

Approved Minutes
Town of Brookline Planning Commission
Saturday September 30, 2023

Members Present:

Committee members: (In person) Barbara Bourne, Somara Zwick, Oliver Ames,
(via Zoom) Stan Noga

The meeting was called to order at 8:37 a.m.

The draft minutes from the September 2, 2023 meeting were reviewed and approved by those present.

Discussion regarding 3 new members, all appointed at earlier Selectboard meeting. Oliver, who was present, and Chris Daly & Stan Noga who might attend by Zoom, due to not being in Brookline today. Also discussed future additional members Michael & Melissa Masters, who have to communicate with Selectboard prior to their commission appointment.

Discussion re. Chairperson designation for the TPC; members present decided to do a rotation of the chair position. Details to be determined at future meeting.

Discussion regarding review of Town Plan and 2016 Survey began. Oliver stated he wished to take adequate time to review both documents; members present agreed that committee members should review both documents prior to the next meeting. In the interim, Somara will send out a new email to all members so a thread can be maintained between members as documents are read for whatever questions, comments, etc. arise during the month. Suggestion to set up a Google space/folder as well for members to share same. So "homework" assigned.

Discussion regarding what should be accomplished by next meeting, including working draft, history of town plan development, and general drafting process including Windham Regional Commission (WRC) review, etc. Barbara has some prior year's WRC comments and copies will be emailed to TPC members. Somara said by next meeting to have a plan for proceeding, Oliver volunteered to create a Process Map for the next meeting. (Stan joined via Zoom). Further discussion re. Plan deadlines; Barbara indicated Town Plan due by 2026.

Discussion of survey timing and format – electronic or paper, town listserve use, etc. Suggested electronic with possible postcard mailing. Stan explained survey method used by Hazard Mitigation committee. Questions re. Whether it would be worthwhile to apply for Planning Committee grants. After discussion by Barbara, consensus was that probably not necessary because large mailings of whole document won't be needed; Town postage budget will be verified re. possible postcard mailing.

The next two meeting dates were set for 8:30 a.m. as follows:

- a. Saturday, October 28, 2023 at the Town Office and via Zoom
- b. Saturday, December 2, 2023 at the Town Office and via Zoom

Discussion re. when should we target to get survey distributed to town members and generally discussed no later than coming up Town Meeting day. Other technical details re. finding older working docs. were discussed. Somara will scan WRC comment docs & email out to members.

Meeting was adjourned at apprx. 9:11 a.m.

Respectfully submitted: S. Zwick, 10/2/2023