



TOWN OF  
BROOKLINE, NEW HAMPSHIRE

PLANNING DEPARTMENT

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

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

[kristen@brookline.nh.us](mailto:kristen@brookline.nh.us) [valerie@brookline.nh.us](mailto:valerie@brookline.nh.us)  
<http://www.brookline.nh.us>

PLANNING BOARD MEETING

Minutes  
July 16, 2015

**Present:** Alan Rosenberg, Co-Chair (voting)  
Richard Randlett, Member (voting)  
Brendan Denehy, Selectboard Representative (voting)  
Eric Bernstein, Alternate (voting for Dana)  
Valérie Rearick, Town Planner

**Absent:** Ron Pelletier, Member, and Judy Cook, Alternate.

Alan asked Eric to vote for Dana. Eric agreed.

Minutes

*Richard moved to approve the minutes of the June 18, 2015, 2015 Planning Board Meeting Minutes as written. Eric seconded. Vote yes 3-0.*

Membership

Alan announced that Dana MacAllister has resigned his position effective at the end of this meeting. Dana's term was to expire in March 2016. Eric has expressed interest to be appointed as a full member.

*Brendan moved to send a letter of recommendation to the Selectboard to appoint Eric Bernstein as full member on the Planning Board with a term to expire at the end of March 2016. Richard seconded. Voted Yes 3-0.*

Alan read the Planning Board Opening Statement.

Case Review

2015-5: H-75- Clover Hill Realty Trust - Continued from 06-18-2015.

In attendance for this hearing: **Randy Haight**, Meridian Land Services, **George Razzaboni**, Razzaboni Home Builders, Attorney **Robert Parodi**, **Dennis LaBombard**, Town Engineer. Also present: **Jack Flanagan** and **Jill Adams**, residents.

Alan said that, before we continue with this review, at the last meeting the board tabled the meeting in order to consult with Town Counsel. The notice via certified mail that was sent to abutter for the June meeting was not properly worded, did not include the waiver request discussion for the length of the road. The board should receive a new waiver request from the applicant as a standalone document.

**Robert** said that note #9 on William Drescher's letter says: "This plan was approved on September 2, 2004. No appeal was taken from the planning board decision approving this plan and all appeal periods pertaining to that approval have long since expired". Alan said that later in the letter, Attorney Drescher states: "(...). It

*should simply be identified as consideration of a current road length waiver request. Indicating it as a 'reaffirmation' (of the January 2014 motion) suggests that the outcome is a foregone conclusion and, given the history of this matter, the waiver issue is likely to generate some opposition." Additionally, (...). The applicant should then be prepared to present a full supporting argument in favor of the waiver."*

**Alan** said that sending new certified mails with the proper language will give us the opportunity to clear up any confusions. The waiver request should include the language of the motion made in January 2014. This will allow us to move on and have clear documents and file.

**Jack** asked for a copy of the letter from Attorney Drescher. **Alan** said that he had some reserves about providing a document that is confidential. **Bob** said that his client had no issue with providing the letter to Mr. Flanagan.

**Jack** asked why how he could be notified of the meetings as he lives on Sawtelle Road. **Alan** asked him if he was an abutter of lot H-75. **Jack** said no, but he would like to be notified as a courtesy, living in the neighborhood. **Alan** said direct abutters are notified of a public hearing by certified mails. Notices of public hearing are listed on agendas that are posted at several locations in town and on the town website.

**Brendan made a motion to table the discussion until August 20<sup>th</sup>, 2015 meeting and to send new certified mails to abutters with the proper language. Seconded by Eric. Voted Yes 4-0.**

#### Master Plan Update – Implementation Chapter

The board did a final review of the Master Plan Implementation Chapter and updated the “timeframe” for a couple of line items. **Valerie** will provide Tad Putney with the board’s comments and suggestions in order to update the chapter.

#### Bed and Breakfast Ordinance

**Valérie** said that she has not received any additional comments or suggestions. Based on the discussion during the last meeting, she added provisions, under “Procedure”: *Request for B&B shall be presented to the Planning Board (...) and in accordance with building codes, fire codes, Rules for the Sanitary Products and distribution of food, and all local and State requirements for business owners”.*

The board agreed to include the proposed B&B ordinance to the list of proposed amendments to the Zoning Ordinance that will be subject to public hearings at the end of the year.

#### Septic Systems – Structure and Setbacks

The town encompasses many small, non-conforming lots, especially in the center. If a septic systems fails, needs upgrade, the homeowners needs to go to the Zoning Board of Adjustment because of the current setback requirements. The State requires a minimum of 10 feet setback and the town should adopt/go with the same requirements. This would also simplify the filing process as, currently, all septic system plans have to be submitted to the Building Inspector so he can verify the setbacks, stamped, and then sent to the DES. The Board agreed that the Zoning Ordinance should be amended and has the stipulation, for each district, that setbacks requirement for septic systems to be 10 feet from all property lines.

#### Subdivision Regulations: Underground Utilities – Street Lights

The Board agreed on rewording Section 5.3, Utilities, in the subdivision regulations in order to clarify the requirement for underground utilities to read as follow: *(...) All applications which include the creation of a new or upgraded road, drive, way, street or any other mean of access to a created lot for a new subdivision shall have underground utilities (...).*

Additionally, street lights need to be part of road acceptance by the town. Amendment needs to be made to the checklist to ensure that all required street lights are in place at all new intersections before acting on converting a construction bond to a maintenance bond.

Both items will be subject to a public hearing during an upcoming Planning Board meeting.

Update from Committees:

Capital Improvement

**Alan** said that Department Heads were all provided with the forms to complete for the 2016-2021 CIP. So far only the Library sent their submission. **Valerie** will send a reminder that the deadline to file documents is August 14, 2015.

Selectboard

**Brendan** said that Board asked that all residents mark their property with proper street numbers. If there is no mailbox, a post needs to be installed at the beginning of the driveway and numbers should be on both sides. Street Numbering is a Town Ordinance and needs to be enforced. After August 31<sup>st</sup>, Emergency Departments will check properties and will talk to residents whose house if not identified and ask them to comply with the ordinance.

Membership

**Alan** asked Jill Adams, who attended a couple of meetings, if she was still interested in being an Alternate. **Jill** said yes.

**Richard moved to send a letter of recommendation to the Selectboard to appoint Jill as an Alternate Member with a term to expire in March 2018. Seconded by Brendan. Voted Yes 4-0.**

**Richard made a motion to adjourn at 8:20pm. Brendan seconded. Vote yes 4-0.**

**Alan Rosenberg, Co-Chair**

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**Richard Randlett, Member**

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**Brendan Denehy, Selectboard Representative**

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**Eric Bernstein, Alternate**

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The next Regular Planning Board meeting will be August 20, 2015.  
Minutes submitted by Valerie Rearick.