

**Planning Board Meeting Minutes
Allenstown Town Hall - 16 School Street
Allenstown, New Hampshire 03275
March 06, 2024**

Call to Order

The Allenstown Planning Board Meeting of March 06, 2024 was called to order by Chair Diane Adinolfo at 6:30 P.M. Chair Adinolfo called for the Pledge of Allegiance.

Roll Call

Present on the Board: Diane Adinolfo, Michael Frascinella, and Michael Juranty.

Note: With a quorum of members present, this constituted a legal meeting of the Board.

Excused: Chad Pelissier

Absent: N/A

Ex-Officio: *Currently Vacant due to the recent passing of Sandy McKenney*

Residents of Allenstown: None

Allenstown Staff: Derik Goodine – Town Administrator

Brian Arsenault – Building Inspector & Code Enforcement Officer (remote)

Others present: Ryan Beaudry – Alternate Member*

Kaitlyn Sheridan – Alternate Member

Mike O'Meara – Volunteer Administration

*With Chad Pelissier excused, Chair Adinolfo invited Ryan Beaudry to participate as a Full Member for this meeting.

It was noted by the Chair that the position of Ex-Officio could not be filled by an Alternate Member as that position is appointed by the Board of Selectmen and can only be held by a member of that body.

OLD BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- None

NEW BUSINESS/ RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- **In Memory of Sandy McKenney.**

Chair Adinolfo led thoughts and tributes to Sandy McKenney, including a moment of silence in her memory, for her most recent service to the Town as a Selectman and as Ex-Officio to the Planning Board following her election in 2018. Her dedication to the Town and the Planning Board was noted by those present, with Michael Frascinella commenting on her almost 21 years of service to the Town of Allenstown in various capacities. Matt Monahan also recalled her willingness to participate as a commissioner for Allenstown to the Central New Hampshire Regional Planning Commission and with gratitude on their behalf, acknowledged her service to that body. Sandy was remembered as always having the best interests of the town and its residents foremost in her thoughts and deeds and her contributions to the Board will be greatly missed. Sympathy was also extended to Sandy's family in this challenging time for them. May she rest in peace.



- **Review Updated Stormwater Management Plan.**

Matt Monahan led a review of the updated Allenstown MS4 Stormwater Management Plan and provided an overview of the plan contents, how it was developed and the various ongoing activities that are required of the town (in particular the Road Agent and his direct reports), in ensuring that all elements of the plan are being monitored and met, that water samples are taken and tested against requirements, and that corrective actions are taken when identified.

Matt additionally reviewed the activities of the Planning Board and other entities in the town in support of the plan, particularly Chapter 26 - Municipal Separate Storm Sewer System (MS4) Post-Construction Stormwater Management of the Zoning Ordinance and its importance to the success of the plan. Matt additionally provided the address of the public website location where MS4 related materials may be found: <https://thinkbluesuncook.org/>. This website covers the MS4 districts in both Allenstown & Pembroke.

There were no members of the public present from whom to gather input or comments and the updated plan will now move forward for approval.

- **NH Senate Bill 538 – Introduced 02-13-2024.**

A discussion was held on the proposals in the recently introduced SB 538 – the HOMEnibus Act, that proposes to establish a tax relief program for office conversion to residences; enable municipalities to allow its governing body to adopt certain zoning ordinance changes; and add additional authority in zoning powers for parking requirements and lot size requirements related to sewer infrastructure.

The summary of the Bill as reviewed by the Board is attached to these meeting minutes for reference. The full text of the proposed Bill, as introduced, can be found [here](#).

No Planning Board action is required at this time - for information only.

UNAPPROVED MINUTES

- **February 07, 2024**

Michael Juranty made a Motion to approve the minutes of February 07, 2024. Michael Frascinella seconded the Motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Michael Juranty- Aye, Michael Frascinella- Aye, and Ryan Beaudry- Aye.

The Motion passed, and the minutes for February 07, 2024 were approved.

CORRESPONDENCE & OTHER BUSINESS

Chair Adinolfo asked if anyone on the Board would be interested in filling one of the two Commissioners for Allenstown positions to the Central New Hampshire Regional Planning Commission recently created by the passing of Sandy McKenney. Michael Juranty expressed interest as did Ryan Beaudry as a backup. Chair Adinolfo will move the process forward.

For information - Michael O'Meara advised of notification from NH DES regarding a Standard Dredge and Fill Wetlands Permit Application per RSA 482-A for Eversource Transmission Line Right of Way in Allenstown.



Michael O'Meara also advised of the upcoming (online) Spring 2024 Planning and Zoning Conference on Saturday, May 11 from 8:45 A.M. to 3:30 P.M., should any member wish to participate.

SUBCOMMITTEE & STAFF UPDATE

None.

BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER UPDATES

Brian Arsenault advised that the property at 2 Bartlett Street, for which the Board recently granted a waiver from Site Plan Review is for sale.

Mr. Arsenault also advised that the survey crew that was recently seen on the site of the old convent was using it as a staging area for work they were performing on Reserve Street.

