

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
October 21, 2015

Call to Order.

The Allenstown Select Board Meeting for October 21, 2015 was called to order by Mr. Roy at 6:32p.m.

Roll Call.

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

Others Present.

Residents of Allenstown:

Others Present: Matt Monahan NHCRP

Other Public Officials:

Allenstown Staff:

OLD BUSINESS/RECIPT OF APPLICATIONS & PUBLIC HEARINGS

None.

NEW BUSINESS/RECIPT OF APPLICATIONS & PUBLIC HEARINGS

Discussion on Potential Technical Review Committee for Planning Board Approval Process.

Mr. Monahan stated it is a public hearing so they could open it and go through all of it. He stated there was a meeting with himself, Mr. Mulholland, Chief Pendergast, and town hall staff. He stated they discussed digital forms. He stated they can do an approval of everything with minor changes.

Motion. Mr. Anderson made a motion to open the public hearing for site plan regulation changes, subdivision plan regulation changes, excavation regulation changes, and Planning

Board application form changes. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Review of proposed changes to Subdivision Regulations, forms and checklist.

Mr. Monahan stated the big thing from the meeting was locking in the digital online submittal process and who gets it and how it's done.

Mr. Monahan stated there were changes such as adding a definition for planner. He stated they also the technical review committee definition which is where he spells out the membership and provides an overview of the duties.

Mr. Monahan stated he has new language at the top of page nine. He stated is now says “The entire submittal package must be submitted electronically to the Building Inspector, including a PDF of the plan set and all supporting documentation. Additionally, abutter labels (3 copies), checks and paper copies of the large plan set are also to be submitted to the Building Inspector.” He stated the effect of all it is Mrs. Severance said they don't need abutter labels.

Mr. Monahan stated section 704(b) currently says “Formal applications made to the Planning Board shall be done digitally via email to the Planning Board, the Town Administrator, the Building Inspector, and the Planner.” He stated they need to change it to say “Formal applications made to the Planning Board per Section 404 of these regulations.”

Review of proposed changes to Site Plan Regulations, forms and checklist.

Mr. Monahan stated there are no changes this time. He stated some of the changes they made at the last meeting were some MS-4 requirements, wetlands buffer during construction, temporary erosion control measures, sanitary sewers not mixed with storm sewers, erosion control blankets and seeding, maintenance provisions for erosion control, loam and seed, snow storage, town engineer authorized to inspect storm water management, the need to record a notice of decision and site plans.

Review of proposed changes to Earth Removal Regulations, forms and checklist.

Mr. Monahan stated the changes discussed being consistent with Site Plan Regulations which were changes made at the previous meeting.

Mr. Monahan stated page 17 has the escrow for the site walk of \$2,000 which they based on their prior experience. The Chair asked who sets the amounts. Mr. Monahan stated the amount came from what the engineer said it would cost to do the site walk.

The Chair asked who sets the amounts; is it them or the Selectmen. Mr. Monahan stated it is not a fee so he thinks they are okay. He stated when they sent it to the Selectmen this was on there.

Review of Reclamation Bond

He stated the other item is the draft Bond. He stated they need to adopt this as part of the regulations. He stated he made changes to the bond per what the attorney said.

The Chair asked Mr. Monahan to update Mr. Pelissier and Mr. Anderson on the bond. Mr. Monahan stated people were asking what language to use for a bond. He stated he got the language from Belmont and changed it to Allenstown. He stated the town's attorney made other changes to it as well. He stated if people want to use other bond language they can but they would need to have the town attorney.

Mr. Monahan stated he spoke with engineers about reclamation per acre for excavation and they said anywhere between \$3,000-5,000. He stated he added language if the applicant uses different bond language it will have to be reviewed by the town attorney.

Review changes to Site Plan Application Form

Mr. Monahan stated the changes he is going to suggest for the form include remove the admin@allenstownnh.gov and mmonahan@chrpc.org, remove VII regarding abutter labels, and to indicate on the form it is to be filled out online.

Mr. Monahan stated they made the same changes on the Subdivision application. He stated on the two checklists they need to strike the abutter labels.

Motion. Mr. Anderson made a motion to come out of public hearing. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to accept the proposed Subdivision Regulations with two changes; “The entire submittal package must be submitted electronically at www.allenstownnh.gov, two full scale paper copies of the plans and any checks shall be submitted to the Building Inspector. Materials submitted subsequently shall be submitted to the

Planning Board email at planning@allentownnh.gov according to Section 404” and “formal application made to the planning board shall be done digitally to the planning board Section 404 Regulations. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to accept Site Plan changes as written. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to accept the changes for Earth Removal Regulations as written. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to adopt the Reclamation Bond Security Template as written as part of the Earth Removal Regulations. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Motion. Mr. Anderson made a motion to accept the changes to the Site Plan Application; “all applicants and materials are to be submitted electronically to the town at planning@allentownnh.gov, remove admin@allentownnh.gov and mmonahan@cnhrp.org, remove the references to abutter labels, and add this will be filled out online. Mrs. Adinolfo seconded the Motion.

The Chair asked if they should have the Building Inspector’s email on there. Mr. Monahan stated Mr. Mulholland wanted to just have one person so there aren’t three people it’s going to. He stated this will make it more likely whoever receives it processes it. He stated Mrs. Baxter will have the link to the email address. He stated the email address they are to submit it to forwards to multiple people so they will be able to catch it.

