

Brentwood Planning Board Meeting Minutes 5.16.24

Present: ~~Kristin Aldred - Chair~~

~~Bruce Stevens~~

Mark Kennedy

Doug Finan

Letty Bedard-SB rep

Doug Marino

Stefanie Kizza - Vice Chair

~~Ned Matson~~

Brian West

Kate Locke-Parks

Town Planner: Glenn Greenwood

Meeting held at Brentwood Town Office

Kizza will chair the meeting this evening, she opened the public meeting at 7pm.

The Board introduced themselves to the audience and the guest speaker David Walker from the Rockingham Planning Commission. Walker is here this evening to give a presentation regarding the process of project solicitation and selection through the Rockingham Planning Commission, these would be transportation type projects.

Marino motioned to have Locke-Parks join the voting members, Finan seconded, all in favor, motion carries.

Walker provided the Board with a handout; this document will be available on the Town Website in the document center. Walker discussed the three pieces of the transportation planning process in New Hampshire. The Long Range Transportation Plan (LRTP) 20+ years, this is a big picture document that looks at the needs of the region. The Transportation Improvement Program (TIP) 4+/- years, this is the immediate term, the current TIP is the 2023-2026 Transportation Improvement Program and deals with any projects that are being constructed, designed, or implemented in some way through the region. The State Ten Year Plan, sits in the middle. The goal is to use the long range plan to identify project needs, the State 10 year plan to prioritize those needs and the TIP is where projects actually get constructed. Currently there are 153 transportation projects in our region (27 communities), projects range from small Main Street type projects to large multimillion-dollar projects.

Projects are typically solicited in spring and early summer of even numbered years, with the goal of understanding transportation needs within the region. There is an evaluation process, existing projects are evaluated/updated. New projects are broken down into three groups, local projects are typically smaller and localized impacts, regional projects improve the connections between communities, and the interregional projects connect our region with other regions. Once the projects are broken down into these categories the prioritization process begins. There are four different pieces they are looking for:

1. Is this project feasible? Is this a reasonable approach to solve this problem?
2. Demonstrated community support.
3. Is the project eligible for federal funding programs?
4. Looking at the selection criteria.
 - a. Economic development
 - b. Equity and accessibility
 - c. Mobility and congestion
 - d. Natural hazards resiliency
 - e. Transportation network significance
 - f. Safety for all users
 - g. Infrastructure state of repair
 - h. Local and regional support

The top 5 projects from each category are then discussed with the Transportation Advisory Committee

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and projects are selected for preliminary work. A short list of selected projects are sent to DOT for scope and cost review over the winter. As part of the 10-year plan process the RPC needs to submit their priority projects to DOT by the end of March in odd numbered years. These projects then need to be constrained to the regional budget limit, often resulting in cutting projects.

Walker stated that the most important pieces for the community to be involved in are identifying community transportation needs to the RPC, supporting documentation and analysis, this could be done professionally or could be a sketch on the back of an envelope, projects with less professional supporting documentation may sit on the list for a while, also having strong community participation within the RPC and their Transportation Advisory Committee, communities who participate in these groups see the benefits of them by having a greater chance of having projects come through.

Finan asked how extensive the application would be for a roundabout on Route 125 that has supporting documents, for example the Charrette and for example the South Road project that has supporting documents through NHDOT? Walker stated a project like South Road will make the 10 year list and then the TIP automatically because it is part of the Highway Safety Improvements Program, (HSIP). Projects within HSIP tend to shortcut through the 10 year plan process because it is an identified and documented safety issue. The point of the HSIP is to fast track safety issues. It is difficult to say how long the application takes, there is a portal to submit projects electronically and it is GIS based. Finan asked who they preferred to submit projects, Selectboard, Planning Board, Economic Development, etc. Walker responded that ideally there would be some communication from the Selectboard stating that they support submitting the project. Walker also stated that if a community submits multiple projects, it helps if the community prioritizes the projects.

Kizza asked if Walker thought it would be beneficial for communities to submit projects without a lot of detail, to assist in grant applications, Walker agreed.

Walker explained that the RPC is working on a safety action plan through another federal safety program through Safe Streets and Roads For All which should be completed by the end of this year/beginning of next. This would allow projects like the South Road intersection and communities like Brentwood to be eligible for a federal grant and that would fund 100% of the cost of the project.

Kizza asked about the status of the Route 125 corridor through Brentwood, she stated that recently a list of the top 25 priority corridors was released, she was unsure of where 125 ranked. Walker stated that ranking was done by NHDOT and they are ranked based on need for improvement, Walker states that Route 125 was on the list. Walker states that they looked at the entire corridor versus subsegments of it. Walker states there was a Route 125 corridor study from the state line in Plaistow to Route 111 in Kingston in the late 90s and those projects are just wrapping up. He states that the section from Epping north to Rochester was studied about 15 years ago; the section from 101 south through Brentwood and northern Kingston, have never been looked at. The RPC has been saying for the last 10 years that they have 3 priorities for corridor studies in the region, 111 from Kingston west to Salem, this section of Route 125 and Route 33 in Greenland to Stratham. Walker stated it would be beneficial for Brentwood to express support but would not suggest Brentwood initiate a corridor study.

