



**TOWN OF BRENTWOOD
SELECTBOARD
TOWN OFFICES: 1 DALTON ROAD
AGENDA FOR 06/04/2024 @ 6:00 PM**

- I. Convene
- II. Review and sign payroll and accounts payable register
- III. Review and approve the Consent Agenda: Subject to Change
 - a. Public Minutes 05/21/2024
 - b. Recreation Manifest
 - c. Treasurer's Report
 - d. Building Permits
- IV. Public Comment
- V. Discussion/Action Items
 - a. Chief Ventura: nonpublic (hiring)
 - b. Kip Kaiser, Building Inspector: Business Registration
 - c. Becky Dunham, Conservation
 - i. Recommendation for Bond Expenditure
 - ii. Loan Agreement with the NH Municipal Bond Bank
 - d. Recreation Van MOA
- VI. Regular Business
 - a. Committee Updates
- VII. Any other matter that may legally come before the Board
- VIII. Non-Public Session:
May be called at any time in accordance with Chapter 91A:3II, a, b, c, d, e, i
- IX. Adjourn

Town of Brentwood NH

Code Enforcement

Building Dept.

1 Dalton Rd Brentwood NH 03833

642-6400 ext. 118 KKAISER@BRENTWOODNH.GOV

Date 5/30/2024

RE : Business Registration

The Town has no list of businesses operating in Town.

The Town adopted State Building code Sec 111 requires inspection for occupancy of all Buildings or Structures having a change in use or classification.

A list of businesses , Contact information and type of use is important for all of the employees inspecting ,investigating, or responding to safety issues.

This is one example : I received a complaint of late night noise and the possibility of someone living in a commercial unit. While investigating I found a gun shop and another business with many hazards because of addressing and lack of listing of owner or operators . I never found the living quarters as some units were not accessible. A sort time latter I got a late night call from PD requesting owner information so a building could get closed and secured as someone had died in the commercial unit and the door had been removed. I could not help them.

This Registration can be handed out to people applying for site plans , applying for building permits and can be given to those known commercial property owners. The Town Web site could have a request for all to join the registration process.

It is obvious that we will not get all the businesses and some people will fly under the radar. I believe we need to start the process.

I have spoken to the Fire Dept. and Police Dept. each are on board.
The Town Clerk believes it will be helpful in regard to vehicle registrations.
Note there is no Fee for this however a clerical fee could be added.
I believe this could be a Town ordinance .

Kip Kaiser



TOWN OF BRENTWOOD
 1 DALTON ROAD
 BRENTWOOD, NH 03833

CONTACT: KIP KAISER
kkaiser@brentwoodnh.gov
 (603) 642-6400 EXT:118

BUSINESS OCCUPANCY PERMIT/REGISTRATION

Property Owner: _____ Phone #: _____

Property Owner Mailing Address: _____

Property Owner Email: _____

Business Owner: _____ Phone #: _____

Business Owner Mailing Address: _____

Business Owner Email: _____

Name of Business: _____

Location of Business: _____

Tax Map: _____ Lot: _____

Description of Business Activities: _____

Hazardous Chemicals/Materials to be stored on site: _____

Business Use & Occupancy

Section 302 Classification:(See reverse side for details) _____

Site Plan Or Planning Board Approval #: _____

SF of Unit/Building: _____

Commercial Industrial Professional Agricultural Home Occupation

BUSINESS OWNER: _____ DATE: _____

PROPERTY OWNER: _____ DATE: _____

CODE ENFORCEMENT OFFICER: _____ DATE: _____

IBC [A]111.1 Use and occupancy. A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of occupancy therefor as provided herein.

SECTION 302 CLASSIFICATION

302.1 General. Structures or portions of Structures shall be classified with respect to occupancy in one or more of the groups listed in this section. A room or space that is intended to be occupied at different times for different purposes shall comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Structures with multiple occupancies or uses shall comply with Section 508. Where a structure is proposed for a purpose that is not specifically provided for this code, such structure shall be classified in the group that the occupancy most nearly resembles, according to the fire safety and relative hazard involved.

