

Town Planner Dave Sharples called the meeting to order at 8:05 A.M. in the Nowak Room of the Town Office Building on the above date.

PRESENT: Town Planner Dave Sharples, Ass't. Fire Chief Justin Pizon, Select Board Representative Anne Surman and Building Inspector/Code Enforcement Officer Doug Eastman. Deputy Police Chief Mike Munck arrived at 8:15 AM.

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

A voluntary change of address request was received in the Planning Office on October 7, 2019 from Jeffrey Monahan (12 Continental Drive LLC) and was discussed at the November 5th, 2019 meeting, however, it was agreed that the request should be addressed by the full committee and was tabled to the December meeting. The December meeting was cancelled due to weather and a delayed opening of the Town Office building.

Ass't. Fire Chief Pizon began the discussion by noting that he had been informed that DPW was not currently plowing the road. He indicated that he has spoken with DPW and the road has not been completed and has not yet been accepted by the Town, and therefore, is still considered to be a private road and not the responsibility of the town to maintain the road at this time. Mr. Sharples noted that the E911 committee does not distinguish between public/private roads. It was noted that the request to rename the road was presented to the committee in September 2019, by representatives from Unutil after receiving approval from the Select Board; the change became effective 10/22/19. Discussion ensued and Mr. Sharples reviewed the approved road layout of the cul-de-sac on the Unutil site plan with the Board. General consensus of the committee was that they saw no harm in Gourmet Gift Baskets (tenant at 60 Gourmet Place) continuing to use the "60 Gourmet Place" address until such time as the road is completed. The committee will revisit the request for formal action at that time and possibly consider "Gourmet Place" as a private way off of the town road (Energy Way).

Ass't. Fire Chief Pizon also informed the Committee that as a result of renaming the **Exeter portion of Pine Road to Jubal Martin Road**, all of the addresses in Brentwood were also changed by the Post Office. He indicated that he would be sending a letter to the Brentwood Post Office to correct the issue.

2. New Address Assignments

- **Prescott Subdivision – 50 Hampton Road**

The property at 50 Hampton Road has been subdivided into three (3) lots. The main house will keep the address of 50 Hampton Road. The two new lots are served by a private ROW off of Hampton Road and will be given a new name. Mr. Eastman offered to contact Perrin Prescott and have him provide the Committee with three proposed names for consideration.

- **Streck subdivision – 26 Brentwood Road**

The property at 26 Brentwood Road owned by James and Amy Streck had been subdivided into two lots. The new lot has frontage on Crestview Drive and has been assigned the address of 23 Crestview Drive. Ass't. Fire Chief Pizon will provide a letter to the property owner documenting the new address.

3. Discussion on strategy for the “Additional Addressing Concerns” phase of the NH DESC Non-Standard Addressing Audit

The committee continued to go through the list of “Additional Addressing Concerns” (alphabetically as outlined) beginning on page #7 of the NH DESC audit.

The Committee reviewed and determined the following:

- Beech Hill Road – Discussed at the 11/5/19 meeting, site visit was conducted. It was noted that 20 Beech Hill Road is a manufactured housing park with 29 units located on the parcel and are currently identified as Lot #1 BH MHP, Lot #2 BH MHP, Lot #3 BH MHP, etc. Discussion ensued about alternatives for possible renaming of the street(s). It was noted that there was a sign identifying the property/park as “20 Beech Hill Road” (which Mr. Eastman noted was a new sign). Consensus of committee was to leave as is – no change necessary.
- Blue Hawk Drive – Exeter High School (town-owned property). Consensus of the committee was to leave as is – no change necessary.
- Boulder Brook Drive – Mr. Sharples will visit; place on 2/4/20 agenda for further discussion
- Brentwood Road – several properties of concern. Mr. Sharples will visit; place on 2/4/20 agenda for further discussion.

4. Approval of Minutes: October 1 and November 5, 2019

Mr. Eastman moved to approve the minutes of October 1, 2019 as written; seconded by Ass't. Fire Chief Pizon. VOTE: Unanimous.

Mr. Eastman moved to approve the minutes of November 5, 2019 as written; seconded by Ms. Surman. VOTE: Unanimous.

5. Other Business

Next Agenda

- Boulder Brook Drive
- Brentwood Road
- Linden Street (Burt – mobile homes)
- Continued discussion on “Additional Addressing Concerns” task as outlined in the NH DESC Non-Standard Addressing Audit (dated 8/17/17).

Ass't. Fire Chief Pizon spoke with the committee about the process for formalizing street name and/or address changes, noting that he sends a notarized letter for residents to use as documentation of the change. He indicated that he has run into multiple incidences where the State has not agreed with the recommendations of the E911 committee; subsequently, he has had to send corrected letters which has led to a bit of confusion for the most part for the recipients and

has not been productive. He suggested to the committee that he would like to run all recommendations made by the committee by the State prior to sending out formal documentation of proposed street and/or addressing changes. The committee has no objection to that being part of the process.

Ass't. Fire Chief Pizon also informed the committee he had spoken with the property owners at 4 Ridgewood Terrace regarding a request for a second address for a "mother-in-law" unit that has been constructed (attached to the house).

6. Adjourn

There being no further business to be addressed, Ass't. Fire Chief Pizon moved to adjourn; seconded by Ms. Surman. VOTE: Unanimous. The meeting was adjourned at 8:45 A.M.

Next regularly scheduled meeting will be Tuesday, February 4, 2020 at 9:00 AM.

Respectfully submitted,

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