

TOWN OF ALLENSTOWN  
Planning Board  
16 School Street  
Allenstown, New Hampshire 03275  
July 15, 2015

**Call to Order.**

The Allenstown Planning Board Meeting for July 15, 2015 was called to order by Chris Roy at 6:30p.m.

**Roll Call.**

Present on the Board: Chris Roy, Diane Adinolfo, and Larry Anderson.

Ex-Officio: Jason Tardiff

**Others Present.**

Residents of Allenstown:

Others Present: Kate Nelson and Joanne Cassulo of Central NH Regional Planning Commission

Other Public Officials:

Allenstown Staff:

**OLD BUSINESS/RECIPT OF APPLICATIONS & PUBLIC HEARINGS**

**Update to Master Plan.**

Mrs. Nelson and Mrs. Cassulo introduced themselves to the Board. Mrs. Cassulo distributed copies of the map to the Planning Board for them to review. The Chair asked if they could box the mobile home area off. He pointed out where it should be labeled Garden Drive and another mobile home park. He showed Mrs. Cassulo other areas which need to be relabeled to the correct zone, private roads, and street names. Mrs. Cassulo stated they can take the map back and have Mr. Tufts make the change.

Mrs. Nelson stated they started updating the Land Use chapter. She stated they made comments which are questions they have for the town or information they need for the chapter. Mrs. Cassulo stated Mr. Monahan went over some of the questions they had to clear up what he could. She stated some of the ordinance changes need to be updated. She stated they tried to do as much of the updating themselves, as they could.. She stated they can send comments back to Mr.

Monahan or to them. She stated there are still other areas like Energy they need to update and are working on.

Mr. Anderson asked about having a section on skateboards. Mr. Tardiff stated the skateboard Ordinance tells people where they can and cannot use skateboards. Mrs. Cassulo stated anything in the old Master Plan has been left in there for the Planning Board to decide if they still want it in there.

Mr. Tardiff asked how many chapters there are to the entire Master Plan. Mrs. Cassulo stated she thinks there are six or seven chapters. She stated the future landings take a lot of the time. She stated if they wanted a future landings map they would do it fairly quickly.

Mr. Tardiff stated as far as the excavation operations all grandfathered, one has been changed and doesn't exist anymore; however, he thinks there are more than three. The Chair stated Gelinas is not grandfathered. Mr. Tardiff stated he doesn't know if Allentown Aggregate is grandfathered.

Mr. Tardiff asked if there can be something in there regarding the term grandfathered because as far as the State is concerned there is no such things as "grandfathered" but dependents come in and think they can do things because they were "grandfathered". Mrs. Cassulo stated they could change the table to list the active and inactive land uses.

The Chair asked if when they are done reviewing all of this can they request Mrs. Nelson and Mrs. Cassulo to come back. Mrs. Cassulo stated they can come back whenever they would like.

Mrs. Cassulo stated she will have the Energy one done next week. The Chair asked when the Master Plan has to be done. Mrs. Cassulo stated Mr. Tardiff (Executive Director of NHCRP) wanted them to have it done by mid to late fall.

Mr. Tardiff asked if the land descriptions match what the ordinance says as far as the description. Mrs. Cassulo stated she doesn't think it does. Mr. Tardiff stated he doesn't think they do because the map says Commercial and they have Commercial Light Industrial. Mrs. Nelson stated for other communities they have changed the legend with descriptions under it. Mr. Tardiff pointed out an area which is mislabeled. He pointed out areas which are zoned but labeled as undeveloped on the map. Mrs. Cassulo stated they can speak to Mr. Tufts about overlaying the zoning so they can see things better.

Mrs. Cassulo stated the goal is to get the Master Plan done by the end of the summer. She stated she will speak to Mr. Tufts about the changes they discussed. She stated if they want any other types of maps to let them know.



Mr. Tardiff asked what undeveloped means. Mrs. Cassulo stated it means the land is vacant. Mr. Tardiff stated the large triangle on the map, near Lavore Drive, is being developed and it is zoned for something. Mrs. Cassulo stated they will check on the excavation and come up with a better label.

**Any old business as necessary.**

Mr. Tardiff asked if there was an update on Allenstown Aggregate. The Chair stated they were waiting on a couple of more things and then they will be wrapped up.

**NEW BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS.**

**2016 Budget.**

The Chair stated he has copies of the expenditure report. Mrs. Adinolfo asked if this was the Planning Board budget. The Chair stated it was.

The Chair called the meeting to recess at 7:15pm.

The Chair called the meeting back from recess at 7:18pm.

Mr. Tardiff asked when they have to have this done by. The Chair stated they it needs to be done by July 30<sup>th</sup>, 2015. He showed the Mrs. Adinolfo the actual budget of 2014 and the current budget of 2015.

Mr. Tardiff asked if they know if this is accurate because there is something in the advertising line and doesn't know what they advertised for. The Chair stated he is looking back to see what those are for because the bill doesn't say what they were for.

