

**Brentwood Planning Board
Minutes
December 3, 2020**

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| Members | Bruce Stevens, Chairman | Alternate, David Menter |
| Present: | Ken Christiansen, BOS rep | Alternate, Brian West |
| | Kevin Johnston, Vice Chair | |
| | Steve Hamilton | |
| | Doug Finan | Town Planner, Glenn Greenwood |

Open:

Chairman Stevens opened the public hearing at 7:00 pm.

Motion made by Hamilton, 2nd by Finan, to give alternates West & Menter voting rights. All were in favor. Motion carried.

7:00 pm: Expedited Site Plan: Applicant Mark Carpenter of GenTent of 99 Pine Road. Intent is to purchase the building and add a 1,050 sq. ft. addition. Tax map/lot: 205.018.000. Owner is currently NKG Realty Trust, LLC. Previous recorded site plan is D-30919 in the commercial/industrial zone.

Present: Applicant Mark Carpenter. No abutters were present.

Carpenter gave an overview. He started GenTent in 2011 and they manufacture and distribute covers for portable generators; made under Champion and GenTent brands. They sell on Amazon and in other stores such as Lowes, Home Depot, etc. He has a team of 5 people, 4 in NH and one in N. Carolina. Carpenter's looking to purchase this building and bring in the fulfillment center from Virginia and they need the additional warehouse space with a 1,050 sq. ft. addition. The canopies come from Virginia, China, and the frame rods from Massachusetts; two versions, one made in the USA and one made in China. Kits are put with the right canopy, put in a box, and shipped out. They receive a Conex container about once every 2 months from China with 4,000 units and ship 500-1000 units to Champion Power Equipment per month, less than a truckload. Not a lot of traffic for big rigs, its primarily UPS with daily shipments going in and out. No retail at the site, assembly only. Greenwood said there are no issues on the site plan. Steven asked about outside storage. Carpenter replied the current owners have a lot of containers and he may need to have one or two out occasionally, but the inside space will house numerous storage racks.

Motion made by Finan, 2nd by Johnston, to approve the expedited site plan for the addition of a 1,050 sq. ft. to the building at 99 Pine Road. All were in favor. Motion carried.

7:00 pm: Temporary Parking Extension Request: New England Dragway is leasing a portion of their parking lot to Walmart Distribution, Raymond, NH - Walmart Supply Chain in Raymond NH is seeking an extension of the approval of the Brentwood Planning Board to temporarily store 150, 53' trailers in the front lot of NE Dragway at 280 Exeter Road, Epping, NH through February 18th, 2021. Previously approved to Jan. 1, 2021. *See letter from Aron Tucker DC6030 Outbound Operations Manager on file (emailed 11/24/2020).*

Motion made by Hamilton, 2nd by West, to grant an extension for Walmart Distribution to temporarily store 150, 53' trailers at New England Dragway to February 18, 2021. All were in favor. Motion carried.

Board Business

The Board signed the manifest.

The Board signed the mylar for Emily Schmalzer LLA; tax map 215.005 & 209.057, 335 Middle Road for recording.

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The Board signed the mylar for Jesse Elliot, 2-lot subdivision; 230 Pickpocket Rd: tax map 213.031 for recording.

Chris Raymond from TEC was in attendance. The Board reviewed a one-year contract with TEC – The Engineering Corp, to work as the Town’s Engineering firm. Greenwood commented the goal is for a one-year contract, a probationary period.

Motion made by Hamilton, 2nd by Finan, to accept the one-year probationary contract for TEC to become the Town’s Engineering firm. All were in favor. Motion carried. The Chair signed the contract.

The Board discussed the transition of Cummings and TEC. Greenwood said Cummings should continue through any open active reviews but once they are approved by the Board and the mylars are signed, then TEC would take over the inspection phase as TEC would be working from plans already established and reviewed by Cummings. Board discussed open conditionally approved projects and projects currently in the construction phase. Greenwood felt that TEC could take all these over and Cummings would continue to do any reviews on open projects, currently only 3 Ponds Phase II, as it has not been approved. If and when it is approved and a mylar is signed and recorded, then TEC would take over the inspection phase. Stevens asked Greenwood to prepare a letter with the expectations and transition plan to email to Steve Cummings.

The Board signed a thank you letter and discussed a gift certificate to thank Steve Cummings for his years of service to the Town.

