

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
August 19, 2015

Call to Order.

The Allenstown Select Board Meeting for August 19, 2015 was called to order by Mr. Roy at 6:35p.m.

Roll Call.

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

Ex-Officio:

Others Present.

Residents of Allenstown:

Others Present: Matt Monahan NHCRP

Other Public Officials:

Allenstown Staff: Dana Pendergast, Building Inspector.

OLD BUSINESS/RECIEPT OF APPLICATIONS & PUBLIC HEARINGS

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

Mr. Monahan stated he made a couple of changes to it otherwise everyone liked it last time.

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

Mr. Monahan stated the first thing he revised was on page 14 Section 7.06. He stated he added Article XXV which he had omitted last time.

Mr. Monahan stated on page 17 Section 7.10(b) he changed "electrical congruate" to "and, all utilities (including electrical) shall be underground".

Mr. Monahan stated under Block 13 IV "Two checks (one for escrow, one for all other fees), signed fee acknowledgement, and W-9" and VII Abutter labels (3 copies)."

Mr. Monahan stated on the Site Plan Application Checklist he clarified two checks under item three.

Mr. Monahan stated on page 4 he changed #37 to New utilities, including electrical, Underground.

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

Mr. Monahan stated the first change he had was on page six which is the Technical Review Committee (TRC). The Chair asked if they removed the Planning Board member. Mr. Monahan reviewed the changed section and verified there is no Planning Board member. He stated he did added a Conservation Commission Representative based on the conversation they had at the last meeting.

The Chair explained they asked Mr. Monahan to remove a Planning Board member from the TRC because they didn't want anyone on a future board to go into this and speak on behalf of the Planning Board and the applicant getting the wrong kind of information.

Mr. Tardiff stated he agrees with it however he wondered if they would want someone on the TRC to be able to come back and bring up any questions or concerns anybody had on the committee. The Chair stated Chief Pendergast and Mr. Monahan will be able to do it. Mr. Monahan stated a third piece of it is having a Conservation member on the committee. Mr. Tardiff stated they need to make it clear Mr. Anderson is speaking for Conversation and not the Board.

Mr. Monahan stated the next change is on page 10 Section 4.04(d) to say "application in general circulation for no less than 10 days" rather than Concord Monitor or Union Leader. Mr. Tardiff asked the State law still says a paper. Mr. Monahan stated they still have it but Mr. Mulholland is trying to lobby to change it. There was discussion of the different papers they could put it in.

Mr. Anderson asked if it has to be advertised every day. Mr. Monahan stated it needs to run at least one day within 10 free and clear days prior to the meeting. Mr. Anderson asked if they could "or online". Mr. Monahan stated they could put "in paper and online" but they would be violating the law if they didn't put it in the paper.

Mr. Monahan stated on page 34 Section 7.04(b) he changed it from having the email addresses to "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."

The Chair stated he has a question about fees because they just had one which got billed to Planning Board legal line and not the escrow account. He stated he asked Mrs. Baird about it and she had said Mr. Mulholland informed her it was the line the fee should come out of. Mr. Tardiff stated they need to change it to come out of escrow. Mr. Monahan stated anything incurred by an applicant should come out of escrow and then the application fees, abutter fees, newspaper fees all go to the Planning Board account.

Mr. Monahan stated he thinks it was about the language for the bond template. He stated if it was it should come out of Planning Board legal because it is part of the regulations and it's a standard template form they were creating.

Mr. Monahan stated on the Subdivision application he changed Block 13. He reviewed it and saw he missed adding in two separate checks so he will need to change it. He stated he will make it similar to the Site Plan one.

Mr. Tardiff asked why they are asking an applicant for a W-9. Mr. Monahan stated the bank requires it to set the escrow up. Mr. Tardiff stated the W-9 is if they are paying someone. Mr. Monahan stated it raising an interesting question because the W-9 will have someone's social security number on it. Mr. Pelissier stated the only reason for it would be for interest income and they are not going to earn enough interest. Mr. Tardiff suggested they look into it and get a letter from the Bank as to why they are requiring it. Mr. Monahan stated he will speak to Mr. Mulholland about it.

Mr. Monahan stated on the Subdivision Checklist he changed item 3 to say two separate checks.

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

Mr. Monahan stated he changed the Excavation Regulations on page 12 under Section X.b.9 clarifying the referenced sections are from the Site Plan Regulations.

Mr. Monahan stated he just received changes from Mr. Mulholland today. He stated the first change is electronic submittals. He stated he thinks Mr. Mulholland saw it because the Site Plan Regulations and Excavation Regulations tell you to follow the process in the Subdivision Regulations and he didn't see it.

