

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
July 10, 2018

Call to Order.

The Allenstown Planning Board Meeting for July 10, 2018 was called to order by Chair Mike O'Meara at 6:30 p.m.

Roll Call.

Present on the Board: Diane Adinolfo, Sandy McKenney, Chad Pelissier*, Mike Frascinella and Mike O'Meara.

*Chad Pelissier joined the meeting immediately after Roll Call

Ex-Officio: Sandy McKenney

Others Present.

Residents of Allenstown: See Below:

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Planning Board
16 School Street
Allenstown, New Hampshire 03275

Meeting Date: 07/10/2018

Sign-in Record

Print Name	Signature	Indicate applicable status	
		Allenstown Resident	If no, state Organization represented
<i>Ed Emond</i> Matthew Emond	<i>Ed Emond</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Property owner
Janet Verville	<i>Janet Verville</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Lucille Verville	<i>Lucille Verville</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Denise Dunn	<i>Denise Dunn</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	abutter
Ann Forsberg Hall	<i>Ann Forsberg Hall</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	abutter
<i>Chad Pelissier</i> KRSMB Raymond	<i>Chad Pelissier</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	abutter
Lisa King	<i>Lisa King</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
BRIAN COSS	<i>Brian Coss</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
JAMES BOIVERT	<i>James Boivert</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Others Present: Matt Monahan - CNHRPC

Other Public Officials: None

Allenstown Staff: None

OLD BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

a. MS4 Post Construction Ordinance Review.

The Chair modified the order of business so that the matters of the Lincoln Street Lot Line Adjustment and updated Planning Board Fee Acknowledgment Form could be addressed first.

At the request of a board member, due to a personal matter, the Chair tabled review and discussion of the MS4 Post Construction Ordinance to a later (to be determined) date.

There followed a general discussion initiated by Mr. James Boisvert regarding the impact of the upcoming effort by both the towns of Allenstown and Pembroke to comply with the MS4 requirements (new/revised ordinances, etc.), and the potential costs associated with enforcing and monitoring ongoing compliance, and any corrective or remediation efforts that might be required in the event of non-compliance. It was generally agreed that a substantial effort is required to implement the necessary components for compliance with requirements, and that both towns should try to leverage each other's efforts, where appropriate.

NEW BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS.

a. Lincoln Street – Lot Line Adjustment & Road Layout

The Chair advised members of the public present of the sequence of events, including presentation of the proposed plan, and other administrative matters that must be addressed prior to the Public Hearing portion of the meeting, and requested that all questions be held until that time.

The Chair then invited Mr. Ed Emond, applicant, to present the proposed Lot Line Adjustment and Road Layout for the portion of Lincoln Street closest to Bailey Ave (currently an unfinished "paper road" as shown on town documents).

Mr. Emond presented and explained the proposed plans to the board and members of the public. The proposal involved the transfer of land between the town and the applicant (lot line adjustment), upgrade of a portion of the road from Class VI to Class V, and the construction of a turn around area ("hammerhead") on a portion of the property to facilitate town equipment during snow plowing and other maintenance operations. It was explained that the purpose of the hammerhead was to allow town vehicles to turn around at the top of the street and drive forwards down the existing steep hill, instead of having to reverse vehicles down the length of the street, as currently required. It was noted that the plans also included two snow storage areas (graded, non-paved) of approx. 20' and 10' respectively in two separate areas. This was included in an update to the plan from a

request by the Road Agent during the prior Technical Review Committee (TRC) meeting for the project. It was noted that the upgrade of the road to Class V and the construction of the hammerhead would be at no cost to the town.

It was further explained that this plan was developed in prior discussions between the applicant and the town to help provide the Class V road frontage necessary for an existing lot owned by the applicant to conform to ordinance requirements for a buildable lot. The outcome of those discussions resulted in the plan that is currently being proposed to the board and discussed in the subsequent Public Hearing portion of the meeting. It was also noted that, in addition to other conditions of approval, the Class V road would have to be formally accepted by the town, and the lot line adjustment approved by the Select Board.

Determination of Regional Impact

The Board was required to make a determination of Regional Impact. Chad Pelissier made the motion that the application was not an application of Regional Impact. Motion seconded by Diane Adinolfo.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed, and the application was determined to have no Regional Impact.

