

EXETER E-911 COMMITTEE

MINUTES

November 5, 2024

Building Inspector/Code Enforcement Officer Doug Eastman called the meeting to order at 9:10 A.M. on the above date in the Nowak Room at the Exeter Town Office.

PRESENT: Building Inspector/Code Enforcement Officer Doug Eastman, Deputy Fire Chief Jason Fritz and Town Planner Dave Sharples.

**1. Meeting Place Drive address changes – Strategy plan for resident assistance - Jason**

Jason Fritz commented that at the direction of the Select Board (at their September 16<sup>th</sup>, 2024 meeting), the Committee has been requested to revisit this issue. After brief discussion of possible options, the Committee felt that it was necessary for the addresses of the Meeting Place apartment complex property (and including the new bank and Town water tower properties) to become compliant with the state regulations, and therefore wanted to move forward with their previous recommendation for the changes of addresses, as proposed in June 2024. Acknowledging that the change of address process is an inconvenience, the Committee decided there was not any more information or assistance that could be offered to the residents of the complex to help with the transition, however, would be available to answer any questions a resident may have.

***Dave Sharples moved to recommend to the Select Board that the addresses for the Meeting Place apartment complex, the Meredith Village Saving Bank and the Town of Exeter water tower properties be re-numbered as depicted on the map entitled “Renumbering Street Addressses – Meeting Place Drive, dated 6/11/24”; seconded by Jason Fritz. VOTE: Unanimous.***

It was noted that in the event the Select Board does not choose to support the Committee’s recommendation, the addresses for the apartments at Meeting Place will remain as is, the Meredith Village Saving Bank will remain as 2 Meeting Place Drive, and there will be no number assigned to the Town water tower.

**2. 29 Wentworth Street – address assignment for ADU – Jason**

Jason Fritz indicated that he had received this request from the Assessing Office, noting that a second dwelling unit (ADU) existed in the accessory structure (former garage) on the property at 29 Wentworth Street. The Committee reviewed the current street addresses in the immediate neighborhood and determined that “27 Wentworth Street” would be an appropriate address. It was also noted that adequate street numbers would also be available should the adjacent property (24 Brentwood Road) be subdivided in the future.

***A motion was made and seconded to assign “27 Wentworth Street” as the new address for the accessory dwelling unit (ADU) located on the property (Tax Map Parcel #62-26). VOTE: Unanimous.*** A formal letter will be prepared for the Post Office to document the address assignment; no Select Board action is required.

**3. I.S. Realty Trust – Patricia Ave subdivision – Private ROW name – Doug**

Doug Eastman indicated that he had received a building permit application from Ian Winter, on behalf of I.S. Realty Trust, for the proposed construction of a single-family home on one the lots recently approved by the Planning Board at the end of Patricia Avenue (Tax Map Parcel #104-71). The Committee had visited this request several years ago and had discussion about the possibility of renumbering Patricia Avenue seeing it was non-compliant. There was no proposed construction for the subdivision at that time and no further action was taken. Doug Eastman indicated that he has had discussion with Mr. Winter about naming the private right-of-way accessing two of the three lots (third lot currently has an address of 100 Linden Street). Although a formal request has not been submitted, Mr. Winter had verbally suggested “Sandy Way” or “Electric Way” to him. The Committee determined that both suggestions were not appropriate and asked that Doug advise Mr. Winter accordingly and request that he submit three alternative names to be considered.

**4. 18 Beech Hill Road – address assignment for new S/F home – Doug**

Doug Eastman mentioned that this agenda item had been discussed in the past, however, no action had been taken on it. The property was subdivided back in November 2023, and a new single-family home is currently under construction (and is being identified as 18 A Beech Hill Road for now). He informed the Committee that there were no street addresses available given the current numbering on the road noting that #16 Beech Hill Road & #20 Beech Hill Road (Beech Tree Co-Op Mobile Home Park) currently exist. It was noted that the property owner (of 18 Beech Hill Road) has an established business on the property (Thunder River Sports) and it is located in the structure closest to the road; the residence and accessory building are approximately 350 feet off the road. The Committee discussed the option of assigning a name to the private driveway which would resolve the issue, and the new home under construction would become 18 Beech Hill Road. Doug offered to reach out to the property owner, Steve Maloney and make him aware of the Committee’s discussion. It was noted that Select Board action would be necessary for the assignment of the new name for the private drive, but not for assigning the address for the new home.