Mr. Monahan stated other changes include making sure they have web friendly stuff for material.

Mr. Monahan stated Mr. Mulholland also suggested they make sure things are accounted for in the Regulations when they adopt the Reclamation Bond.

Mr. Monahan stated the last suggestion from Mr. Mulholland was the W-9 questions they were discussing earlier as to why they need applicants to complete one.

Fee Schedule

Mr. Monahan stated the fee schedule is on the Select Board's agenda to adopt the changes. The Chair asked if any of the Planning Board members need to be there. Mr. Tardiff stated they don't. Mr. Monahan informed Mr. Tardiff the engineering site walk fee is strictly based on the site walk with the engineer for Allenstown Aggregate.

Sample Reclamation Bond

Mr. Monahan stated their attorney looked at it and had a few changes. He stated he made those changes.

The Board determined to go ahead and schedule a Public Hearing for adoption of the regulation changes. The Board determined to have the Public Hearing on October 7, 2015.

Discussion on Potential Zoning Ordinance Changes for March 2016 Town Meeting.

Mr. Monahan stated Chief Pendergast and himself have been working on the Board asked them to do. He stated they haven't gotten to the junk car thing yet. He stated they need some ideas for framework on what they can be writing.

Mr. Tardiff stated right now it is for residential its one car which is not registered or inspectable and for commercial it is for two cars which are not registered or inspectable.

Mrs. Adinolfo asked if they can put a timeframe on it. She suggested they be required to get a temporary permit to have the vehicles there. Mr. Monahan stated he thinks they could do a combination of things. He stated on the private house side they could say no more than two or three unregistered and if they need more they would need a permit.

Mr. Tardiff asked what guidelines they would use to keep it fair. Mr. Monahan stated they would say two is the limit at residential and get a permit for any additional. He suggested the Building Inspector issues the permits and sees it is tied to a project eth applicant is working on.

Mr. Pelissier stated as long as they are neat it doesn't matter what they do. Mr. Tardiff stated Mr. Pelissier's definition of neat is different than someone else. Mr. Pelissier suggested doing something around the age of the vehicle. Mr. Tardiff stated they would be discriminating if they did it on age.

Mr. Monahan stated the issue is quantity and rather it is a junk yard. Mr. Pelissier stated if they go with time frame there are people who work on it for a long time.

Mr. Tardiff stated they should change it to two and anything else they could have to get a variance from the Board (to be determined which Board). Mr. Monahan stated it would be a conditional use permit. Mr. Pelissier suggested the Building Inspector would have the authority to look at the property and determine if things are within guidelines.

Mr. Monahan stated they will work off the framework of two unregistered vehicles. He stated they would be required to obtain permits for more than two vehicles. He stated he has also written down criteria such as additional cars have to be tied to a project or other recreational use of the property owner, no sale of parts, has to be neat and no brown water contamination or pollution. The Chair stated they would have to come up with some definition of neat. Mr. Monahan stated he'll find a way to make it work.

Mr. Monahan asked how many vehicles they want to cap this on. Mr. Tardiff asked if they can tie it to what they have for legal parking spaces for the driveway. He suggested they cap it at four vehicles overall.

Mr. Monahan stated for a commercial property they could use a similar regulation as they previously discussed for residential. Mr. Pelissier suggested they cap it out at four vehicles which are owned by the business.

Mr. Monahan stated they could word it so additional vehicles for commercial have to be part of the business operations.

Mr. Tardiff asked about businesses such as his where the vehicles are unregistered and won't be registered until the winter when he needs them. He asked if there was a timeframe on the unregistered vehicle. Mr. Monahan suggested they have it be within two years for residential and within one year for commercial. Mr. Pelissier stated they shouldn't put a timeframe for residential. Mr. Tardiff stated for residential they should keep it based on the number of available parking spots. He suggested tying neat into safety as in nonhazardous.

Mr. Monahan stated for the not to exceed cap for commercial is what the parking permits have for a business. He stated they can look at what their use is, the total square footage and what they should have for parking not to exceed ten vehicles.

Mr. Monahan stated at this point the parking permits depend on the use of the business. He gave an example of a retail area must have one paved spot for every 200 square feet of first floor area and for every 400 square feet of second floor area. He stated there are different numbers per industry. He suggested they cap it at what the parking requires plus ten percent.

Mr. Pelissier stated they should add inspectable in the unregistered vehicle for the residential. Mr. Tardiff stated it is worded as unregistered and inspectable.

Mr. Tardiff stated there are so many holes in the parking requirements. He gave an example of the bigger trucking companies have vehicles which take up more than one spot so if they are required to have one for each vehicle. There was further discussion of how many unregistered vehicles to allow commercial properties to have.

