

**TOWN OF ALLENSTOWN**  
**Planning Board**  
**Allenstown Town Hall –16 School Street**  
**Allenstown, New Hampshire 03275**  
**Meeting Minutes**  
**April 19, 2023**

**Call to Order**

The Allenstown Planning Board Meeting of April 19, 2023 was called to order by Chair Diane Adinolfo at 6:31 PM. Chair Adinolfo called for the Pledge of Allegiance.

Per Chair Adinolfo's request, the Board observed a moment of silence in memory of School Superintendent Peter Warburton.

**Roll Call**

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

Excused: Chad Pelissier

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Allenstown Staff: Derik Goodine, Town Administrator  
Brian Arsenault, Code Enforcement Officer (Remote)

Others present: Kaitlyn Sheridan – Alternate Member  
Ryan Beaudry – Alternate Member\*  
Matt Monahan – Central New Hampshire Regional Planning Commission  
Mike O'Meara – Volunteer Administration

\* Chair Adinolfo invited Ryan Beaudry to participate as a full member of the Board for this meeting.

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

None.

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

• **Election of Officers**

Chair:

Following introductory remarks by current Chair Diane Adinolfo, Sandy McKenney nominated Diane Adinolfo to be Chair for the Planning Board. The nomination was seconded by Michael Juranty.

Roll Call Vote was taken:

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

The motion passed and Diane Adinolfo was elected Chair of the Allenstown Planning Board.

Chair Adinolfo said she was not sure if Chad Pelissier wanted to continue as vice-chair. Election of the vice-chair was tabled until the next meeting.

The order of business was changed at the request of Mike O'Meara.

- **Cost Sheet**

Mr. O'Meara advised that because of recent legislative changes, the Cost Sheet that is published on the Planning Board page requires revision. All municipalities must publish fees in advance in an area accessible to applicants. Fees can no longer be charged if not posted. Additionally, the preferred name of the document is now Notice of Land Use Board Fees under RSA 673:13 Section III.

Mr. O'Meara presented a red-lined document, explaining the proposed new layout and current fees that are charged, and then turned the topic over to the Board for discussion, reminding all present that if a fee is not listed and posted, it cannot be changed.

Matt Monahan provided an explanation on the evolution and content of the fee schedule over the years, explaining that the general approach is to have excess funds in the applicants escrow account than not enough, which could delay an application. Excess funds are then refunded. He also explained that these are estimates based on experience for an "average site plan or subdivision." On the minor side, engineering drainage, engineering traffic for minor applications, lot line review, things like that, those are highly unlikely to charge, but in the rare instance that we do have someone coming in with the lot line adjustment and they do have a crazy driveway, we've got to be able to refer to a fee schedule to charge that.

There followed general input and discussion amongst the Board Members, Mr. Monahan, and Mr. Arsenault regarding various fees, such as escrow, engineering review, legal, newspaper, plan recording, excavation permit recording, abutter noticing, and the like. The fees are typically pass-through fees, except for the actual Application Fee, which goes into the Planning Board's account. Mr. Monahan opined that these are standard and consistent with what you see throughout the state for a lot of towns.

Mr. O'Meara next addressed certain line items in the current Cost Sheet that do not have fees listed and suggested that Mr. Monahan's number of \$500 was a reasonable starting point.

Brian Arsenault asked with regard to the legal review, deed review, condo review, and the easement review, if that could state \$500 or actual cost. Mr. Monahan concurred as this establishes a baseline, plus it's subject to adding to it.

Other general discussions were held regarding the amount of the currently listed fees, the need for publication in a local newspaper, and the inclusion of Zoning Board fees.

For ease of reference and locating it on the Town website, and to ensure applicants understood it also addressed Zoning Fees, it was decided to rename the document to Notice of Land Use board fees for Planning and Zoning Board. At the suggestion of Ms. McKenney, it was also recommended that the fee schedule be posted at Town Hall.

Chair Adinolfo called for a motion to accept the name change and the Board fees and changes as discussed.

Sandy McKinney made a motion to accept the name change and the Board fees and changes as discussed. Michael Juranty seconded the motion.

Roll Call Vote was taken:

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

The motion passed and the revised fee document was approved.

Note: The revised document is incorporated and attached as part of these minutes.

- **Small-Scale Solar Installations Upper Limit of 10KW**

Mike O'Meara prefaced the discussion by advising that Allenstown currently only allows small-scale solar installation of up to 10KW to serve the building to which they are attached and not provide energy for any other building. He also advised that a 16KW and 11KW application had been recently received, which would require a variance by going to the Zoning Board of Adjustment. He also advised that the Allenstown Power Committee had the opportunity to discuss the 10KW limit with Mr. Bob Hayden of Standard Power, who opined that is very low for current homes, and that his recommendation is to increase the 10KW limit to a 30KW limit. That would allow homeowners to put in a system that would work for their homes and would potentially power their homes entirely from solar energy rather than a high rate of solar and a regular source of energy. It was also stated that a Zoning Amendment would be required for any such change to the current limit.

