

Brentwood Planning Board Meeting Minutes 6.20.2024

Present:

Kristin Aldred – Chair
Stefanie Kizza – Vice Chair
Bruce Stevens
Letty Bedard – SB rep

Doug Marino
Mark Kennedy (alt., added voting member)
Brian West (alt., added voting member)
Not present: Doug Finan, Ned Matson

Town Planner: Glenn Greenwood

Meeting held at Brentwood Town Office

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Aldred opened the meeting 7:02pm.

Stevens motioned to have alternates West and Kennedy join meeting as voting members; Bedard seconded; all in favor.

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.

- Applicant requested a continuation.
- Stevens motioned to continue application to July 18; Marino seconded; all in favor.

Preliminary Design Review: MTI Polyexe, 50 Pine Road, Brentwood, NHG 03833, referenced by tax map 205.006.001. The intent of this project is to show the proposed building expansion and improvements.

- Todd Balantyne (owner's rep) and Mike Sullivan from MTI gave quick overview.
 - Facility houses machinery and storage.
 - Site used to store shingles (for recycling). Cleaned up old shingles in the fall - about 6500 tons, about \$1M cost.
 - Provided company history, including connections to Owens Corning plant across the street.
 - Company makes plastic film, silicon coating, flex tape.
 - Planning to update plastic line, add additional line capacity and additional storage.
 - Employ approx. 60 people.
 - Welcome to come visit anytime.
- Stevens wanted to confirm fire department will be contacted or a fire engineer will be involved. Owner rep confirmed they will involve a fire protection engineer, will have fire department review, will consider fire protection and fire lane.
- Mike Gagnon, principal civil engineer licensed in NH- design engineer gave presentation.
 - Preparing site plan for building expansion
 - Have done due diligence activities:
 - Re-surveyed portions of site that have changed

- Geotech doing sub-surface investigations - using for stormwater management.
- Addition will be about 15k sq ft - greater than 7% of original bldg size triggering site plan review.
- Existing fire pond on site with wetland area behind it, site generally drains in this direction.
- Site work will be localized to rear area of bldg.
- 25 painted parking spaces, 2 accessible spaces exist today.
- No vehicle loading proposed at addition, just emergency exits out of the building.
- New 24' wide access drive proposed behind addition - planned to be dense graded gravel, not asphalt. To be used for trucks coming to facility and fire access.
- Proposing a stormwater basin in back of facility for peak flow storage and water quality in accordance w/ NHDES stormwater requirements. Groundwater is about 6-7' deep, so basin will only be about 3' deep to make sure enough separation.
- Any utilities required for new building will be connected within the facility, potentially with exception of electrical; no new service connections to Pine Road anticipated.
- 3 additional employees per shift max - should not have any impact on parking.
- Will provide comprehensive sedimentation and erosion control including sedimentation barriers around perimeter of work area and construction entrance.
- Aldred asked if addition was same height as current building - response was yes.
- Marino asked Greenwood if he had any concerns about proximity to existing wetlands. Greenwood replied no concerns; only wetland is man made, serves as stormwater retention, also not very close.
- Marino also asked if accessible spaces will still be close in proximity - response was yes, they will be near front entrance.
- Kennedy asked about current number of employees relative to parking spaces - they have about 56 employees, but anticipate going up to 60, however the employees work in 3-4 shifts. Greenwood confirmed the amount of parking is adequate for building square footage. Kennedy asked why not designate some more space for parking. Greenwood said he will show parking calculations when application is submitted.
- Aldred asked if there were any issues with residue left behind from shingles. Response was they conducted testing, found 3 contaminated locations that were dealt with by a professional team, everything else was determined to be inert waste. The contamination came from things that were mixed in, not from shingles themselves - very minor.
- Aldred asked if process results in waste water. Response was they just use water for cooling - closed loop, no process water.
- Aldred asked if they would be willing to consider doing anything along the road for improvements for aesthetics. Response was grade may not allow for it, site drops off quite a bit from the road.
- Stevens asked if when tower height was increased during previous construction they needed variance from ZBA - owner confirmed this addition will not be any higher.

- Marino mentioned his only concerns were number of handicap accessible parking spots with new employees coming in - wants some more clarity on that. Aldred added could be helpful to have more info on number of shifts, etc.
- Stevens asked if the power on site is sufficient, applicant said yes. Also asked if they have any supplemental power for power loss. Response was they don't, it would be very costly and would not prevent shut-down.
- Stevens asked about timeline. Response they are looking to go as quickly and efficiently as possible.
- Applicant said they'd be happy to have us do a site walk. Site walk typically not until after full plan set/application submitted. Economic Development Committee may want to join too.

Other Board Business

- Aldred requested the Board have at least a week to look at items (if Greenwood receives something on Wednesday the week of a PB meeting, wait until the following meeting to put on agenda if possible).
- Aldred would like in future to have a shared tracker listing everything we're working on and a shared folder where we save files/more files available online.
- Stevens asked if we can request a D size version of the plans for review – should already be a requirement.
- Aldred shared latest draft of job description for admin assistant. Board discussed description, wages, flex time, duties, etc.
- Board discussed request from Fire Chief Bird proposing to eliminate hydrant and accompanying easement. Greenwood will respond to ask for clarification about whether the Chief wants to eliminate the easement - if he does there will be expense and time associated with re-opening the public process.
- Stevens made motion to accept minutes from 6/6, Kennedy seconded, all in favor.
- Board discussed minutes from 6/8 site walk. Board needs clarification on responsibility for Three Ponds sidewalks. Aldred suggested Board might want to recommend that the Town develop a sidewalk maintenance policy. Town wouldn't maintain in the winter, but would take ownership for overall condition. Aldred asked Greenwood to locate HOA documents for and pertinent information before we vote on accepting road. Bedard asked for information on any other sidewalks in Town. Marino made a motion to accept 6.8 minutes, Stevens seconded, Kizza and Bedard abstained, all others in favor.
- Board discussed letter requesting closing out letter of credit to Haverhill Bank for Tanya Lane. Greenwood advised against because work hasn't been completed. Kennedy made a motion to give Greenwood permission to discuss with bank and developer, Bedard seconded, all in favor.
- Stormwater engineer to present at July 18 meeting. No July 4 meeting.
- Conservation Commission asked if we want to have someone go to their meetings and be an informal liaison. Stevens attends most meetings, can be unofficial liaison.
- Housing audit feedback deadline passed; Greenwood and Aldred sent. RPC finishing documents.
- Marino mentioned a few months ago Senator Jack Barnes passed away, Brentwood was part of his district for some of his time in the Senate, asked if there was any possibility of

naming a street after him. Kennedy noted that's a Selectboard decision; Bedard took note of the question. Bedard noted there is a list of names from the Historical Society that are supposed to be considered, she will forward to us. Bedard stated there is no Selectboard requirement to use the list - Selectboard controls the names but they have no town requirement to use list. Greenwood referenced 6.11 in Town subdivision regulations - names of new streets shall be named by selectmen. Bedard asked if someone wanted to change the name of a road would that be a Selectboard or Planning Board decision - Greenwood replied Selectboard

- Bedard asked for update on podium. Stevens replied volunteer is still planning to build it, just very busy.

Non-Public Session

- Bedard made motion to go into non-public, Kizza seconded, all in favor by roll call.
- A legal issue was discussed.
- Bedard made motion to come out of non-public, Stevens seconded, all in favor by roll call.

Bedard made a motion to end meeting, Kennedy seconded, all in favor.