Motion made by West, 2nd by Hamilton, to approve a \$300 expenditure to purchase a gift certificate from Kustom Clubs Fitting Center in Manchester for Cummings. All were in favor. Motion carried.

Board discussed Greenwood’s long-range planning for next year using \$6,000 of funds to be encumbered to update the CIP plan, update the Planning Board rules of procedure and create a new set of rules of procedure for the Zoning Board of Adjustment for adoption.

Motion made by Hamilton, 2nd by Finan, to encumber \$6,000 from the circuit rider/long range planning account to do the updates discussed above and enable the Chairman to sign the Invoice from Greenwood, when received, to encumber the 2020 funds. All were in favor. Motion carried.

Board reviewed a DMV application from RJD auto sales for a dealer license at 40 Rte. 125, next to Heavenly Donuts, formerly CJ’s Auto Village. Stevens said there is a site plan with parking on file and the Board approved Bickum to complete the DMV application and send it back. Bickum mentioned an abutter’s notice from City of Rochester for a cell tower. Greenwood said state law says they need to notify everyone within a 20-mile radius.

Board discussed the site walk of Nov. 21st at 335 Rte. 125. Christiansen informed the Board that the Health Officer and Code Enforcement were supposed to review the site regarding the two motor homes with occupants living in them. Stevens said the office received two calls about businesses wanting to lease at 335 Rte. 125, a pickup truck dealer and a restaurant, and feels the Board should say no to Dave Roberts until the site comes into compliance. Greenwood agreed. The Board reviewed a copy of the recorded site plan for Shelter Enterprises from the late 80’s (335 Rte. 125) and all the buildings are marked wood storage. There’s a welder in there, insulation, landscaper, etc. It’s the Town’s fault for not monitoring what’s gone in there over the last 20 years, none of them are approved uses in there except

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for the front office building. Greenwood said the Board should require a site plan review with all the uses on the site.

Stevens recommended that Greenwood write a letter that Stevens will sign, to Dave Roberts, for him to come in and complete a site plan of the property within 60 or 90 days or the Board will revoke his existing site plan.

Board discussed occupancy permits: Finan asked the Board to re-consider occupancy permits for businesses that could be renewed annually or every 2 years. The Health Inspector could charge a small fee for them and it would enable the Town to respond to violations or health concerns, electrical issues etc. and issue fines.

Stevens replied enforcement power is needed. The Fire Chief had said once the Planning Board approves a plan and the building permit is issued and it's built, then the Fire Department can't inspect unless they are invited onto the property. But the conditional approval is based on having to meet all NFPA codes so Steven's isn't sure why the Fire Department can't go onto the property. The Board discussed funding a work session with SFC Fire Engineers to come and talk about the NFPA code and see if the Planning Board needs to make further statements on their approvals. Board proposed January 7th, 2021 for a work session with SFC. Greenwood will call SFC to discuss.

Greenwood mentioned getting examples of Kingston's business occupancy permits but noted that it's not the Planning Board's responsibility as only the Town has the authorization to do it. Kingston issues an initial permit and then if there is a change in tenancy, there's another one issued. Bickum asked if occupancy permits for businesses were implemented, who would be responsible for issuing and tracking them. Greenwood said the Board of Selectmen. Christiansen replied through the Code Enforcement Officer, through his office. It would require two public hearings; it would be a Selectman's ordinance. Stevens and Greenwood discussed the logistics of whether current businesses would be exempt from a new business occupancy permit or not. Greenwood said he would check but felt that if the Town instituted an inspection system, that it could move forward with having all businesses in Town register or be required to have a permit if it's done universally. Finan added it enables Town officials to do a walk-through and make sure they have an occupancy permit etc. but every Town does it a little differently.

Approval of Minutes: November 19, 2020 and Site Walk Minutes from November 21, 2020.

Motion made by Christiansen, 2nd by Finan, to approve the minutes from November 19th, 2020 as presented. All were in favor with Johnston and Menter abstaining. Motion carried.

Motion made by Finan, 2nd by Hamilton, to approve the site walk minutes from November 21st, 2020 as presented. All were in favor with Johnston abstaining. Motion carried.

Motion made by Hamilton, 2nd by Finan, to adjourn at approximately 8:05 pm. All were in favor. Motion carried.

Respectfully submitted,

Andrea Bickum,
Administrative Assistant,
Brentwood Planning Board