

# BROOKLINE PLANNING COMMISSION

## Minutes

December 9, 2015 – Brookline Town Office

Present Tom Kavet, Barbara Bourne, Suzanne d'Corsey

- Tom Called Meeting to Order 7:14 pm

- Review of Minutes from November Meeting

Minutes amended to reflect BPC to move meetings from the 2<sup>nd</sup> Thursday to the 2<sup>nd</sup> Wednesday of the month, pending Tom's availability; confirmed by Tom November 18, for start date of December 9, 2015, then every month hereafter. Moved by Suzanne, 2<sup>nd</sup> by Barbara, unanimously approved.

November 12, 2015 Minutes approved.

- Follow-Up Items from November Meeting

- Report from Barbara on any Selectboard input into the Town Plan process and related survey – and/or any other Selectboard action affecting the BPC

BPC needs to be officially tasked with town plan. Barbara attended Selectboard meeting and brought up survey and plan- to present them with draft. However, because this was not on the agenda, a vote could not be taken.

- Report from Barbara regarding any Windham Regional input associated with new issues, criteria and templates to be used in the Town Plan, as well as any WR assistance that may be available, via John Bennet  
Barbara emailed John Bennett at WR regarding any new changes, templates to help us get started. Awaiting reply.

Tom had conveyed via email Dec. 3 to the town office and BPC that the Municipal Planning Grant was not forthcoming. Discussion of how to keep expenses down.

Based on WR reviews of the previous town plan, we discussed the use of stronger language to enable a more regulatory review process.

Discussed current templates for town plan, and updates to required elements. Viewed “Plan Review & Coordination Committee Town Plan Reviews/Self-assessment form.” The BPC will also study recently completed neighboring town plans.

Previous (hardcopy) 2013 survey, as well as all necessary/helpful docs will be scanned by Tom to share more easily online.

The focus must now be on the town **survey**, with a first draft completed by next meeting, 1/13/16. New issues, ie buildings the town owns, conservation & energy, air quality, low income housing, etc. will be addressed.

Draft of survey for Selectboard by Jan 20.

Final draft by 2/10/16 meeting to approve for printing in time for Town meeting.

Discussion of use of email lists & how to try to regulate fair responses. Suzanne will follow up with Guy Tanza in how to maximize reach of email. Likewise the potential use of the Brookline email list for an announcement and link of online Town Survey.

- No New Business  
No correspondence.

- Agenda Items for January 13, 2016 Meeting  
Town Plan distribution issues & control
  
- Adjournment at 8:04 pm

Respectfully submitted by Suzanne d'Corsey