

Deputy Police Chief Mike Munck called the meeting to order at 9:10 A.M. in the Nowak Room of the Town Office Building on the above date.

PRESENT: Deputy Police Chief Mike Munck, Ass't. Fire Chief Justin Pizon, Building Inspector Doug Eastman and Select Board Representative Anne Surman. Town Planner Dave Sharples arrived at 9:20 AM.

Economic Development Director Darren Winham was present on behalf of Tom Monahan (d/b/a Garrison Glen LLC) for discussion of Item #3 on the agenda regarding the address of Gourmet Gift Baskets. It was noted that Mr. Sharples arrived during the following discussion.

**3. Energy Way – Request to consider that the private section of road beyond the Energy Way (Town road) cul-de-sac be permitted to remain as “Gourmet Place”.**

Mr. Winham indicated that Mr. Monahan’s tenant, Gourmet Gift Baskets, has raised concern about the recent change of address for the business. (Address change from 60 Gourmet Place to 46 Energy Way, effective 10/22/19). Noting that all of their products are shipped, with a fair amount being overseas, Mr. Monahan is asking if it is possible to maintain the name of “Gourmet Place” for the extension of the private way beyond the town-owned cul-de-sac so the business will not experience any confusion with deliveries and/or shipping due to an address change. The Committee was hesitant to act on the request, however, Ass't. Fire Chief Pizon suggested that the property owner could submit a voluntary consent form (for change of address) for consideration at a future meeting.

**1. Discussion of proposed changes**

- **Spruce Street/Spruce Court**

Mr. Sharples indicated that he had not heard from the two residents that had attended the June 14<sup>th</sup> meeting. He indicated that he will contact them and asked that the item be placed on the next agenda.

**2. Assignment of street numbers to new residential development at 69 Main Street**

Discussion of this item had begun at the last meeting and was tabled in order to have Mr. Eastman and Asst. Fire Chief Pizon present for further input. It had been suggested that the access into the project from Main Street be named as a private road and the units numbered accordingly. Deputy Police Chief Munck had expressed some concern about the addresses for the building located closest to Main Street noting that those units (3-unit building) should have Main Street addresses in keeping with the numbering along the street. Mr. Eastman noted that the site plan depicts the layout of the buildings with their entrances (for both the condo units and garages) facing into a courtyard, so it is actually the rear of the 3-unit building that faces Main Street. Ass't. Fire Chief Pizon indicated that he had contacted the developer about suggested names for the private drive; the developer had responded with “Magnolia Lane” (already used), “Townhouse Way” or “Town Lane” (both of which were not considered acceptable as the town currently has an Old “Town” Farm Road.) Mr. Eastman suggested “Pullman Way” given the sites’ proximity to the railroad and train station.

After further discussion, general consensus of the Board was to retain the 69 Main Street address for the project and to identify the units as #1, #2, #3 etc. Ass't. Fire Chief Pizon noted that no formal action by the Committee or Select Board is required to take this action.

**4. Identifying occupancy (# of units) in buildings prior to assigning street addresses.**

Ass't. Fire Chief Pizon explained to the committee the problem he has run into with renumbering properties which has caused an additional amount of time to be spent on preparing the formal letters acknowledging the address changes. He indicated that he wanted to "farm out" the task of determining the number of occupancies within buildings prior to assigning new street addresses, so revised or updated letters would not be necessary. He noted that this had happen multiple times with the renumbering that has occurred to date. Both Mr. Eastman and Mr. Sharples offered to help in identifying the occupancy information prior to the renumbering of properties being finalized.

**5. Discussion of strategy for "Renumbering" phase of State audit**

Mr. Sharples asked that Ms. McEvoy provide the committee members with a copy of the NH DESC Non-Standard Addressing Audit via e-mail for their review. He noted that the Committee can discuss how they want to go about tackling the next phase of the audit – "Renumbering" concerns at the next meeting.

**6. Approval of Minutes: September 3, 2019**

***Ms. Surman moved to approve the minutes of the September 3<sup>d</sup>, 2019 as presented; second by Mr. Eastman. VOTE: Unanimous.***

**7. Other Business**

**Next Agenda**

- Proposed name change - Spruce Street/Spruce Court
- Discussion on "Renumbering" task as outlined in the NH DESC Non-Standard Addressing Audit (dated 8/17/17).

**8. Adjourn**

***There being no further business to be addressed, a motion was made and seconded to adjourn. VOTE: Unanimous. The meeting was adjourned at 9:50 A.M.***

Next regularly scheduled meeting will be Tuesday, November 5, 2019 at 9:00 AM.

Respectfully submitted,

Barbara S. McEvoy  
Deputy Code Enforcement Officer  
Planning & Building Department