

**Planning Board Meeting Minutes  
Allenstown Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
June 07, 2023**

**Call to Order**

The Allenstown Planning Board Meeting of June 07, 2023 was called to order by Chair Diane Adinolfo at 6:30 PM. Chair Adinolfo called for the Pledge of Allegiance.

**Roll Call**

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

Excused: Chad Pelissier

Absent: N/A

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\*  
Mike O'Meara – Volunteer Administration  
Matt Monahan – CNHRPC

Chair Adinolfo requested a motion to allow Sandy McKenney to participate via Zoom since there is a quorum at the Town Hall location. Motion made by Mike Juranty and second by Mike Frascinella.

Roll Call vote: Diane Adinolfo- Aye, Michael Juranty- Aye, Michael Frascinella- Aye.

Motion passed.

\*Chair Adinolfo said she would fill Chad's role with an alternate member- Ryan Beaudry.

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

- None.

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

- Election of the position of Secretary.

Chair Adinolfo stated that a position of Secretary is required as a Planning Board position in accordance with the NH Planning Board Handbook. Chair Adinolfo explained the role of Secretary includes taking a minimal amount of notes such as attendance, motions, voting results and important discussion in order to minutes should the recording device fail to operate throughout the meeting.

Diane Adinolfo made a motion to nominate Mike Juranty as Secretary of the Planning Board. Mike Frascinella seconded the motion.

Roll Call vote: Diane Adinolfo- Aye, Michael Juranty- Aye, Michael Frascinella- Aye, Ryan Beaudry – Aye, and Sandy McKenney – Aye.

Motion passed, and Mr. Juranty was elected as Secretary of the Board.

Sandy McKenney pointed out that the Secretary would also be able to conduct the Planning Board Meeting if the Chair and Vice-Chair were not present. Additionally, Chair Adinolfo noted that the Secretary is also authorized to sign drawing plats in the absence of the Chair.

- Proposed Changes to the Rules of Procedure

The proposed changes to the By-Laws & Rule of Procedure were reviewed with the group. The format was changed to include the new Town seal. The motivation for the changes is due to new information learned during a recent seminar with the NH Municipal Association. The proposed changes were reviewed by means of the use of a mark-up tool contained within the word processor. Each proposed change, and an explanation was presented by Admin. Mike O'Meara. There were discussions during the review which resulted in some minor changes being made in real-time. The finished product, upon completion of the review, is attached to the minutes.

Mike Frascinella made a Motion to approve the By-Laws & Rules of Procedure for the Planning Board as modified during the meeting. Ryan Beaudry seconded the Motion.

Roll Call vote: Diane Adinolfo- Aye, Michael Juranty- Aye, Michael Frascinella- Aye, Ryan Beaudry – Aye, and Sandy McKenney – Aye.

Motion passed and the By-Laws & Rules of Procedure were approved as modified.

Chair Adinolfo stated that the document will be ready to sign at the next meeting.

- Proposed language for the Short-Term Rental Ordinance (STR).

Chair Adinolfo reiterated that the survey conducted during the March 2023 elections indicated that the residents of the Town do want an ordinance in place.

Chair Adinolfo explained that the STR proposed ordinance to be reviewed is a first draft and is based on the review of other ordinances and in alignment with the goals of the STR ordinance discussed during a previous meeting. Chair Adinolfo read through each section and explained the reason for the language. There was discussion during the review of each section and changes were made in real-time. The results of the review are attached to the minutes of the meeting.

There are three items that need additional research. 1) Fire extinguisher location, 2) Fire exits, and 3) Location of C/O and smoke detectors. Additional information is needed to provide the homeowner with better direction regarding the safety of the STR. Action item taken by Chair Adinolfo.

## **UNAPPROVED MINUTES**

- **May 3, 2023**

Mike Juranty made a Motion to accept the Minutes from May 3, 2023 as written. Kaitlyn Sheridan seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the minutes from May 3, 2023 were approved as written.

- **May 17, 2023**

Ryan Beaudry made a Motion to accept the Minutes from May 17, 2023 as written. Mike Frascinella seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the minutes from May 17, 2023 were approved as written.

## **CORRESPONDENCE & OTHER BUSINESS**

A letter was received from the Town of Hooksett Conservation Commission, informing the Town of Allenstown that they will be applying for a wetlands and culvert permit to put in a crossing for the rail trail to join with Allenstown's rail trail.

## **STAFF UPDATE**

None.

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

None.

## **SCHEDULING OF NEXT MEETING**

The next meeting of the Board is scheduled for June 21, 2023.

## **ADJOURN**



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

Roll call vote was taken.

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

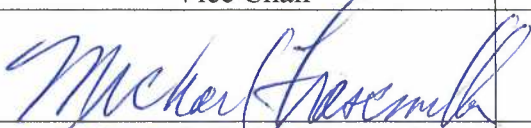

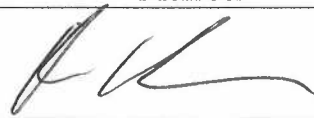
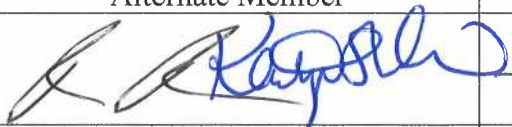
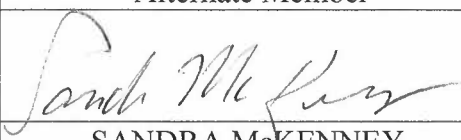
The Motion passed, and the meeting was adjourned at 8:08 PM.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**June 07, 2023**

Approval:	
	7/19/23
DIANE ADINOLFO, Chair	DATE
	7/19/2023
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

*See next page*

**SIGNATURE PAGE**  
**Planning Board**  
**June 07, 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	7/19/23 DATE
	 MICHAEL JURANTY, Member	7/19/23 DATE
	 RYAN BEAUDRY, Alternate Member	7/19/23 DATE
	 KAITLYN SHERIDAN, Alternate Member	7/19/23 DATE
	 SANDRA McKENNEY, Ex-Officio	7-19-23 DATE