

**Allenstown Planning Board
16 School St.
Allenstown, New Hampshire
03275**

Allenstown Planning Board Meeting Minutes

Date: April 3, 2013

Location: Allenstown Town Hall

Time: 6:30 PM

Note: Although these minutes may contain direct quotes, they are not verbatim. Many sections contain a general description the remarks of the participants as interpreted as both indicated by the transcriber and should not be relied upon as the actual intent of the participant's statement. Additionally, many statements have been omitted, condensed and generalized based on the interpretation of the transcriber as to the relevance, content, specificity, accuracy, and/or conformity to any applicable statute. The transcriber assumes no liability for the contents of the document.

Meeting was opened by Chad Pelissier at 6:40 p.m.

BOARD MEMBERS PRESENT: Vice Chair Chad Pelissier, Ex-Officio Jason Tardiff, Chris Roy, Andrea Martel

BOARD MEMBERS ABSENT:

PUBLIC MEMBERS PRESENT: Matt Monahan from CNHRPC & Shaun Mulholland Town Administrator

UNAPPROVED MINUTES:

Review of March 27, 2013 minutes. Jason stated that in the last paragraph under New Business it should say that "Dick questioned ..." instead of Jason. Also, it was Chad who seconded the motion to adjourn. Jason made a motion to accept minutes as amended. Chris seconded the motion. Motion passed, Chris abstained from the vote. Minutes will be signed at next meeting with amendments.

RECEIPT OF APPLICATIONS AND PUBLIC HEARINGS:

No applications or public hearings.

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

- a. Election of officers: Chairman-Chad made a motion to elect Chris as Chair, Andrea seconded the motion. Chris made a motion to elect Chad as Chair, Andrea seconded the motion. Vote on Chris as Chair: 2 yes and 1 no. Vote on Chad as Chair: 1 yes and 2 no. Chris wins the position as Chairman. Vice Chairman-Andrea made a motion to elect Chad as Vice Chair, Jason seconded the motion. Motion passed. Secretary-Jason made a motion to elect Andrea as Secretary, Chad seconded the motion. Motion passed.
- b. Discuss Heads Pond Project in Hooksett: Matt spoke with the Town's attorney and the mylars can be signed by the Planning Board Chairman without a public hearing. Received two (2) letters received from the town Hooksett. Chad made a motion to have Chris Roy as Chairman sign the letter to the town of Hooksett. Jason seconded the motion. Motion passed.
- c. Discuss gravel pit letter: Reviewed letter to gravel pit owners. The date was changed along with Chris Roy as Chairman. Chad made a motion to have Chris sign the letter. Jason seconded the motion. Motion signed and Chris signed letter.
- d. Update on master plan status: Need to review survey that will be given to the residents. To be discussed at next meeting.

CORRESPONDENCE AND OTHER BUSINESS:

Reviewed 3 policy and procedure documents: 1) Planning Board/ZBA Fees and Escrow 2) Construction on Class VI Roads 3) Procedures for changing a class VI road to a Class V road as part of a subdivision or site plan approval. The Board members are in agreement with all documents as presented.

Reviewed invoices from CNHRPC. The Board members and Town Administrator Shaun, discussed the importance of how applicants need to deposit money in an Escrow account prior to any work or meeting. Shaun informed the Board they will be receiving a monthly statement on all funds in all Escrow accounts along with any bills paid and the Planning Board budget. Jason suggested having Matt

talk to CNHRPC about holding any invoices regarding Allenstown Aggregate until the application has been received.

The Building Inspector and Matt will work on creating a form to give to applicants regarding fees that must be paid upfront into the escrow account. Shaun stated; each applicant will have their own escrow and revenue account # for record keeping; each Board or Committee will receive updated budget expense report by the 1st Thursday of each month; only the Planning Board can authorize to close an escrow account; and that the Planning Board should sign off on all Certificate of Occupancy along with the Building Inspector ensuring all fees have been paid for.

STAFF UPDATE:

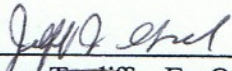
No staff updates.

ADJOURN:

With no further business to discuss, Andrea made a motion to adjourn the meeting. Jason seconded the motion. Motion was voted on and unanimously passed. Meeting was adjourned at 8:20 pm.



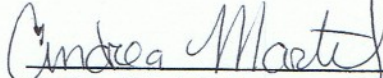
Chris Roy, Chairman



Jason Tardiff - Ex-Officio

Member

Chad Pelissier, Vice Chairman



Andrea Martel, Secretary, Member

Alternate