional Use Permit granted March 21, 2024.**

**C. Duncan SECONDED.**

Discussion: None

All in favor (5 - yes, 0 – no, 0 – abstain). Motion carried.

**C. Duncan MOVED to approve Site Plan SP#2024-1:H-090. E. Bernstein SECONDED.**

Discussion: None

All in favor (5 - yes, 0 – no, 0 – abstain). Motion carried.

##### SP#2024-4:J-019. Site Plan amendment to add business – Superior Steel

A. Rosenberg read the Public Hearing notice. Sam Foisie, Meridian Land Services; Dan Gougan, and Kyle Rasmussen represented the applicant.

S. Foisie reviewed the items needed for acceptance and noted that all the information was provided on the site plan documents Revision A. M. Decoteau confirmed.

There were no abutter comments on acceptance and no further Board comments.

**E. Bernstein MOVED to accept SP#2024-4:J-019. C. Duncan SECONDED.**

Discussion: None

All in favor (5 - yes, 0 – no, 0 – abstain). Motion carried.

S. Foisie reviewed the remaining items and everything was noted on the plan. M. Decoteau shared an additional abutter comment sent via email. No new issues were raised, but it was noted that the repair and testing work would be done inside the building and there was no new lighting contemplated at this time.

**E. Bernstein MOVED to FIND that this Plan, KTR Automotive Diagnostics and Programming, LLC 46 NH Route 13 Map J Lot 19 Brookline NH dated February 20, 2024 and revised through 4/9/24, meets the Brookline Site Plan Regulations with the noted waivers. C. Duncan SECONDED.**

Discussion: None

All in favor (5 - yes, 0 – no, 0 – abstain). Motion carried.

**S. Grenier MOVED to approve SP#2024-4:J-019. C. Duncan SECONDED.**

Discussion: None

All in favor (5 - yes, 0 – no, 0 – abstain). Motion carried.

## **5. STR Site Plan Regulations**

The Board reviewed the draft of the STR Regulations and M. Decoteau shared the comments from the STR Subcommittee members. They agreed that this would be under Home Business in the fee structure. They discussed the neural pronoun language and asked for legal review and advice.

The Board discussed the format of form of the application and for abutter notifications and if there were ways to make this clearer. Also, may need to add language to state that the postage fees may change are subject to change based on mailing costs at time of mailing and need to state that it is sent certified mail with return receipt.

E. Pauer arrived at 8:39 PM.

## **6. Master Plan**

### Review Land Use Chapter

The Board discussed conservation land and had questions about what exactly is included in the goal to conserve 25% of Brookline open spaces. Does it include land managed any conservation organization or only land managed by the Conservation Commission. The Board asked M. Decoteau to request more information from the Conservation Commission.

The Board discussed the goal of establish a Town Center district and district Master Plan. The Board discussed the idea that this would be the walkable downtown and providing opportunities for mixed use in a new district and making the converting of larger homes into apartments easier.

The Board discussed design guidelines and how that can be used to maintain rural character.

M. Decoteau completed a light buildout analysis. She said she excluded protected open space, and town owned lots, and anything in the commercial/industrial district. All lots that were vacant were simply divided by 2.02 acres and she said that the rough calculation was 1,067 new houses.

A possible goal is to expand the Commercial/Industrial district and low impact development for homeowners.

## Housing Chapter

The Board reviewed the Housing recommendations from the last three master plans. Some of the goals and objectives were discussed including Reviewing and revising the Manufactured Housing Ordinance, providing opportunities for mixed use in a new district, and making the converting of larger homes into apartments easier. The Board discussed having a resident who wanted to convert their house either into multiple apartments or into mixed use as a test case.

The Board discussed the idea of expanding the Commercial Industrial district incrementally.

### **7. Subcommittee Updates**

A. Rosenberg noted that there was a new submission by the schools for the CIP for a boiler at CSDA. He is planning to meet with the full committee before the end of April.

### **8. New Business**

#### Alternate

E. Pauer was asked if he'd like to continue as an alternate on the Planning Board and he agreed.

**E. Bernstein MOVED that the Board recommend to the Selectboard that Eric Pauer be appointed as an alternate to the Planning Board for a term ending Town Meeting March 2027. C. Duncan SECONDED.**

Discussion: None

All in favor (5 - yes, 0 - no, 0 - abstain). Motion carried.

### **9. Staff update**

M. Decoteau reviewed the agenda for the next meeting and the Board made some minor changes.

E. Pauer left the meeting.

**10. Non-Public Session re RSA 91-A :3 II (c) reputation and/or (m) unsealing minutes 9:47 PM. Motion to enter Nonpublic Session made by Chris Duncan, seconded by Scott Grenier for RSA 91-A:3, II (m) and (c.)**

Roll call vote:

Alan Rosenberg - yes

Chris Duncan - yes

Eric Bernstein - yes

Scott Grenier - yes

Steve Russo - yes

Motion carried (5 -yes, 0 - no, 0 - abstain).

**10:43 PM. Motion to leave nonpublic session, seal the minutes for reputation and render action ineffective, and return to public session by Chris Duncan and seconded by Eric Bernstein.**

Roll call vote:

Alan Rosenberg - yes

Chris Duncan - yes

Eric Bernstein - yes

Scott Grenier - yes

Steve Russo - yes

Motion carried (5 -yes, 0 – no, 0 – abstain).

**II. Adjournment**

**C. Duncan MOVED to adjourn the meeting at 10:43PM. S. Grenier SECONDED.**

All in favor (5 -yes, 0 – no, 0 – abstain). Motion carried.

Respectfully submitted by M. Decoteau

Approved on: 04.18.2024