

EXETER E-911 COMMITTEE

MINUTES

November 4, 2025

Building Inspector/Code Enforcement Officer Doug Eastman called the meeting to order at 9:05 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, Deputy Police Chief Josh McCain, GIS Coordinator Linda Burbank and Niko Papakonstantis, Select Board Rep.

1. Update on appointment of GIS Coordinator to Committee

Niko Papakonstantis reported that the Select Board had discussed the issue at their October 27th, 2025, meeting and voted unanimously to add the Town GIS Coordinator (or their designee) to the Committee membership as a voting member.

2. Addresses for 57 Portsmouth Avenue – Condominium project (Tax Map Parcel #65-137)

Doug Eastman indicated that the building permits for the recently approved condominium project (6 units) at 57 Portsmouth Avenue had been issued. He noted that there will be two, 3-unit buildings and the developer had submitted a site plan depicting Units A – F for the Committee to review.

Josh McCain moved to approve the unit addresses for the condominium project at 57 Portsmouth Avenue, as depicted on the plan dated 11/4/25; second by Jason Fritz. VOTE: Unanimous.

3. Request for Change of Address – 75 A Newfields Road

Jason Fritz indicated that he had received a request from Ken Berkenbush for a change of address. He noted that the address of his property is currently 75 A Newfields Road and he was requesting that it be changed to 77 Newfields Road. He explained that when the private ROW Perennial Place (off of Newfields Road) was created, the street address of “77” was abandoned. He indicated that a voluntary change of address form would be provided by Mr. Berkenbush and noted it would also require Select Board approval.

Jason Fritz moved to recommend the change of address, as requested; second by Josh McCain. VOTE: Unanimous.

4. Phillips Exeter Academy buildings – 75 & 77 Front Street (Dow House & New Dorm)

The Committee reviewed correspondence received from Ms. Sarah Brown Russ, property owner of 79 Front Street, requesting that the Committee consider changing (swapping) the addresses of the Dow House and new dormitory located on the Phillips Exeter Academy campus. The new dormitory was assigned “77 Front Street” as its address in September 2020. It was noted that the former Fisher Theater which was demolished prior to the new dorm being

constructed had a Tan Lane address, however, the access for the new dorm is off Front Street, so a new address was assigned. Doug Eastman indicated that he has spoken with Mark Leighton, Director of Facilities Management at PEA, and he has no desire to swap the building addresses. Josh McCain suggested that additional signage be provided at the street to better identify the dormitory's location. Consensus of the Committee was that they did not see the need to change the addresses as the dormitory's address was assigned properly given the location of its access on Front Street and recommended that additional signage be provided, as suggested, to help to rectify the situation. Doug Eastman offered to follow up with Mark Leighton. It was also suggested that the homeowner could also identify her property better by adding numbers depicting her address on the garage structure, which is more visible from the access drive to the dormitory.

5. Approval of Minutes: September 2 and October 7, 2025

Niko Papakonstantis moved to approve the minutes of September 2, 2025, as presented; second by Jason Fritz. VOTE: 4-0. Ms. Burbank abstained.

Josh McCain moved to approve the minutes of October 7, 2025, as presented; second by Jason Fritz. VOTE: 4-0. Niko Papakonstantis abstained.

6. Other Business

There was brief discussion about the status of the **Park Street** railroad bridge removal. The Committee agreed that there should be continued discussion on how to manage the street numbering on Park Street once the bridge has been removed, so we will be prepared to roll out a plan for address changes.

There being no further business to be addressed, Doug Eastman moved to adjourn; seconded by Niko Papakonstantis. VOTE: Unanimous. The meeting was adjourned at 9:40 A.M.

The next regular meeting of the Committee will be Tuesday, December 2, 2025, at 9:00 AM in the Nowak Room, if necessary.

Respectfully submitted,

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