Mr. Arsenault reported that the new K-8 School will open in two months, and that while documents will be at the Registry of Deeds, he will not have a Site Plan prior to issuing a Certificate of Occupancy.

Mr. Arsenault advised that the new Walk-In Cooler at Sully's Convenience Store is complete and that they were also able to include an ADA compliant bathroom.

Mr. Arsenault also mentioned that he had received an inquiry about building a residence in a campground on Rt 28 that is not zoned for that use. Information only for the Board at this time.

As a follow up to the opening of the new elementary school, Michael Frascinella advised that there will be an Open House for Students & Family on May 02, 2024 and an Open House for the public on May 03, 2024.

SCHEDULING OF NEXT MEETING

The next meeting of the Board is now scheduled for April 03, 2024.

ADJOURN

Ryan Beaudry made a Motion to adjourn. Michael Juranty seconded the Motion.


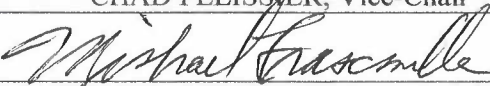

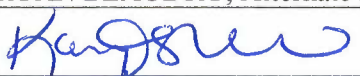
Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Michael Juranty- Aye, Michael Frascinella- Aye, and Ryan Beaudry- Aye..

The Motion passed, and the meeting was adjourned at 7:21 P.M.



Signature Page
Town of Allenstown Planning Board
Public Meeting Minutes
March 06, 2024

Original Approval:	
 DIANE ADINOLFO, Chair	4-3-2024 DATE
CHAD PELISSIER, Vice-Chair	DATE
 MICHAEL FRASCINELLA, Member	4-3-2024 DATE
MICHAEL JURANTY, Member	DATE
 RYAN BEAUDRY, Alternate Member*	4/3/2024 DATE
 KAITLYN SHERIDAN, Alternate Member*	4/3/2024 DATE
Vacant	N/A
SANDRA McKENNEY, Ex Officio	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	DIANE ADINOLFO, Chair	DATE
	CHAD PELISSIER, Vice-Chair	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MICHAEL JURANTY, Member	DATE
	RYAN BEAUDRY, Alt. Member*	DATE
	KAITLYN SHERIDAN, Alt. Member*	DATE
	SANDY McKENNEY, Ex Officio	DATE

*If not acting as a full member for the meeting, Alternate Member signatures signify concurrence with, not approval of the meeting minutes.

High Level Summary – NH SB 538 – as introduced (“The HOMEnibus” Act)

Proposal:

1. To establish a tax relief program for office conversion to residences.
2. To enable municipalities to allow its governing body* to adopt certain zoning ordinance changes.
3. To add additional authority in zoning powers for parking requirements and lot size requirements related to sewer infrastructure.

* Applies to non-charter towns, village districts, and counties in which there are located unincorporated places. Allows the governing body to approve zoning changes and replaces the requirement of approval by the local legislative body.

Editorial Note: In Allenstown, “local legislative body” means the annual (or special) Town Meeting, “governing body” is the Board of Selectmen.

- Amend RSA 79-E:2, VI(a) (Community Revitalization Tax Relief Incentive) such that property tax shall not increase on a qualifying structure for a period of time as determined by the Board of Selectmen due to structure rehab or conversion from an office to a residence.
- Add new section 79-E:4-d - Office Conversion Zones.
 - A city or town may adopt the provisions of this section by vote of its legislative body (Town Meeting)
 - The governing body of a municipality shall designate the area of office use in which the tax relief for qualifying structures shall apply.
 - Municipalities may establish criteria for determining the eligibility of qualifying structures for tax relief in the conversion zone.
 - Clarifies the meaning of "office use".
- Municipalities may grant tax relief to a qualifying structure and property not more than once in a 20-year period.
- Defines “Qualifying Structure.”
- Under 674:18-a, adds “Alternative Procedure for Adoption of Zoning Ordinances” in non-charter towns, village districts, and counties in which there are located unincorporated places.
- Amend RSA 674:16, I(b) relative to Lot Size Requirements and Sewer Infrastructure:
 - Lot sizes, percentage of a lot that may be occupied, size of yards, courts, and other open spaces, with certain provisions for lots that are serviced or not serviced by municipal sewer infrastructure.
- Add new section 674:16-a relative to On-site Parking Requirements.
 - Includes meaning of “residential use” (intended for non-transient occupancy), “On-site parking requirements” “Alternative parking solution” (a solution other than on-site)
 - Requires the Planning Board to consider any proposed alternative parking solution(s).
 - Requires the Planning Board to approve an alternative parking solution if it will meet the parking demand created by the proposed residential use.
 - The Planning Board may request a third-party review under RSA 676:4-b, I. if it disagrees with a proposed alternative parking solution.
- Amend RSA 674:21, IV(a) Innovative Land Use Controls to add certain requirements regarding Inclusionary Zoning.

Proposed Effective Date is July 01, 2024.