**5. 59 Columbus Avenue – address assignment for new “in-law/extended family” unit**

Doug Eastman informed the Committee that an “in-law/extended family” unit was under construction on the property located at 59 Columbus Avenue and the property owner had requested a separate address for the new unit. The Committee reviewed the current street numbering and determined that “57 Columbus Avenue” would be an appropriate address for the new dwelling unit.

***Dave Sharples moved to assign “57 Columbus Avenue” as the address for the new “in-law/extended family” unit located on the property at 59 Columbus Avenue (Tax Map Parcel #63-60); second by Jason Fritz. VOTE: Unanimous. A formal letter will be prepared for the Post Office to document the address assignment; no Select Board action is required.***

**6. Voluntary Change of Address – 64-66 High Street (Smyth property)**

Jason Fritz indicated that he had received this request from the Assessing office. The property is no longer being utilized as a two-family residence and has been returned to a single-family residential status on the tax records. The property owner has requested that the address be changed to “66” High Street. The Committee reviewed the current street addresses in the immediate area and ***agreed that the address should be “64” High Street, therefore, leaving the number “66” available for the potential of an accessory dwelling unit or conversion in the future.*** Jason will follow up and provide a Voluntary change of Address form to the property owner; no Select Board action is required.

**7. 43 Water Street – assigned to two properties (TM #72-36/Serendipity & TM #72-35/D. Cowie)**

It was brought to the attention of the Committee that the address of “43 Water Street” which had recently been assigned to the basement unit in the building at 45 Water Street (Tax Map Parcel #72-35 – the former Travel & Nature space) may need to be changed. Dave Cowie, property owner of the building had indicated that after doing some historical research on property lines, it appeared that the #s 39 and 43 Water Street had been established over 100 years as the two buildings next door to his and they are currently in the ownership of 39-43 Water Street LLC.

To resolve the error, ***the consensus of the Committee was to leave the property owned by 39-43 Water Street LLC (TM #72-36) addressed as is. The property owned by Mr. Cowie (TM #72-35) will retain the “45 Water Street” address, with Suite #101 on the first floor and Suites #201 and #202 on the second floor; the basement unit on the left side of the building with access from the alley way will be assigned a “47 Water Street” address. No Select Board action is required.***

**8. Dow Street – finalize address numbering – need to review map dated 6/20/19**

After brief discussion, the Committee agreed to move forward with the proposed changes as discussed in June 2019. Doug Eastman will contact Jim Balrd, Park Manager of the River Run MHP regarding those homes owned by the mobile home park and Jason Fritz will contact the individual owners of properties on Dow Street in an attempt to get Voluntary Change of Address (VCA) forms signed by all parties. In the event that VCA forms can not be obtained from all parties, it will be necessary to schedule a public hearing before the Select Board, with certified notification to all parties affected.

***Dave Sharples moved to assign new street numbers to the residences on Dow Street, and to rename Robin Hood Extension as a continuation of Dow Street and renumber accordingly, as depicted on the map entitled “Dow Street and Robin Hood Extension Renumbering – 6/20/19”; second by Jason Fritz. VOTE: Unanimous.***

**9. Approval of Minutes: September 3, 2024**

***Dave Sharples moved to approve the minutes of the September 3, 2024 meeting, as written; second by Jason Fritz. VOTE: Unanimous.***

## **10. Other Business**

Ms. McEvoy indicated there was one additional item that did not get placed on the agenda. She noted that the Board had talked about the redevelopment of the property at **46 Main Street** previously, but had not finalized street addresses for the two (2) new duplexes recently approved by the Planning Board. The Committee reviewed the existing street numbering of the surrounding area of the subject property. ***The Committee determined that street addresses #46 & #48 Main Street would be assigned to the first building, and #50 and #52 Main Street to the second building, as depicted on the map prepared by Wilcox & Barton for Mr. Patrick Houghton, and entitled "New addresses for Redevelopment of 46 Main Street, dated 11/5/24."*** No Select Board action is required.

Doug Eastman reminded the Committee that future meetings of the E911 Committee will be on an "as-needed" basis only. The next regular meeting, if needed, would be scheduled for December 3, 2024.

***There being no further business to be addressed, Jason Fritz moved to adjourn; seconded by Dave Sharples. VOTE: Unanimous. The meeting was adjourned at 10:00 A.M.***

Respectfully submitted,

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