

**Allenstown Planning Board
16 School St.
Allenstown, New Hampshire
03275**

Allenstown Planning Board Meeting Minutes

Date: June 25, 2014

Location: Allenstown Town Hall

Time: 6:30 PM

Note: Although these minutes may contain direct quotes, they are not verbatim. Many sections contain a general description the remarks of the participants as interpreted as both indicated by the transcriber and should not be relied upon as the actual intent of the participant's statement. Additionally, many statements have been omitted, condensed and generalized based on the interpretation of the transcriber as to the relevance, content, specificity, accuracy, and/or conformity to any applicable statute. The transcriber assumes no liability for the contents of the document.

Meeting was opened by Chair Chris Roy at 6:34 p.m.

BOARD MEMBERS PRESENT: Chairman Chris Roy, Vice Chair Chad Pelissier, Ex-Officio Jeffrey Gryval, and Lawrence Anderson.

BOARD MEMBERS ABSENT: None

PUBLIC MEMBERS PRESENT: CNHRPC representative Matt Monahan, Building Inspector Dana Pendergast, Town Administrator Shaun Mulholland, Jon Rokeh from Rokeh Consulting, Tom Huot from S & H Land Services, Madelane Pelletier, George Pelletier, and Armand Verville.

I. UNAPPROVED MINUTES:

- Larry made a motion to accept the minutes of June 4, 2014. Chad seconded the motion. Motion passed unanimously and minutes signed.

II. RECEIPT OF APPLICATIONS AND PUBLIC HEARINGS:

- **Continuation of Lot Line Adjustment and Minor Subdivision Application. John Douglas Zona; Fred Farwell. CASE # 2014-02:**

- Matt summarized the last meeting highlights. The Board has to vote on completeness and review waiver requests.
- John Rokey reviewed changes on the drawings since the last meeting. Discussed the following items: traffic data that was submitted from a recent traffic analysis done by Central NH Regional Planning Commission; sewer memo received from Hoyle, Tanner & Associates; and drainage and having a 3rd party review to ensure compliance with MS4.
- Jeff made a motion to accept the application for lot line adjustment and minor subdivision as complete. Larry seconded the motion. Motion passed unanimously.
- Chris opened for public comment: Mr. George Pelletier stated his concerns regarding the traffic and access both in and out for residents in case of a fire. Fire Chief Dana Pendergast stated he has reviewed the drawings and changes have been made since the original submission to accommodate fire hydrants and other issues noted. Mr. Rokeh reviewed information regarding traffic count study done by Central NH Regional Planning Commission. Chris stated in 2007 the traffic count was 1,995 vehicles per day and in 2012 the traffic count was 1,404.
- Chris closed public comment at 7:10 PM. Chris asked the Board if any further comments or discussion. Board had none.

- **Continuation of Site Plan. John Douglas Zona. Case # 2014-03:**

- Matt reviewed the next steps: sewer easement needs to be completed and recorded with the Merrimack County Registry of Deeds; have Sewer Commission complete a final review of plans and submit a letter to Planning Board of approval; discussed having legal counsel review Condo Docs; DOT & DES approved permits need to be submitted.
- Town Administrator, Shaun Mulholland, stated he did not see the need to instead have a staff member review. Board was in agreement. Mr. Rokeh expressed his concern with the engineer's quote of 18 hours to complete the drainage review. Matt stated he will find out why it will take that amount of time.
- Larry briefly discussed the requirements to be submitted to the Sewer Commission.
- Larry made a motion to accept the site plan, lot line adjustment, and minor subdivision with the following conditions: sewer easement is signed and recorded; letter of approval received from the Sewer Commission; condo docs have been reviewed; engineer has reviewed and approved drainage;

and both DOT (Department of Transportation) and DES (Department of Environmental Services) permits have been received. Chad seconded the motion. Chris called for roll call vote: Larry-yes; Chad-yes; Jeff-yes; Chris-yes. Motion passed unanimously. Matt will get the notice of decision out. Briefly discussed who will be responsible for scanning signed original documents. Discussed how long originals needs to be kept on file, looked at RSA 33:3-a.

- **Continuation of Public Hearing for Earth Removal Regulations:** Chris updated the Board that the Board of Selectmen have set a date for the Public Hearing and has agreed with the fees recommended by the Planning Board. There was no further discussion.
 - Chris opened discussion to the public. Armand asked how the changes will affect him as a gravel pit owner. Chris replied the change regarding escrow accounts may affect him as an owner.
 - Larry made a motion to adopt the Earth Removal Regulations as amended. Chad seconded the motion. Motion passed unanimously.

III. NEW BUSINESS

- **Discuss 2015 Planning Board Budget:** Discussed current budget year to date expenses and made changes to the proposed 2015 budget. Board agreed to submit a bottom line of \$10,422.00 to the Board of Selectmen. Chris will submit final copy to Town Administrator. Discussed with Matt possible upcoming changes to ordinances and/or regulations.
- **Other:** Discussed ensuring secretary puts Planning Board meetings on website calendar and to ensure the signed minutes are brought to Town Hall after scanned and uploaded to website. Chris stated that due to conflict of interest he will be recusing himself from any future discussions regarding Allenstown Aggregate.

IV. OLD BUSINESS:

- No old business to discuss

V. CORRESPONDENCE AND OTHER BUSINESS:

- Dana Pendergast update: met with Ernie of Allenstown Aggregate on June 17, 2014 and discussed the following: submission of a new site plan; explained the site plan approval process; items located on the property need to be reflected accurately on the plan; currently operating without a valid 155:E permit; escrow account is negative and discussed a payment being submitted to the Town; stump dump is still on property and reviewed the dates Dana observed operations. Dates of observations: 5/23, 5/28, 6/5, 6/6, 6/10, & 6/11 al at various times during the day.
- Matt brought up current language in an ordinance regarding mobile/manufactured homes could possibly not be legal. Board agreed to give to legal counsel and start reviewing how the language can be corrected to accomplish what the voters wanted and be legal.

- Jeff updated the Board he has a person interested in becoming a Planning Board member and is going to be submitting an application. Asked for an update on Advanced Excavating & Paving site plan. Matt replied he will be emailing them along with the engineer tomorrow to request an update on submission of application for site plan approval.

ADJOURN:


With no further business to discuss, Jeff made a motion to adjourn the meeting. Chad seconded the motion. Motion was voted on and unanimously passed. Meeting was adjourned at 8:30 pm.

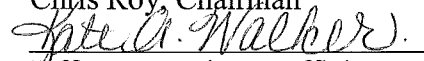
Chad made a motion to re-open meeting at 8:36 PM. Jeff seconded motion. Motion passed and meeting was re-opened.

Jeff made a motion to authorize Vice-Chair to sign documents in place of Chairman when not available. Larry seconded them motion. Motion passed.

ADJOURN:

With no further business to discuss, Jeff made a motion to adjourn the meeting. Larry seconded the motion. Motion was voted on and unanimously passed. Meeting was adjourned at 8:37 pm.


Chris Roy, Chairman


Jeffrey Gryval, Ex-Officio

Kate A. Walker

Member


Chad Pelissier, Vice Chairman


Lawrence Anderson, Member

Alternate