Mr. Anderson asked why the legal expenses have gone up and if they have used a lawyer. Mr. Tardiff stated this is something the Chair needs to speak to Mrs. Demers about. He stated if the Board calls the lawyer for something for Allenstown Aggregate it should be charged to Allenstown Aggregate but if they call the lawyer about getting someone off the Board then it should be charged to the Planning Board.

The Chair explained the legal fees number got bumped up because the last time they did the budget they saw stuff coming down the road where there was potential for spending a lot of it.

Mr. Anderson asked if they overdrew the account last year. The Chair stated they were over the year before. Mr. Anderson stated they should show they spent some money from Allenstown

Aggregate but they got a return. Mr. Tardiff stated they can't show the money coming in on their budget.

Mrs. Adinolfo asked what training is for. Mr. Tardiff stated training would be for a land use class or something similar and they are not very expensive.

Mr. Tardiff stated the only two lines he sees they could touch would be minutes and legal expenses. Mrs. Adinolfo asked if the minutes transcriptionist is a town employee. Mr. Tardiff stated she is a contractor. The Chair stated she gets ten dollars an hour. Mr. Tardiff stated they could easily take out \$100 from the minutes line.

Mr. Anderson asked what contracted services was for. The Chair stated the contracted services is for NH Central Regional Planning Commission.

Mr. Anderson suggested they take \$100 out of minutes and \$500 out of legal.

Mr. Anderson asked what advertising was for. The Chair stated anything town related has to be advertised by the Board. He gave an example of when they did the trailer park ordinances and having to do the public hearings.

Mrs. Adinolfo asked if it has to be advertised in a newspaper. Mr. Tardiff stated they thought so but the Board of Selectmen post it in a few places online which saves them some money. He stated they will have to ask Mr. Monahan about it. He stated they also need to make sure the \$800 or so in advertising is all things the Planning Board did. The Chair stated he thinks the advertising was in February and April.

The Chair stated they will have training at \$250, IT at \$72, minutes at \$900, legal at \$4,500, contracted services at \$3,000, computer software at \$100, advertising at \$500, dues at \$100, supplies at \$100, and postage at \$300.

Mrs. Adinolfo asked what the computer software and postage was for. The Chair stated the computer software is for the laptop. He stated the postage is for abutter notices if the town wants to change something.

Motion. Mr. Tardiff made a motion that the Planning Board budget for the fiscal year of 2016 has a bottom line of \$9,822.00. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.



**Any new business as necessary.**

Mr. Tardiff stated there is no new business.

**Non-public session**

Motion. Mr. Tardiff made a motion to go into non-public session under RSA 91:3,II(a) at 7:38pm. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

Motion. Mr. Anderson made a motion to go back into public session at 7:56pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous non-public minutes because it could adversely affect a person other than a member of this Board. Mr. Anderson seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

Motion. Mr. Anderson made a motion to accept the resignation of Andrea Martel as Secretary effective July 15, 2015. Mrs. Adinolfo seconded the Motion.

Mr. Tardiff asked if the Planning Board has someone to do the secretary work. The Chair stated they will have Mrs. Hetu do the minutes. Mr. Tardiff stated they need to contact Mr. Mulholland and make sure Ms. Martel is off the internet access for the website.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

**UNAPPROVED MINUTES:**

**June 17, 2015.**

Mr. Tardiff stated he would like to table the minutes until they have a chance to talk to Mr. Monahan.

Motion. Mr. Anderson made a motion to table the June 17, 2015 minutes until a later date. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

#### **IV. CORRESPONDENCE & OTHER BUSINESS:**

##### **Other business.**

Mrs. Adinolfo asked what the plan is for reviewing the maps. Mr. Tardiff suggested they bring their individual questions and concerns to the next meeting and discuss them then.

Mrs. Adinolfo asked who updates the tables and how do they get information. Mr. Tardiff stated he doesn't know. He suggested marking anything with questions and bringing it to the next meeting or email Mr. Monahan their questions ahead of time.

Mr. Anderson stated a resident wants to build a house at the end of Sunset Ave but he can't because there is no road in front of his land. He stated they want a cul-de-sac at the end of the road but it will go onto someone else's property. The Chair stated it will cost a lot of money for him to do it as well. He stated there is a thirty foot hole after the last two houses on Sunset Ave.

#### **V. STAFF UPDATE:**

N/A

#### **VI. ADJOURN**

Motion. Mr. Anderson made a motion to adjourn. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

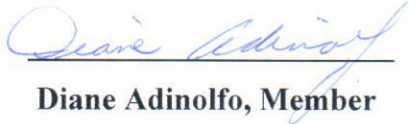
A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; Mr. Anderson - Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 8:13pm.



**Chris Roy, Chairman**

**Jason Tardiff, Ex-Officio**



**Diane Adinolfo, Member**



**Chad Pelissier, Vice Chairman**



**Lawrence Anderson, Member**

**Alternate**