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

Motion. made a motion to accept the changes to the Subdivision Application; “all applicants and materials are to be submitted electronically to the town at planning@allenstownnh.gov, remove admin@allenstownnh.gov and mmonahan@cnhrpc.org, remove the references to abutter labels, and add all applications be filled out online. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

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

Motion. Mr. Pelissier made a motion to remove abutter labels from the Allenstown Site Plan Application checklist and to approve all other changes as written. Mr. Anderson seconded the Motion. There was no additional discussion.

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

Motion. Mr. Pelissier made a motion to remove abutter labels from the Allenstown Planning Board Subdivision Application checklist and to approve all other changes as written. Mr. Anderson seconded the Motion. There was no additional discussion.

UNAPPROVED MINUTES: July 15, 2015, August 5, 2015, August 19, 2015

Motion. Mr. Pelissier made a motion to accept July 15, 2015 minutes as written. Mr. Anderson seconded the Motion. There was no additional discussion.

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

Motion. Mr. Pelissier made a motion to accept August 5, 2015 minutes as written. Mr. Anderson seconded the Motion. There was no additional discussion.

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

Motion. Mr. Pelissier made a motion to accept August 19, 2015 minutes as written. Mr. Anderson seconded the Motion. There was no additional discussion.

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

Motion. Mr. Pelissier made a motion to accept October 7, 2015 minutes. Mr. Anderson seconded the Motion. There was no additional discussion.

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

CORRESPONDENCE & OTHER BUSINESS

Brownsfield Committee

Mr. Anderson stated it has been brought up they are supposed to appoint someone to the Brownfield Advisory Committee. Mr. Monahan explained they received \$400,000 for Brownfields and are required to setup a committee for all the towns in the region. The Chair asked when they meet. Mr. Monahan stated they meet periodically. He stated the committee will identify contaminated sites to be assessed.

Mr. Anderson asked what Brownfields is. Mr. Monahan stated it's a site which is contaminated. He explained the building the CNHRPC is in was a brownfields project. He gave examples of projects where they have turned brownfields into usable property. He stated the committee would identify areas which are brownfields and recommend properties for projects.

Mr. Monahan stated another thing the committee would be responsible for includes picking a consultant or consultants, an engineer, to do the assessments and determine what types of use the property could have once cleaned up. He stated he thinks it is beneficial to have multiple consultants to help keep up with the workload and keep a competitive advantage. He stated the next thing is to identify the criteria for ranging which the consultant would help with. He stated he went to a Brownsfield Conference and got some information on what the committee does.

Mr. Monahan stated he is working on setting up a day for the meeting. He stated he will do his best not to have it on a Wednesday. He suggested they rotate the meeting locations around the region. Mr. Pelissier stated they hold the meeting at Mr. Monahan's meeting.

Mr. Monahan stated when they sent the letter out they had to have five non-profits on there and then offer it to all the towns. He stated his suggestion is all the towns which have a good downtown should have a representative. He stated the representative doesn't have to be from the BOS or Planning Board. Mr. Anderson stated it was brought up at the BOS they want a Planning Board member on it so they should check with Mr. Mulholland about it.

Mr. Anderson stated the other thing which got brought up was the Southern NH Commission which as to do with the transportation. The Chair stated he will speak with Mr. Mulholland about it and get more information on it. Mr. Monahan stated he doesn't know if the transportation one

has to be a Planning Board member. Mr. Anderson stated he understood it as the SNHC wanting a Planning Board for transportation.

Mr. Monahan stated when they did the Census in 2000, the region fell into the Southern District. He stated he thinks the thresholds were moved in 2000 which could have caused them to fall into the Southern District. The Chair suggested they appoint someone at their next meeting. Mr. Monahan stated they could probably do it at the next meeting. He stated for the Brownsfield committee they should ask Mr. Mulholland about it and could choose someone at any time.

Mr. Monahan stated the grant requires Phase I Assessment, Phase II, Phase III Reuse Planning, Phase IV clean up and then Phase V is the actual Reuse. Mr. Anderson asked what kinds of projects they do. Mr. Monahan stated it would be things like had a tank leakage, gas stations, dry cleaners, etc. Mr. Anderson asked if the issue with the gas station in town would fall under it. Mr. Monahan stated it could and it is something they have to assess during Phase I.

Mr. Monahan explained if a property is contaminated anyone who has owned the property in the past or currently is liable until the property is cleaned up. There was further discussion of other projects which would fall under the Brownfields.

ADJOURN

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

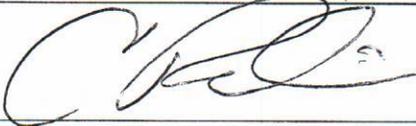
A Roll Call Vote was taken: Mr. Anderson – Yes; Mr. Roy –Yes; Mr. Pelissier –Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:34pm.

TOWN OF ALLENSTOWN
PLANNING BOARD
PUBLIC MEETING MINUTES

October 07, 2015

Signature Page

Original Approval:	
	12-16-15
CHRISTOPHER ROY, Chair	DATE
	12-16-15
DIANE ADINOLFO, Member	DATE
	12-16-15
CHAD PELISSIER, Member	DATE
	12-16-15
LARRY ANDERSON, Member	DATE
	
JASON TARDIFF, Ex-Officio	DATE