Determination of Waiver Request

The applicant had requested the following waivers for the reasons outlined in the “Description of Project” provided as part of application materials:

1. Wetland Delineation. Property is within urban downtown area.
2. Drainage Study. Project is roughly a 100-foot extension of an existing road. Measures have been taken in the plan to minimize the discharge of water from the site to the road. This is a single-family home. Minimal added value will be achieved by a drainage study.
3. Storm Water Management Ordinance. Single family and duplex homes on individual lots and not part of a larger development requiring a Stormwater Management Permit are exempt.
4. Use of a Hammerhead Turnaround. Hammerhead was proposed at the request of the Town and its Road Agent. Applicant is working within the existing right of way for the extension of the hammerhead. Traffic is minimal on this road.
5. Georeferencing to NH State Plane coordinates and Vertical Datum. The end result of this project is a single lot for use of a single-family home. Site conditions were observed and Georeferencing to NH State Plan Coordinates and Vertical Datum appear to be adequate for the project.

During discussions, Matt Monahan advised that the waiver requests appeared reasonable based on the proposed plan and use of the site for a single-family home. Matt also advised that, though requested, the Storm Water Management Ordinance did not apply to this application and that a waiver to the Ordinance was not required.

Based on input, the Chair requested a motion to grant Waivers #1, 2, 4 and 5, but not to grant Waiver # 3 (Storm Water Management Ordinance), as it was not required for this application. Motion to grant the waivers as outlined by the Chair was made by Sandy McKenney. Motioned seconded by Chad Pelissier.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed, and Waivers # 1, 2, 4 and 5 were granted. Waiver #3 (Storm Water Management Ordinance) was not granted.

Completeness of Application

The Board was required to make a determination on Completeness of the Application. Diane Adinolfo made the motion that the Application was complete. Motion seconded by Sandy McKenney.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed, and the application was determined to be Complete.

Public Hearing

The Chair opened the Public Hearing portion of the meeting at 6:49pm and solicited input from members of the public.

Several individuals had questions/concerns regarding the proposed application, including questions regarding easements, layout, snow storage, water runoff/management, proximity/effect to existing homes, proposed new home on the reconfigured lot, and the future ability to complete the road through to Bailey Ave. Each item was addressed to the best of its ability by the Board, Planner, and applicant.

An individual had questions about the easement(s) shown on the application and the need for them. During extended discussions, the purpose and need for the easements was explained, including the need for easements for the existing water line, and the “No Build Maintenance and Snow Storage Easement Area”. It was explained that, although if approved, the lot line adjustment would transfer ownership of the subject land to the applicant, easements would still be required for the water line, and general maintenance of the area, etc.

An individual, self-described as being very visual, advised that she was having trouble visualizing the layout of the proposed road upgrade and Hammerhead layout. Matt Monahan spent time one-on-one with her, discussing the layout and visually orientating her to the proposed plan, using the application materials and town maps. The Chair also projected a Google® Maps satellite view of the area showing her existing property and describing the placement and orientation of the proposed Hammerhead, which was advised as adjoining her property line on the south side. It was shown that one edge of the Hammerhead would run next to a portion of her property line, and that at the end of that section of the Hammerhead, there would be an approx. 10’ graded area for snow

storage, which was likely to contain only the snow plowed from that smaller portion of the Hammerhead, with the remaining snow being plowed and stored on the 20' graded storage area within the easement on the applicants land.

Several individuals abutting the proposed ^{Lot} area, and on surrounding lots, had questions regarding water runoff/management and the potential effects on their properties. Both the Planner and applicant discussed the water management measures in the proposed plan, including grading, provision of granite curbs to direct water away from adjoining properties, etc., to be then managed by existing water management efforts on the street, for example, existing storm water sewers.

Questions were also raised about water runoff/management from any dwelling subsequently built on the currently vacant lot. Following discussions, it was advised that this would fall under the jurisdiction of the Building Inspection should a building permit be subsequently sought, and/or a Certificate of Occupancy issued.

Note: At one point during the Public Hearing proceedings, the Chair had to request three times that the public not conduct individual conversations. Those present were also requested/reminded to keep questions focused on the application before the board, which was the subject of the hearing.

The public was concerned, and questions were raised about the future ability to complete that portion of Lincoln Street through to Bailey Ave., with members of the public not being in favor of such completion. During discussions, it was pointed out that Bailey Ave would have to be completed in that area (currently a "paper road") and that (subject to the approval of the lot line adjustment), the land on Lincoln Street would no longer be owned by the town, but by the applicant. While the Board agreed that it was unlikely for the road to be completed through to Bailey Ave, those present were advised that the potential for such completion could exist should circumstances change and if necessary, the town could acquire this or any other privately-owned land through other means, such as eminent domain, etc.

A board member also raised the potential of relocating the proposed Hammerhead closer to the Bailey Ave end of the street, rather than its current location. During discussions on the idea, it was stated that this could result in much less effort being needed to complete the road through to Bailey Ave in the future. One estimate of 30' was mentioned to complete the road in this scenario. Other board members expressed concern with the idea, particularly considering prior discussions between the applicant and the town, that resulted in the proposal before the Board. While the merits of the idea were being discussed, the Chair observed the overwhelming preference of the public for the location of the Hammerhead as outlined in the proposed plan, rather than the idea of relocating it, as evidenced by nods of approval from the majority of those present.

