

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
June 17, 2020

CALL TO ORDER

The remotely conducted Allenstown Planning Board Meeting of June 17, 2020 was called to order by Chairman Mike O'Meara at 6:32 p.m. Chair O'Meara called for the Pledge of Allegiance.

Chair O'Meara next read a statement establishing authority to hold an electronic meeting, along with remote viewing and listening guidelines.

As Chair of the Allenstown Planning Board, I, Mike O'Meara, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are (will be):

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.*** We have a Zoom conference calling session set up for those listening. The instructions are on the Town website on the Planning Board agenda page.
- b) Providing public notice of the necessary information for accessing the meeting.*** We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Planning Board page attached to the agenda for this meeting.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.***
- d) Adjourning the meeting if the public is unable to access the meeting.***

ROLL CALL

Present on the Board: Sandy McKenney, Diane Adinolfo, Mike Frascinella, Mike O'Meara, Matt L'Heureux

Chad Pelissier joined the meeting at 6:40 pm.

Ex-Officio: Sandra McKenney

Residents of Allenstown: – None

Others present: Matt Monahan, CNHRPC

Other Public Officials: None

Allenstown Staff: Derik Goodine, Town Administrator

OLD BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

▪ Proposed Revisions of the Planning Board Site Plan Regulations & Subdivision Regulations

Mr. Monahan stated that these proposed revisions will be on the ballot at the Town Election in March of 2021. He said that he would first review the seven proposed revisions to the Planning Board Site Plan Regulations, including the following items: Post Construction Ordinance References, Green and Low Impact Development (LID) Encouragement, Erosion Control Measures, Snow Storage, Litter Provisions, Building Inspector's Role in Enforcement, and Adoption of Subdivision Regulation Preconstruction Meeting Provisions by Reference. The Post-Construction Stormwater Management Ordinance is referenced in Section 7.06 regarding erosion and sedimentation control measures. Section 7.06(n) addresses the evaluation of opportunities for green infrastructure and/or opportunities to incorporate Low Impact Development (LID).

Mr. Frascinella asked about green roof vegetation.

Mr. Monahan said that this involves the planting of vegetation on a roof, which helps with run-off. He said it can be tricky, requiring really good loading, since you are essentially planting a forest on a roof. He added that it can be cost prohibitive. In all cases, Best Management Practices (BMP) are expected to be employed in all situations. Section 706 (o) calls for the incorporation of erosion and sedimentation control measures, including minimizing the disturbed area, stabilizing sites, protecting slopes, protecting storm drain outlets, using perimeter controls, preventing off-site tracking of materials, and regularly inspecting stormwater controls. Provisions for snow storage are outlined in Section 7.11 and for litter and debris control during construction in Section 7.12. Continuing, he said that Section 8.01 (a) gives the Building Inspector the authority to issue Cease and Desist Orders. Finally, Section 8.01 (b) states that Pre-Construction meetings shall be conducted according to Allenstown Subdivision Regulations.

Ms. McKenney suggested that the Code Enforcement Officer should be included with the Building Inspector in Section 8.01(a).

Mr. Monahan agreed that this was a good idea and said he would change that section to "Building Inspector/Code Enforcement Officer."

Ms. McKenney asked if the duties of the Building Inspector are the same, with the addition of the authority to issue Cease and Desist Orders.

Mr. Monahan said that was correct, being pretty much what is done already but adding this enforcement authority for clarity.

Mr. Monahan next addressed the proposed changes to the Subdivision Regulations, saying that Sections 4.04 (k) & (l) allow the Planning Board to authorize time beyond one year for the applicant to meet the conditions of approval, up to no more than one additional year. This is not about a change of plans, he said; it is just allowing more time, and no public hearing is required. The same applies to the securing of a building permit. Section 6.02 (v) encourages subdivisions to incorporate "Green Infrastructure" and/or LID elements. Section 5.02 (i) prohibits mixing of sanitary and storm sewers. Sections 7.03 a. 1, 2 & 3 spell out the procedure for pre-construction meetings. He said that he would add the Code Enforcement Officer to Section 7.03 (b) 1, D regarding Cease and Desist Orders.

Public Hearing

Chair O'Meara opened the Public Hearing on the proposed revisions of the Planning Board Site Plan Regulations & Subdivision Regulations at 6:59 pm. There were no public comments, and Chair O'Meara closed the Public Hearing at 7:00 pm.

Chair O'Meara called for a motion regarding the proposed revisions of the Planning Board Site Plan Regulations & Subdivision Regulations.

Ms. McKenney made a motion to approve the proposed revisions of the Planning Board Site Plan Regulations & Subdivision Regulations, amending Section 8.01 (a) of the Site Plan Regulations and Section 7.03 (b) 1, D of the Subdivision Regulations to grant the Code Enforcement Officer the same authority regarding the issuance of Cease and Desist Orders as the Building Inspector. Ms. Adinolfo seconded the motion.

Chair O'Meara called for a roll call vote on the motion.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Chad Pelissier – Aye, and Michael O'Meara – Aye.

The motion carried unanimously and the proposed revisions to the Planning Board Site Plan Regulations & Subdivision Regulations were approved.

Mr. Monahan stated that the Planning Board has done its piece for the MS-4. The BOS will address the Illicit Discharge Ordinance at their June 29th meeting. He said that the Planning Board can address the Stormwater Ordinance in the fall.

NEW BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

N/A

UNAPPROVED MINUTES

Minutes from May 20, 2020

Ms. Adinolfo made a motion to approve the minutes of the May 20, 2020 meeting as written.

Ms. McKenney seconded the motion.

Chair O'Meara called for a roll call vote on the motion.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Chad Pelissier – Aye and Michael O'Meara – Aye.

The motion carried unanimously and the minutes for the May 20, 2020 meeting were approved.

Chair O'Meara asked, and received, permission from each member to record their names on the approved minutes and to apply his wet ink signature.

CORRESPONDENCE & OTHER BUSINESS

N/A

SCHEDULING OF NEXT MEETING

Chair O'Meara announced that the next meeting will be on July 1, 2020, beginning at 6:30 pm. The China Mill development will be on the agenda.

ADJOURNMENT

Ms. McKenney made a motion to adjourn at 7:06 pm. Ms. Adinolfo seconded the motion.

Chair O'Meara called for a roll call vote on the motion to adjourn.

Diane Adinolfo – Aye, Sandy McKenney – Aye, Mike Frascinella – Aye, Chad Pelissier – Aye, and Michael O'Meara – Aye.

The motion carried unanimously, and the meeting was adjourned.

SIGNATURE PAGE
Planning Board
June 17, 2020

Approval:	
<i>Michael A. O'Meara</i>	<i>01-July-2020</i>
MICHAEL O'MEARA, Chair	DATE
Yes – Via Remote Roll Call Voice Vote	01-July-2020
CHAD PELISSIER, Vice Chair	DATE
Yes – Via Remote Roll Call Voice Vote	01-July-2020
DIANE ADINOLFO, Member	DATE
Yes – Via Remote Roll Call Voice Vote	01-July-2020
MICHAEL FRASCINELLA, Member	DATE
N/A	N/A
MATTHEW L'HEUREUX, Alternate	DATE
Yes – Via Remote Roll Call Voice Vote	01-July-2020
SANDRA MCKENNEY, Ex-Officio	DATE

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