Responding to Chair Adinolfo, Mr. Arsenault confirmed the recent solar permit applications. He also opined that a 30KW upper limit might still be too low, citing an example of a 36KW home in Town. and felt as though there was some continued dialog that you can go up to 50kw. Due to uncertainty, he was not prepared to agree at this meeting that the 30KW upper limit was sufficient.

Chair Adinolfo expressed a concern about potentially preventing people from getting solar installation for the rest of the year here, or until next March? There followed a general discussion about Community Power initiatives in NH and being able to purchase electricity at significant savings compared to the standard rate which could potentially prolong payback periods for solar installations, the physical size of solar installations to generate a higher limit, the limitations of roof structures to support these types of installations, and the aesthetic of these installations about town. It was also confirmed that an aggrieved applicant could request a variance from the ZBA for an installation in excess of 10KW.

It was decided to table further discussion until Mr. Arsenault could conduct additional research on the matter and report back to the Board.

- **Additional Input on STR Ordinance content**

Chair Adinolfo briefly reviewed the action items from the last meeting and what the Board had collectively identified to keep in mind going forward with short-term rentals.



The first action was a high-level Flow Chart to outline a potential approach, recognizing that lower-level actions would be needed to support the overall process. Chair Adinolfo outlined the potential process for the Board, which consisted of a simplified procedure for owner-occupied properties vs. non-owner-occupied properties. Applicants with owner-occupied properties would appear before the Planning Board, who would hear the application and either grant or deny a permit. Applicants for non-owner-occupied properties would follow the special use permit process, requiring abutter notification, and a public hearing before the Planning Board.

Chair Adinolfo solicited input and feedback and there followed a discussion on a definition of owner-occupied, with Ms. Sheridan raising the question of the Board voting to move forward with the implementation of an ordinance, or not. Further discussion centered around the content of any ordinance language and enforceability.

Ms. McKenney advised that she had spoken to the Police Chief, who did not express any concerns – he feels that we’re a smaller town, we don’t have any big attractions, and he doesn’t feel that it’s going to be a lot more people coming in.

Members were also reminded that a survey of residents indicated that a majority desired some type of regulation, and that any final approval would come via a Zoning Ordinance Amendment voted on at the Town Meeting.

Chair Adinolfo next continued with the Action Item List, advising that she was awaiting a response from the Fire Department, saying that she had concerns about renters’ familiarity with the building, and compliance with any burning bans that might be in place.

Regarding contacting the mobile home parks and condo associations, she said she had not done that yet and still needs to work on that. Ms. McKinney advised that mobile homes cannot be rented, and that the person(s) named are the only ones allowed. Chair Adinolfo said she wanted to contact them to make sure it’s in their agreement.

Chair Adinolfo stated that once input is gathered, the Board can decide whether to move forward and if so, then start putting together ordinances and propose wording for the application and permits.

### **UNAPPROVED MINUTES**

- April 5, 2023

Ms. McKenney made a Motion to approve the meeting minutes of April 05, 2023. Mr. Juranty seconded the Motion.

Roll Call Vote was taken:

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

The Motion passed, and the minutes for April 05, 2023 were approved.

## **CORRESPONDENCE AND OTHER BUSINESS**

- **Traffic Counts**

Prior to him leaving the meeting, Ms. McKenney had a question for Mr. Monahan regarding a list for the upcoming traffic count. Following input from Mr. Arsenault and Mr. Goodine, and a follow-up question regarding specificity, Mr. Monahan responded, the counts can be general counts, they can do direction, type and class and speed as well, and that follow-up would be conducted with the Road Agent.

- **Eversource Letter**

For information, Mr. O'Meara shared a letter from Eversource regarding pole license agreements in town. Based on Eversource records, 3<sup>rd</sup> Party attachment to Eversource poles are as follows:

Comcast – 941 Attachments

FirstLight Fiber – 110 Attachments

- **Sully's Convenience Store**

For information, notification was just received that Sully's is interested in building a walk-in cooler to the north end of their building, which is a 49'x9' walk in cooler. It may or may not come to the board at a future point.

Mr. Arsenault advised that he received an email regarding this addition at 4:55pm that would add roughly 450 sq ft addition to the north side of the building. It appears that this would require a typical building permit, but asked the Board if they feel as though an application needs to be presented before them for this equipment in addition to an existing store. Ms. McKenney asked about the type of construction, to which Mr. Arsenault opined that it is probably panelized construction because it's a walk-in beverage cooler added to the market. The Board had some additional questions about the potential for violating parking space requirements, setback requirements and impeding traffic flow. Mr. Arsenault advised that he would get this information for the Board.