The Chair next asked for any further questions or concerns directly related to the application before the Board. There being none, the Chair closed the Public Hearing portion of the meeting at 7:42pm.

Board Deliberation

The Chair solicited input from board members with any questions or concerns. Chad Pelissier expressed concern with the current design, as it would not provide for a secondary means of egress for residents living south of the adjusted area, should the primary method of egress (i.e. Notre Dame Ave) be blocked by some natural or other event. While there is currently no open secondary means of egress, Chad advised that if required, a gate could be opened to allow traffic to exit the area if the primary method of egress is blocked. It was stated that this option would be removed in the plan before the Board.

Both Matt Monahan and the Chair advised that the proposed plan had been reviewed by Department Heads at the TRC meeting, including the Road Agent, Fire Dept., Police Dept., Water Dept., and Sewer Dept., with no departments objecting to the proposed plan, subject to the requests made during that meeting, which were subsequently incorporated into the plan. Chad opined that although that may be true, it is still a concern to be brought before the Board. Further discussions amongst board members indicated concurrence with the approval of Dept. Heads from the TRC meeting.

Plan Approval

The Chair requested that Matt Monahan read the proposed Conditions of Approval for consideration by the board. Following discussion by board members, it was recommended that the Plan be approved with the following conditions:

- Receipt of a Town of Allenstown Driveway Permit.
- That the lot line adjustment and road layout are only valid if the Board of Selectmen: 1) vote to abandon the remainder of Lincoln Street as proposed in this Plan; 2) vote to accept the road layout as proposed in this Plan; and 3) vote to transfer the land as part of the lot line adjustment.
- Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.
- That the easement documents are signed, executed, and recorded at the Merrimack County Registry of Deeds.
- That the house is built as far back from the no build easement as possible.
- All waivers granted, and conditions of approval need to be on the final plan.
- Revise note 15 to specifically state that monuments have or will be set under the surveyor's supervision prior to conveyance.
- Driveway(s) and any associated drainage shall be inspected by the Allenstown Highway Department prior to the issuance of Certificate of Occupancy. If needed, the Highway Department may ask for outside engineering review, paid for by the applicant.
- A performance bond for the completion of the road and any associated drainage structures.
- Final plans, as approved by the Planning Board, shall be provided to the Planning Board in a digital format. Such a format shall be georeferenced drawings and may be CAD, Shape Files or GDB format.

The Chair requested a motion to approve the Plan Application with the conditions as read by the Planner. Motion made by Diane Adinolfo. Motion seconded by Sandy McKenney.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–No, Mike Frascinella–Yes, and Mike O’Meara–Yes.

By a majority vote of 4 to 1, the motion passed, and the Application was approved.

b. Update Planning Board Fee Acknowledgment Form

Public Hearing

The Chair opened the Public Hearing portion of the meeting at 7:53pm.

Matt Monahan presented the update Fee Acknowledgment Form as previously reviewed and recommended by the Board. There was no input on the updated form from the remaining member of the public present at the meeting.

The Chair closed the public hearing portion of the meeting at 7:55pm.

The Chair requested a motion to approve the updated Fee Acknowledgment Form as presented by the Planner.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed and the updated Fee Acknowledgment Form was approved.

UNAPPROVED MINUTES:

a. Review and approve minutes from the May 30 meeting.

The Chair requested a motion to approve the minutes of the May 30, 2018 meeting as written. Motion to approve made by Diane Adinolfo. Motion seconded by Mike Frascinella.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed and the minutes for the May 30, 2018 meeting were approved.

b. Review and approve minutes from the June 20 meeting.

The Chair requested a motion to approve the minutes of the June 20, 2018 meeting as written. Motion to approve made by Mike Frascinella. Motion seconded by Sandy McKenney.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O’Meara–Yes.

Motion passed and the minutes for the June 20, 2018 meeting were approved.

The Chair requested a motion to approve the form with the addition of an item to the Finance section for the Office of the Mayor. Motion seconded by Deputy Mayor.

Vote: Deputy Mayor-Yes second-Yes Chair-Yes Mayor-Yes
President-Yes and Mike O'Brien-Yes

A motion was made to add the motion passed and the discussion was approved.

Public Hearing Report, as presented, passed.

Public Hearing

The Chair requested the public hearing be held on the night of 7:30pm.

That Motion seconded the public hearing be held on the night of 7:30pm as previously discussed and recommended by the Board. Motion was seconded and the discussion was approved.

That motion, to add the public hearing motion of the meeting of 7:30pm.

The Chair requested a motion to approve the motion for a new public hearing form as presented by the Board.

Vote: Deputy Mayor-Yes second-Yes Mayor-Yes
President-Yes and Mike O'Brien-Yes

Motion passed and the updated form was approved.

UNAPPROVED MOTIONS

a. Motion and approve motion from the 7:30pm meeting.

The Chair requested a motion to approve the motion of the form 7:30pm meeting with Motion to approve motion for the Office of the Mayor. Motion seconded by Deputy Mayor.

Vote: Deputy Mayor-Yes second-Yes Mayor-Yes
President-Yes and Mike O'Brien-Yes

Motion passed and the motion for the 7:30pm meeting was approved.

b. Motion and approve motion from the 7:30pm meeting.

The Chair requested a motion to approve the motion of the form 7:30pm meeting with Motion to approve motion for the Office of the Mayor. Motion seconded by Deputy Mayor.

Vote: Deputy Mayor-Yes second-Yes Mayor-Yes
President-Yes and Mike O'Brien-Yes

Motion passed and the motion for the 7:30pm meeting was approved.

IV. CORRESPONDENCE & OTHER BUSINESS:

a. Sewer Dept. New Fee Schedule for Hook-Ups

Chad Pelissier advised of the new fee schedule for sewer hook-ups and also asked for an improved method of notifying the Sewer Dept. when new hook-ups are planned. Chad stated that the current method is somewhat hit-or-miss, in that the Sewer Dept. is not always notified/aware when Building Permits are issued, so that it is known what fees are to be charged/expected. During discussions, it was agreed that there should be a mechanism in place for the Sewer Dept. to automatically review Building Permits or to be made aware of new buildings that include bedrooms. The Chair requested that Matt Monahan review how to include such a mechanism in procedures and report back to the Board.

b. Planning Board Process is too Streamlined

Chad Pelissier expressed a concern that the Planning Board process has become too streamlined. As an example, he cited the application just before the Board for Lincoln Street and that not sufficient time was afforded board members to review the outcome of the TRC meeting and other materials prior to meetings. Chad commented that materials were not available for review until approx. 48 hours prior to the meeting. (Chairs Note: Materials for the Lincoln Street application were emailed to PB members by the Planner on Jun 01, 2018). Timing notwithstanding, a valid concern was raised, and members discussed how best to ensure review by the Board, without making the process unnecessarily cumbersome. One idea was for the Board to review applications after TRC meetings, but prior to Public Hearings? It was discussed that one existing mechanism that could be used is "Design Review". This would involve a publicly noticed meeting between the applicant, Planning Board, and members of the public (via a Public Hearing) at which input could be solicited from all interested parties prior to review and disposition of the application by the Board. The Chair requested that Matt Monahan review how best to incorporate this process into procedures/ordinances and report back to the board.

V. STAFF UPDATE:

- a. None


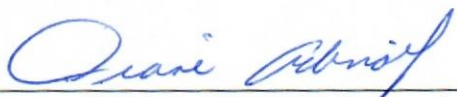
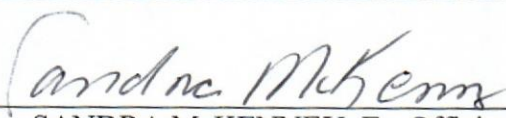
VI. ADJOURN

There being no further business before the board, the Chair requested a motion to adjourn. Motion to adjourn made by Diane Adinolfo. Motion seconded by Sandy McKenney.

Vote: Diane Adinolfo–Yes, Sandy McKenney–Yes, Chad Pelissier–Yes, Mike Frascinella–Yes, and Mike O'Meara–Yes.

Motion passed, and the meeting was adjourned at 8:29 p.m.

Signature Page

Approval:	
	<p style="font-size: 1.2em;">07/18/2018.</p>
MICHAEL O'MEARA, Chair	DATE
<p style="text-align: center;">NOT PRESENT</p>	<p style="text-align: center;">N/A</p>
CHAD PELISSIER, Vice Chair	DATE
	<p style="font-size: 1.2em;">7-18-18</p>
DIANE ADINOLFO, Member	DATE
<p style="text-align: center;">NOT PRESENT</p>	<p style="text-align: center;">N/A.</p>
MICHAEL FRASCINELLA, Member	DATE
	<p style="font-size: 1.2em;">07-18-18</p>
SANDRA MCKENNEY, Ex-Officio	DATE

Report of:

01/11/2007

DATE

John W. C. [illegible]

ARCHITECTURAL [illegible]

W/C

NOT RECORDED

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THAT [illegible]

DATE

DEAL [illegible]

W/C

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DATE

REPORT [illegible]

01/11/2007

DATE

ARCHITECTURAL [illegible]

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	MICHAEL O'MEARA, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL FRASCINELLA, Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE

Amount paid for	Amount paid for
DATE	DATE
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Sign-In Record

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