Walker clarified that the Safe Streets and Roads For All Program is 100% funded for implementation projects, HSIP is essentially 100% funded by the federal government. Walker stated that he would expect that DOT would match funds for projects on a state road. Walker would expect that projects on town roads the town would need to come up with any match of funds. Greenwood asked what the towns responsibility for those projects that do require a community match, when do towns need to show that in their Capital Improvement Program, (CIP)? Walker did not have a solid answer for that and explained that often these projects take several years to go through these processes and there is time to incorporate them into a town's CIP.

Locke-Parks asked if 111A or Route 27 are on any of the lists. Kizza stated there is only 1 Brentwood

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project on the 10 year list currently, that project is the intersection of 111A and Pickpocket. Jenn Jones, Lyford Lane, asked what steps NH needs to complete before the Safe Streets and Roads Program allowing communities to apply for grants. Walker stated that is the Safety Action Plan for the region. The RPC submitted a joint application to the Federal Highway Administration with the other 3 metropolitan planning organizations, (72 communities), once that plan is in place for the region all of the communities are eligible to apply for grants. The time frame for the Safety Action Plan is to have a draft complete by the end of this year and approvals by January/February 2025. Kennedy asked if projects on the 10 year plan always get completed. Walker stated that they typically do, it may not look exactly how the community expected, but the projects do typically get completed. The Board thanked Walker for his time this evening.

Site Plan Review Application: Applicant/Owner: Greg Lambert & Sons Realty, LLC. The site is located on NH Route 125, Brentwood, NH 03833, referenced by Tax Map and Lot 209.068.000. The site plan design proposes the construction of a new driveway connection to NH State Route 125 for an 8,000 square foot contractor building and a 12,000 square foot Brentwood Surplus Sales building. A Conditional Use Permit is requested for retaining walls, dumpsters, utilities, parking, and drive aisles within the wetland buffer.

The Board is in receipt of a request to continue to June 20, 2024. **Finan motions to continue this hearing to June 20th, Marino seconds, all in favor, motion carries.**

The Board discussed Hobby Tracks, located at 324 Route 125, Map & Lot 209.010, the Board had previously discussed this potential business but had asked for more information. Greenwood contacted the property owner and received an email response showing where the activity would occur. The response also states the business would be open only on Saturday and Sundays, this would be a low impact use. Greenwood and the Board feel this use is covered under the current Site Plan. **Finan motions that Hobby Tracks would not require a new site plan for this location, Marino seconds, all in favor, motion carries.** Marino asked if there was any information regarding how many customers they were expecting, Greenwood stated there is not.

The Board reviewed the two DMV applications, Robert's Motor Group at 180B Route 125 was first. There is an approved Site Plan for auto sales for this property. The Board asked if they were in compliance with how many cars they can have on site. Benedix stated that they are allowed 13 vehicle display spaces and 26 vehicle storage spaces. Bedard asked if they are in compliance. Kizza asked if their compliance was under the Planning Board's purview in this situation. Greenwood stated that if they had too many vehicles on site it would become a code enforcement issue for the town. Greenwood stated that the business owner is aware of the Site Plan and has been in to speak with him regarding what is allowed and what is not several times. Greenwood explained this is a state permission and does not negate any local requirements. **Marino motioned to approve the Robert's Motor Group DMV application at 180B Route 125, Bedard seconds, all in favor, motion carries.**

The second application was for Mission Complete Performance at 424 Route 125, they are looking to become an inspection station. This is an approved use at this location. **Finan motions to approve the DMV application for Mission Complete Performance at 424 Route 125, for inspections, Marino seconds, all in favor, motion carries.**

The Board reviewed the sealed minutes of March 21st, April 18th and May 2nd.

Finan motioned to approve the sealed minutes of March 21, 2024, Marino seconded, all were in favor, motion carries.

Marino motioned to approve the sealed minutes of April 18, 2024, Bedard seconds, all were in favor,

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motion carries.

Marino motioned to approve the sealed minutes of May 2, 2024, Bedard seconds, all were in favor, motion carries.

The Board reviewed the public meeting minutes of April 18th and May 2nd.

Marino motioned to approve the public meeting minutes of April 18, 2024, Bedard seconds, all were in favor, motion carries.

Finan motioned to approve the public meeting minutes of May 2, 2024, Marino seconds, all were in favor, motion carries.

The Board signed the manifest.

Marino updated the Board regarding House Bill 1291; the Board sent a letter to Senator Gannon with a request for the bill to be amended. Marino states the bill was sent to interim study.

Marino stated that the next business breakfast to be hosted by the Economic Development Committee is planned for the week of June 17th and they are hoping to have Chase Hagaman as a guest speaker. The Economic Development Committee also voted to support the Town hiring a grant writer and discussed the possible developments at the Recreation Center.

Finan motions to adjourn, Bedard seconds, all in favor, motion carries.