- **NHMA Spring Conference**

Chair Adinolfo shared information from the NHMA Spring Conference, including topics on Select Boards, Planning Boards, and Zoning Boards. They talked about the things that are good to do and not good to do, minutes of meetings, conducting meetings, and the like. One of the items of note was the recommendation that there should be two completely independent groups of people on the Planning and Zoning Boards. While it is not prohibited, NHMA Attorneys stated that it's not a good idea. Chair Adinolfo said she provided this information to the Chair of the Selectboard, should they wish to make changes. The practice of reviewing meeting minutes in applications like Google Docs and making sure you don't create the opportunity for an unnoticed meeting online was also discussed.

- **Repaving Deerfield Rd. and Repair of Culverts**

Derik Goodine advised that the Highway Department is going to be doing some paving on Deerfield Rd and will be inspecting culverts. Driveway culverts are the responsibility of the homeowners to repair. There are a few potential rotted culverts, and the jurisdiction over getting those repaired lies with the Planning Board and their representative or agent. He and the Road Agent are drafting a letter to the people in that area that they will be inspecting culverts and we'll be expecting them to replace them if they're found to be rotten or affecting

the drainage and washouts of the edges and shoulders of the road. He is asking the Planning Board to make the road agent, Chad Pelissier, the planning board agent in enforcing those provisions, who will come back to the Board pointing out any of the problem culverts that need replacing so the Board can vote to authorize him to contact those people to fix them. In that letter, it says they can get fix them themselves, or the Town can provide an estimated price and do it for them. Mr. Goodine stated that it has not yet been determined if homeowners will be allowed to pay over time for the cost of culvert repairs.

For the record, Mr. O'Meara advised that the NH Law dealing with driveway culverts is found is RSA 236:13 VI. The request from the town administration is that the Planning Board appoints the Road Agent Chad Pelissier as the agent for this matter of culvert inspections and repairs. The Board should take a formal vote on that.

Sandy McKenney made a motion to identify Chad Pelissier as the Planning Board agent for culvert inspection and repair as defined in RSA 236:13 VI. Ryan Beaudry seconded the motion.

Roll Call Vote was taken:

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

The Motion passed, and Chad Pelissier was appointed as the Planning Board Agent in this matter.

#### **BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER UPDATES**

- Mr. Arsenault advised that Nouria Energy at 3 Allentown Road wishes to relocate their trash enclosure. He advised that it is a minor alteration to the approved Site Plan but wanted to let the Board know.
- Mr. Arsenault advised that a resident who lives in a part of town that requires a 5-acre lot size reached out to him as they feel as though it's too excessive and they want to subdivide it. He advised the resident on the steps necessary to survey the property to determine whether or not the parcel can be subdivided, then request a variance through the Zoning Board of Adjustment, followed by a subdivision application to the Planning Board.
- He also got a call from an individual on Reserve St. regarding lot mergers. He advised the homeowner that research must be done and to get a surveyor to do the title search. Voluntarily merged lots cannot be unmerged.
- The China Mills project at 25 Canal Street is wrapping up with the interior of the building completed and asphalt and binders put down outside. If available during the day and would like a tour, the site is open 7-3, so please reach out to your chairperson and let them know and he'll add you onto the list. Planned opening is roughly in the middle of June.

#### **SCHEDULING OF NEXT MEETING**

The next meeting is scheduled for May 03, 2023.

**MOTION TO ADJOURN**

Sandy McKenney made a motion to adjourn. Michael Frascinella seconded the motion.




Roll Call Vote was taken:

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

The Motion passed, and the meeting was adjourned at 8:10pm.



**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**April 19, 2023**

Approval:	
	5-17-23
DIANE ADINOLFO, Chair	DATE
N/A	N/A
CHAD PELISSIER, Vice Chair	DATE
	5-17-23
MICHAEL FRASCINELLA, Member	DATE
EXCUSED	N/A
MICHAEL JURANTY, Member	DATE
ABSTAIN	N/A
RYAN BEAUDRY, Alternate Member	DATE
	5/17/2023
KAITLYN SHERIDAN, Alternate Member	DATE
EXCUSED	N/A
SANDRA MCKENNEY, Ex-Officio	DATE



**SIGNATURE PAGE**  
**Planning Board**  
**April 19, 2023**

<b>Amendment Approvals:</b>		
<b>Amendment Description:</b>	<b>Approval:</b>	<b>Date:</b>
	DIANE ADINOLFO, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MICHAEL JURANTY, Member	DATE
	RYAN BEAUDRY, Alternate Member	DATE
	KAITLYN SHERIDAN, Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE