

**Town of Brookline Planning Commission
Minutes**

Tuesday, August 26, 2025, at 6:00 PM
At Town Office and via Zoom

Committee Members Present:

In Person: Mike DeSocio (MD); Stanley Noga, Jr., (SN); Jon Harris (JH)

Via Zoom: Leah Daly (LD)

Members of the Public: None

The meeting was called to order at 6:06 PM by Stanley Noga, who noted the meeting was being recorded.

SN reviewed the agenda and confirmed all parties had received a copy of it. No changes were requested to the agenda.

The Commission discussed the minutes from the previous meeting. MD moved to accept the minutes as presented. JH seconded the motion, and it was approved unanimously.

SN noted he had connected by phone with Matt Bachler (MB) of Windham Regional Commission (WRC) and the Committee discussed what materials had been received from WRC concerning the planning process. SN noted that there was a change in the chairmanship of the Committee and Donald Woodford was no longer chair. MD noted that we was hoping MB could provide a synthesized version of what needed to be updated in the last plan to align with current requirements.

MD also noted he hoped to receive a cost estimate from WRC as to what hiring them to support plan completion would cost. Those items have not been received but everything that had been sent to Donald was sent to SN.

SN noted there are two options. An abbreviated plan or a full plan and MB advised we do an abbreviated plan. MB will join the Committee on September 9.

SN recounted details of his conversation with MB.

SN noted MB indicated that the maps and data he had shared needed to be included in the plan. The abbreviated version is essentially a readoption of the last plan with minor updates.

Minimum governance requirements for the new plan include two hearings, which are required by statute.

MB will plan to review with us the goals, policies and procedures of the planning process, and all minimum legal requirements of the Plan. Our committee will be involved in updating the document and removing outdated portions.

SN noted his preference to do an abbreviated plan and MB is supportive of that approach. MB is willing to help as much as possible.

SN noted MD had agreed to bring up with the Select Board (SB) the need for some funds to support the planning process. SN noted that he would address this at the next SB meeting in an effort to determine what funds are available.

MD noted that rather than ask the SB to identify the available funds, we should ask MB to confirm the number needed to do the minimum amount of work and then seek the amount from the SB. If we cannot get all that is needed then we can determine what can be done with available funds and what would need to be completed by the Committee.

MD noted he thought the original grant bid was \$20,000 to complete a full and new plan. SB won't support that but would be willing to try to find money to support the Plan.

LD entered the meeting at 6:16pm and SN summarized the meeting to date for her benefit. SN noted MB would provide full details on September 9 and there may be flexibility in the meeting timing.

SN continued to summarize what the Committee expects to get from discussions with MB.

SN made a motion to ask MB to articulate the necessary payment for a revised plan. The motion was seconded by MD and approved unanimously without comment.

SN noted he would email MB the following day.

SN noted he had to step out of the Committee meeting briefly to participate in a separate WRC meeting occurring simultaneously and which lacked quorum of towns to make necessary budget approvals.

JH noted that the Committee should vote to seek to complete an abbreviated plan.

MD motioned to have Brookline complete an abbreviated plan and to seek support from WRC to complete the plan. JH seconded the motion and it was approved unanimously.

SN noted that he believed he had set-up the meeting to be recorded and transcribed. LD and SN discussed the transcription and how to ensure she had access to it. SN agreed to send all related files to LD.

SN stepped out for the meeting for a moment.

SN and MD discussed the planning tools shared by Matt. The Committee briefly discussed the complexity of the planning process, including the significant rules associated with the program and agreed to review the shared materials separately and to wait for guidance on the minimum adjustments required.

JH asked to see the last master plan and the committee noted it is available on the town site. LD also agreed to send it. SN noted he would like to start updating the document.

SN asked how dependent on MB we should be to minimize cost. MD noted that the consultant should provide the options. However, the Committee agreed that it will have a review role regardless of other requirements of the Committee. JH noted that MB knows Windham well but the local residents know Brookline best so we will need people with local knowledge in order to create a better plan. There will need to be more interaction as it gets revised.

MD noted that the approach to the Plan will be compliance based. JH agreed that we are not contemplating zoning or other changes that would require more extensive stakeholder engagement. After September 9th the Committee will better understand what we need to take the lead on.

SN noted that he would consider starting to make some preliminary changes. LD noted the existing version is a PDF and that she would attempt to convert it to a Word document or similar format so that it could be updated. Leah also offered to help make updates when necessary.

SN asked for additional agenda items for the next meeting after clarifying the proposed agenda. LD asked to ensure that the Committee worked with MB to confirm our governance deadlines. SN noted this was on the agenda.

Hearing no other business, SN adjourned the meeting at 6:38pm.

Respectfully Submitted,

Leah Daly, Secretary

