

Town Planner Dave Sharples called the meeting to order at 9:00 A.M. in the Nowak Room of the Town Office Building on the above date.

PRESENT: Town Planner Dave Sharples, Deputy Police Chief Mike Munck, and Select Board Representative Anne Surman. Building Inspector/Code Enforcement Officer Doug Eastman arrived at 9:15 AM.

**1. Discussion of proposed changes**

• **Spruce Street/Spruce Court**

Mr. Sharples indicated that he had received e-mail from resident Michelle LaGasse, of 5 Spruce Court, indicating that she had reached out to all of the neighbors, and had heard back from all except for one. The e-mail indicated that they were all in agreement on a proposed name for the street – “Cape Way”, if that would be acceptable to the Town.

***Ms. Surman moved to approve the renaming of Spruce Court to “Cape Way”, as requested by the residents and to renumber in accordance with Chapter 14 of the Town Ordinance; seconded by Deputy Police Chief Munck. VOTE: Unanimous.***

**2. Voluntary Change of Address Request for 12 Continental Drive LLC (60 Gourmet Place)**

Mr. Sharples recalled that this issue was brought to the committee at the last meeting by Economic Development Director Darren Winham, on behalf of property owner Thomas Monahan. Mr. Winham had indicated that Mr. Monahan’s tenant, Gourmet Gift Baskets, has raised concern about the recent change of address for the business. The address change from 60 Gourmet Place to 46 Energy Way was approved, effective 10/22/19. Noting that all of GGB’s 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 and 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.

A voluntary change of address request was received in the Planning Office on October 7, 2019. Committee discussion ensued; it was agreed that the request should be addressed by the full committee where there had been some opposition to the request expressed at the last meeting.

***Deputy Police Chief Munck moved to table further discussion to the December meeting in order to Mr. Eastman and Ass’t. Fire Chief Pizon present for their input; seconded by Mr. Sharples. VOTE: Unanimous.*** Mr. Sharples will provide a copy of the approved site plans for the Unitil project for review of the road layout for the next meeting.

At this time, Mr. Eastman was officially welcomed by Deputy Police Chief Munck.

### **3. Discussion on strategy for the “Renumbering” phase of the NH DESC Non-Standard Addressing Audit**

Mr. Sharples pointed out that the audit contained a breakdown of several different types of non-standard addressing scenarios. He noted that some streets had more than one issue that needs to be reviewed and/or corrected. Mr. Sharples suggested that the committee go through the list of “Additional addressing concerns” beginning on page #7 of the audit and address them alphabetically as outlined; he also suggested that it would make sense for those streets that may have multiple addressing issues, that all of them be addressed at the same time.

The Committee reviewed and determined the following:

- Alumnae Drive – no change necessary
- Anna Louise Drive – no change necessary
- Arbor Court – already changed 7/18/18
- Ashbrook Road – site visit and continue discussion at 12/3/19 meeting
- Balsam Way – no change necessary
- Bayberry Lane/Little Pine Lane – propose that signage be made clearer
- Beech Hill Road – site visit and continue discussion at 12/3/19 meeting. It was noted that 20 Beech Hill Road is a manufactured housing park with 24 units currently identified as 1 BH MHP, 2 BH MHP, 3 BH MHP, etc. Town tax assessment records show that there are 29 units located on this parcel.

### **4. Approval of Minutes: October 1, 2019**

No action taken; will be placed on December meeting agenda.

### **5. Other Business**

#### **Next Agenda**

- Continued discussion on “Renumbering” task as outlined in the NH DESC Non-Standard Addressing Audit (dated 8/17/17).
- Continued discussion on Voluntary Request for Change of Address – 60 Gourmet Place (Gourmet Gift Baskets)

### **6. Adjourn**

*There being no further business to be addressed, a motion was made and seconded to adjourn. **VOTE: Unanimous. The meeting was adjourned at 9:45 A.M.***

Next regularly scheduled meeting will be Tuesday, December 3<sup>rd</sup>, 2019 at 9:00 AM.

Respectfully submitted,

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