



**TOWN OF  
BROOKLINE, NEW HAMPSHIRE**

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

<http://www.brooklinenh.us>

**Minutes  
School & Town Services Study Committee (STSSC)  
July 1, 2021 at 6:00pm**

**Present:**

Peter D'Agostino, Chair (voting)  
Colleen Micavich, Vice Chair (voting)  
Scott Grenier, Secretary, Planning Board Representative (voting)  
Charlie Corey, Town Services Representative (voting)  
Ken Haag, School Board Representative (voting)  
Michele Decoteau, Member (voting)  
Steve Russo, Select Board Representative (voting)

**Peter** called the meeting to order at 6:03pm

CONSENT AGENDA (Requires unanimous approval. Individual items may be removed by any member for separate discussion and vote).

A. Approve Minutes – June 3, 2021

**Michele moved, seconded by Ken, to approve the minutes of the June 17th, 2021; Voted Yes 6-0. (Steve abstained)**

REVIEW MAIL FOLDER

ANNOUNCEMENTS

UPDATES/PRESENTATION

DISCUSSION AND DECISION

A. Update on engagement with the following entities  
a. SAU41 – update regarding ongoing efforts

**Ken** provided an update on the school board's efforts to increase capacity in the schools. Board reviewed initial architecture plans including some building updates to add classrooms. School

Board has approved \$30k for a full study to determine the cost of the proposed building updates. **Peter** asked if additional updates were required to bring the building up to code. **Ken** said that CSDA will require an elevator and sprinkler system, but CSDA does not appear to need additional updates.

**Ken** shared that the school board feels there is adequate space for the 2021-2022 school year, but Specials will be on carts at RMMS and CSDA is expected to utilize the portable classrooms. The timetable for the building updates is unknown, school board may need to increase class sizes to accommodate students until building updates are complete. Brookline maximum class sizes are currently well under the state maximum. **Michele** asked if there were any indications that students who moved to home schooling last year are planning to return to school this fall. **Ken** stated that only a handful have registered to return. **Colleen** shared that families she has spoken with who moved to home schooling last year, are planning to hold off another year to play it safe. **Charlie** asked if there was a way to find out how many children under 5 live in town to get an idea of how future enrollments will compare with the current. **Ken** stated the NESDEC projections include those. **Ken** confirmed that the building updates are expected to eliminate carts, returning specials to dedicated spaces and restore class sizes to current maximums (if increases become required).

- b. Brookline Departments
  - i. Police - Charlie/Colleen
  - ii. Fire - Charlie/Colleen
  - iii. Ambulance - Charlie/Colleen

**Peter** confirmed that all Emergency Services data has been uploaded to the Google drive. **Michele** stated that the increase in Emergency Service calls is something we could use to justify Phased Development.

- iv. Brookline Public Works – Pete
- v. Administration – Pete/Scott

**Peter** suggested that we leverage the Well and Water Committee findings from last year in our recommendations. W&W Committee made recommendations for a Water test (Hydrological Study) as part of the building permit process and recommended a town-wide water study to identify areas where water issues exist. Also included suggestions to limit outdoor watering and update Well Placement regulations to reduce potential impact of neighboring wells. **Michele** suggested we add Water Protection to the Master Plan, this would state our intentions to protect water and enable us to do things like create an Aquafer Protection District. Would require a town wide aquifer study, that could be funded by a state grant, and one public meeting to update Sub-Division regulations. **Peter** stated that the State does not regulate wells, the town can but needs a reason. **Michele** noted that it starts with the Master Plan, stating our intentions to protect water, then Zoning rules can be enacted.

- c. Update on review of Brookline’s prior growth management process under RSA 674:22. –

**Michele** provided an update on a list of options for Growth Management that she has compiled.

Master Plan; is our best tool for Growth management. Master Plan is the foundation for all zoning ordinances and if something is important to the town it should be in the Master Plan. Suggested we add a Water Protection chapter to the Master plan. **Peter** asked if the Master Plan is where we would talk about the amount of land we want to conserve? **Michele** said it is. The Master Plan is the town's vision statement and the Capital Improvement Plans are our implementation plan, how we intend to implement the town's master plan. Other items to consider in Master Plan, Road Strategy; roads cost money to maintain, do we want to limit new roads in town while our DPW ramps up to support the current town roads? Master plan should indicate the towns plan for population increase to justify the increase in Emergency Services capacity. Add population trends to show the need for more resources (vehicles, buildings, etc...)

**Michele** Impact Fees; appear to be under utilized in Brookline. Impact fees can be assessed on all new buildings to cover the cost of increasing our town services capacity to accommodate the increase in population. Requires that the Planning Board hire a consultant to determine what each unit's fair share would be. Expecting to add an impact fee related to School Updates. Impact Fees are not super common in NH, but some towns do use them. Builders usually pass the cost on to buyers.

**Michele** Offsite Improvements; Should be using this often. Suggested increasing the importance of Storm Water management in Master Plan and to consider storm water management as towns are starting to be required to clean any water that runs off our streets. Need t minimize the amount of water that ends up in our streets. Storm water protection is intended to keep the water we have clean and usable.

**Michele** Lot Sizes: The Average lot size for a NH home is currently around 2.8 acres, increased from 2015 to 2017 and is expected to continue increasing. Brookline Minimum lot size is currently 1.8 Acres. We could consider increasing out Lot Size requirements to 2 Acres. We could also encourage cluster subdivisions that allow for smaller lot sizes while requiring reserved open spaces that can not be developed.

**Peter** shared that they Open Government Working Group purchased a survey tool that allows us to survey residents on different topics to determine if there is support for different proposals.

**Michele** Phased Development is available for any subdivision but requires a reason specific to the subdivision. Ex. If a road needs to be created or improved. The challenge with phased development is that the longer the phased development is in force the greater chance that the builder goes out of business or does not finish the project.

**Michele** Growth Management Ordinance: is used to control growth and prevent spikes in growth that impact the effectiveness of the Capital Improvement Plan. Requires a vote at a town meeting to enact the ordinance and must be reaffirmed annually at town meeting.

**Michele** shared some additional information to consider in our recommendations. New homes tend to include 3-4 bedrooms, see if we can encourage 1-2 bedroom units. Encouraging Duplex

properties may help with this. Recommends members read the towns Master Plan for the next meeting. Recommends sending list of Growth Management Options to our Town Planner (Val) for feedback and advice on other options we may have available.

B. Update on Priority Items

- a. Review Population growth related to emergency service needs.
  - i. Number of calls by dept in town report has been added to the record
- b. Regulation of ADU's and number of new home builds
  - i. ADU and New Home Build info added to the record.
- c. Data on Water issues
  - i. Well and Water findings added to the Record.

MEMBER'S CONCERNS

None

OTHER BUSINESS

None

REVIEW NEXT MEETING'S AGENDA

Start to develop recommendations for Planning Board.  
Develop priorities and order of workflow.

SCHEDULE NEXT MEETING

Next meeting scheduled for July 15th at 6pm in the Fire Station Conference room. (4 Bond St)

ADJOURNMENT

**Michele moved, seconded by Peter to adjourn the meeting; Voted Yes 7-0**

Meeting Adjourned at 8:17 pm