



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

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**PLANNING BOARD MEETING  
Minutes  
September 19, 2013**

**Present:** Alan Rosenberg, Co-Chair, (voting)  
Dana MacAllister, Co-Chair (voting)  
Richard Randlett, Member, (voting)  
Ron Pelletier, Member (voting)  
Brendan Denehy, Selectmen's Representative (voting)  
Valérie (Maurer) Rearick, Town Planner

**Absent:** Judy Cook, Alternate & Kevin Gorgoglione, Alternate.

**Minutes**

Brendan made a motion to approve the Planning Board minutes from August 22, 2013 as amended.  
Ron seconded. Vote yes 4-0.

**NRSP # 2013-B: H-104, Gerald Farwell, Brookline Barrel Mill, 65 Route 13, Continued from the July 18, 2013 meeting.**

**Alan** said there is a letter requesting a review period extension from Jerry Farwell for application 2013-B:H-104 in accordance with RSA 676:4, I (c) (1) – waiver request.

**Alan** read the letter.

“I, Gerald Farwell, request that the application review periods for the above mentioned project be extended to October 17<sup>th</sup>, 2013.

I feel this is a reasonable request to allow for a complete review by the Conservation Commission at their October 8th, 2013 and present final site plan development at the next scheduled Planning Board meeting on October 17, 2013.”

**Dana made a motion to grant an extended review period for application 2013-B:H-104 to the October 17, 2013 Planning Board meeting, Ron seconded. Vote yes 5-0.**

**Case Review NRSP# 2013-C:G-61-1 – Theresa Boudreau, Nail Salon, Home Business**

In attendance for this hearing Teresa and Richard Boudreau.

**Valérie** said Theresa is proposing a home based nail salon business. She plans on just a few hours a week for now. She explained to Theresa if she wishes it increase the hours you will need to come back to the Planning Board. She is expecting about 15 customers a week a time. Based on the home business ordinance she is

allowed 25 trips a day for traffic flow. She has submitted a floor plan. This does not exceed 25 % of the living area. The Fire Department has reviewed the floor plan and has done an inspection he had a few recommendations just safety measures cleaning the chimney and having the furnace serviced. She has sent signage information to Theresa. **Valérie** said in her opinion a sandwich board would not be the best for a residential neighborhood a small sign maybe better. Because your property is a corner lot you are allowed two signs. She believes that this application is all set. **Richard made a motion to accept application # 2013-C: G-61-1. Brendan seconded. Vote yes 5-0.**

**Theresa** said she has a full time job that she doesn't plan on leaving. She is an instructor and just wants to keep her license. **Alan** said there is a letter in the mail from abutters Cynthia Berenal and David Arigoni stating they could not attend the meeting tonight. They would rather see a small sign and not a sandwich board sign in this residential neighborhood. They do support this application and wish the best of luck to Theresa with her business. **Theresa** said she would rather not have a sign and work by word of mouth.

**Valérie** said what normally happens is the Planning Board will as that an applicant comes back after a year just to make sure everything is going ok. This is something they ask of all home business applications. **Alan** said in the letter from the Fire Department it states he would like an emergency exit sign installed above the front door. **Alan** asked Valérie to speak with Scott Knowles and find out if this a more of a suggestion or if he is recommending that this is a necessity. **Richard Boudreau** said he looked into an emergency exit sign. He said Scott recommended a battery operated exit sign that you would flip the switch on when the power goes out. He also said the furnace needed to be serviced, the soot in the chimney needed to be cleaned, and there needed to be a 3 foot radius around the electrical panel. He has done all that was requested by the Fire Department. **Dana** said maybe Scott can issue a waiver letter if this is just a suggestion. **Valérie** said she will speak with him tomorrow to find out if it is required or not.

**Dana made a motion to approve the home business application # 2013-C: G-61-1. Richard seconded. Vote yes 5-0.**

#### **NRSP 2013-J-16,J-24-24, 25, 26, 27- Phil Chandler – Lot Line – Wildwood Drive.**

In attendance for this discussion Randy Haight (Meridian Land Services), Phil Chandler (Owner), and Bennett Chandler.

**Randy** said lot J-16 is landlocked and this is a lot line adjustment to give access to that lot. They will be altering lots J-24-24, 25, 26, and 27 to gain access to lot J-16. **Randy** said the original subdivision was approved in 2008 and there was not a 50 foot buffer it was more of a 50 foot building setback. The regulations have changed since that time to a non-disturbance buffer. Lot J-16 is not being subdivided at this time but they would like to confirm that the buffer around the J-24-24, 25, 26, and 27 will have the buffer and when they subdivide J-16 will the 50 foot buffer be put in place on the abutting lots creating a 100 foot buffer. The Board agreed they would make the decision about a buffer for lot J-16 when that plan comes before the Board. For now the buffer for lot J-24-24, 25, 26, and 27 will remain the same, a non-buildable buffer not a non-disturbance buffer.