1. Assembly (see Section 303): Groups A-1, A-2, A-3, A-4, and A-5.
2. Business (see Section 304): Group B.
3. Educational (see Section 305): Group E.
4. Factory and Industrial (see Section 306): Groups F-1 and F-2.
5. High Hazard (see Section 307): Groups H-1, H-2, H-3, H-4, and H-5.
6. Institutional (see Section 308): Groups I-1, I-2, I-3, and I-4.
7. Mercantile (see Section 309): Group M.
8. Residential (see Section 310): Groups R-1, R-2, R-3, and R-4.
9. Storage (see Section 311): Groups S-1 and S-2.
10. Utility and Miscellaneous (see Section 312): Group U.

Notice of Public Hearing
Brentwood Conservation Commission
June 4, 2024
5:00PM

BRENTWOOD TOWN OFFICES
1 DALTON ROAD

The Brentwood Conservation Commission will hold a public hearing required under RSA 36-A:5(II) on Tuesday, June 4, 2024 at 5:00 PM in the Town Offices located at 1 Dalton Road Brentwood NH 03833. The Commission will consider making a recommendation to the Selectboard to seek bonds or notes in compliance with the provisions of the Municipal Finance Act (RSA 33:1 et seq., as amended) pursuant to Article 1 of the 2022 Town Warrant regarding the acquisition of a conservation easement on approximately twenty eight (28) +/- acre portion of land (hereinafter the "**Property**") situated on the eastern side of Pickpocket Road so called, located in the Town of Brentwood, County of Rockingham, State of New Hampshire, being a portion of the property described in the deed recorded in Book 5940, Page 1003 of the Rockingham County Registry of Deeds, currently owned by the Norma Fuller Irrevocable Trust (hereinafter, the "**Seller**"), shown on the Town of Brentwood Tax Maps as Map 213, Lot 1. The Easement will be held by SELT with the Town holding an Executory Interest in the amount of \$250,000.

JJ
AD
YB
PRC

Brentwood & Kingston Recreation Van Agreement

MEMORANDUM OF AGREEMENT
Use of Motor Vehicle

This Memorandum of Agreement (MOA) is entered into by and between Brentwood Recreation and _____ ("Borrower").

- A. **Purpose.** This MOA allows Borrower to temporarily use Owner's motor vehicle for governmental purposes.
- B. **Vehicle description:** 2011 Ford E-450 48,000 miles. 14 passenger non CDL.
- C. **Timeframe.** Borrower's use of the vehicle begins 6/1/24 and ends on return of the vehicle to Owner on 12/31/24, unless there is an extension.
- D. **Responsibilities.**
 - Kingston must request Brentwood Rec for any van usage.
 - Brentwood Recreation has final approval over any van usage.
 - No van usage in the summer season.
 - Upon program or town need, Brentwood Recreation may rescind van usage.
 - Kingston Recreation is responsible for the gas before, during, and prior to a scheduled trip
 - Kingston Recreation is responsible for towing the van back to Brentwood if van were to breakdown in the middle of a scheduled Kingston trip.
 - Kingston Recreation Director is responsible for driving the van and no one else.
 - Per trip Kingston Recreation will agree to pay a \$50 stipend.
 - Per trip that is 50 miles or over Kingston Recreation will agree to pay the IRS standard mileage rate in addition to the minimum stipend.
 - In return of van usage Kingston Recreation has agreed to allow Brentwood Rec Summer Camp to use their town beach for two days each week during the eight week period.

Brentwood Recreation will;

- Provide Kingston Rec enough time to plan around dates where the van can't be used.
- Will use stipend funds towards van maintenance.

Owner represents the vehicle is in good working order, has no known safety related defects, and displays any required registration and inspection stickers.

Borrower represents it will: (1) operate the vehicle in compliance with applicable laws and in a safe, reasonable manner; (2) provide insurance on the vehicle and operators; and (3) return the vehicle in the same condition as received with the exception of normal wear and tear. Owner shall be an additional covered party on Borrower's liability coverage with respect to claims caused by Borrower's negligence. Owner shall be a loss payee on Borrower's property coverage with respect to damage sustained in accidents during the timeframe of borrowed use. *The Borrower (Town of Kingston) agrees to hold harmless and indemnify the Owner (Town of Brentwood) from all claims, losses, damages, causes, and actions arising from the Borrower's negligence is using the Owner's motor vehicle.*

The parties hereby execute this MOA through their duly authorized representatives:

<u>Borrower</u>	
Authorized Official: _____	_____
Signature	Date
Printed Name and Title: _____	
<u>Owner</u>	
Authorized Representative: _____	_____
Signature	Date
Printed Name and Title: _____	