**Brendan made a motion to accept application # NRSP 2013-J-16,J-24-24, 25, 26, 27. Dana seconded. Vote yes 5-0.**

**Alan** said lot J-16 is not part of the original subdivision J-24 the new rules would apply when it is subdivided. **Valérie** said no other departments had issues with this lot line adjustment plan. One concern she has is on lot J-24-24 there are wetlands and now the building envelope is much smaller. **Randy** said there is plenty of room a house on this lot. **Bennet** said before he finalizes a sale he has a site plan done so the potential buyers can see where the location of the house will be.

**Valérie** read the conditions of approval:

- The applicant shall submit 8 paper copies of the final plan, one permanent, reproducible Mylar and one printable 11"x17" electronic .pdf format.

- A letter from Meridian Land Services stating that all bounds have been set shall be provided to the Board prior to the recording of the final plan.
- All fees associated with the case review shall be paid prior to recording of the final plan.

**Dana made a motion to approve application # NRSP 2013-J-16, J-24-24, 25, 26, 27 with the conditions read by Valérie and the condition that the lots J-24-24, 24-25, 24-26, and 24-27 50 foot building setback remains in effect. Brendan seconded. Vote yes 5-0.**

### **Sign Ordinance**

**Valérie** said she after the last meeting she spoke to NRPC and asked about the sign ordinance be added to the regulations so the Planning Board could change allow changes and the application wouldn't have to go to the Zoning Board for any subtle changes they would like to make. This is allowed by the RSA's and some towns have already adopted it. The Planning Board could grant conditional use per sign on a lot to lot basis. The appeal process would be through superior court. **Ron** said the Planning Board approving signs on a lot by lot basis gives them more flexibility. **Valérie** said yes. The Board agreed to send the new wording to town counsel after final review by the Board at the October 17<sup>th</sup> meeting. Valérie will also add a list of definitions specifically related to signs.

### **Sign Permit Fee's**

**Valérie** said she has spoken to the Town Administrator and the Building Inspector about the sign permit fees. It costs \$30 for a sign permit and so some times those small signs don't cost \$30 dollars to make. She believes they should create a better schedule fee. The Building Inspector is looking into it.

### **Capitol Improvements Committee**

**Alan** said they have received all the submissions. Their first meeting will be Thursday September 26, 2013 at 7:00pm. They would like to have the first draft ready for November 1<sup>st</sup> and review it at the November 21<sup>st</sup> Planning Board meeting.

### **Economic Development Committee**

**Valérie** said they are going to the NH Business Expo on October 17, 2013. Tad Putney (Town Administrator) and Danielle Beaudette (owner of Cozy Tea Cart and Brookline resident) have been working together to get local restaurants to attend the Jordan's Walk event and hold a taste of the area event. They have quite a few restaurants signed up already. The Committee is also working on a newsletter for the Brookline Website.

**Ron** said they also had a booth at the Brookline Old Home Days. They are still meeting with some of the businesses in town.

### **2014 Budget Discussion**

**Valérie** read the proposed budget for 2014

- Consulting Services \$1.00 just to hold the line item open
- Town Planner \$48,337 that includes a 2% increase suggested by the Selectboard and Finance Committee
- Legal Expenses \$2,000 also for case reviews
- Outside Consulting Service \$4,000 Engineering reviews
- Training and Education \$400 for staff members
- Recording fees \$100
- Office Supplies & Equipment \$400 for office chairs also planned for 2013 if purchased before the end of 2013 this budget will be reduced to \$100.
- Notices \$100 for Zoning Amendments

- CIP & Master Plan Update \$1 just to keep line open
- Membership \$500 S.V. Chamber of Commerce & NH Business Expo. This is a new line item for the Economic Development Committee.

**Valérie** said the Selectboard is also talking to Sequoya about new computers for the office and in the future Each Department will need something in the budget. **Brendan** said the issue is that the town computers are working with XP and we will be losing that support in 2014. The town will come up with a plan for now but the departments will need to budget for it in the future. **Alan** said if the Selectboard needs volunteers for that conversation he would be interested in participating.

**Richard made a motion to adjourn at 8:55 pm. Ron Seconded. Vote yes 5-0.**

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

**Dana MacAllister, Co-Chair** \_\_\_\_\_

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

**Ron Pelletier, Member** \_\_\_\_\_

**Brendan Denehy, Selectboard Representative** \_\_\_\_\_

**The next Regular Planning Board meeting will be October 17, 2013.  
Minutes submitted by Kristen Austin.**