Mr. Monahan stated he is thinking they make sure it is tied to the business, not a car dealer, and neat. He stated licensed junk yards, car sales, or garage would be exempt.

Mrs. Adinolfo asked if they were talking about property and not the garage. Mr. Monahan stated he thought it was a good point; if they can put them in the garage then it doesn't count towards the four vehicles.

Cemetery

Mr. Monahan stated the cemetery is on the rest of the ordinance stuff and they are working on it. The Chair asked if they looked to the coast. Mr. Monahan stated not yet. The Chair stated he thinks they [Hampton] has something on it. Mr. Tardiff stated he is fine with people being buried in the back yard.

Mr. Monahan stated he is waiting on Chief Pendergast for the sign ordinance. He stated he wants to give everything to them at once.

Master Plan

Mr. Monahan stated he is still working on it. He stated right now he is working on the Housing Chapter so there's not much more than what they saw last time this was discussed.

Mr. Tardiff asked about the number in paving in the driveway. Mr. Monahan stated it is in the regulations. The Chair stated he thought they had decided ten feet. Mr. Tardiff asked what the setback usually is. The Chair stated it is usually 25 feet. He stated he doesn't know about Deerfield Road on the State's portion. He stated it's on the deeds; anywhere from 25 to 30 feet. He stated Route 28 was 75 feet. Mr. Tardiff stated he is fine with ten feet. He stated he thinks the footage is on the driveway permit. Mr. Monahan stated he thinks it is in the Subdivision Regulations but he doesn't know where in the Regulations it is.

NEW BUSINESS/RECIPT OF APPLICATIONS & PUBLIC HEARINGS
UNAPPROVED MINUTES IV.- July 15, 2015 & August 5, 2015

Mrs. Adinolfo stated she made corrections to June 17, 2015 minutes. She stated these are the minutes with Allenstown Aggregate which they wanted Mr. Monahan to review and he said they were good with Mrs. Adinolfo's corrections.

Mr. Tardiff stated Mrs. Hetu is doing the minutes but if there are changes needed, Mrs. Baxter can make the changes. The Chair stated the last set of minutes Mrs. Baxter emailed him and asked who was sending her the minutes. He stated he hasn't gotten a bill from Mrs. Hetu yet. He stated the Mrs. Hetu did the first set and two days later he had the bill and draft of the minutes.

Mr. Tardiff stated Mrs. Hetu does the minutes and sends them to Mr. Mulholland. He stated Mr. Mulholland reviews them and then sends them to the Board. The Chair stated at the last meeting they discussed Mrs. Adinolfo receiving them, review them and then send them to the Board and Mrs. Baxter.

Mrs. Adinolfo asked who she should send her notes to from each meeting. Mr. Tardiff suggested she hold onto them until she gets the minutes. Mr. Pelissier suggested Mrs. Adinolfo make changes if she needs to based off her notes and then send them off to the Board.

Motion. Mr. Anderson made a motion to accept the June 17, 2015 minutes. Mr. Pelissier seconded the Motion. There was no additional discussion.

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

Mrs. Adinolfo stated the July 15, 2015 doesn't have a section for them to sign. The Chair stated if Mrs. Hetu got to the August 5, 2015 minutes yet because he hasn't gotten them yet. He explained to Mr. Anderson they are going to have Mrs. Hetu send the minutes to Mrs. Adinolfo who will make changes if necessary and then send them to the Board.

The Board determined to table the minutes until they get a sign off sheet for the minutes.

Motion. Mr. Anderson made a motion to accept the non-public minutes of July 15, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

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

CORRESPONDENCE & OTHER BUSINESS

Other business.

The Chair stated Mr. Pelissier informed him he is not getting emails. He stated he spoke with Mr. Monahan to make sure they have an email address. He asked Mr. Pelissier to give Mrs. Adinolfo the email address he wants things to go to. Mr. Monahan asked Mr. Pelissier to give him the email address as well. There was discussion of possibly getting the town email address turned back on since he is the Vice Chair for the Planning Board. There was also a discussion of the cost of a town email and if the Planning Board can pay for it.

STAFF UPDATE

None

ADJOURN

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

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

The Chair declared the meeting adjourned at 8:12pm.



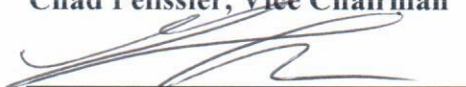
Chris Roy, Chairman



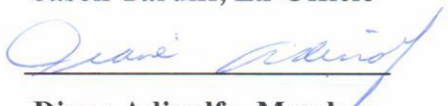
Chad Pelissier, Vice Chairman



Jason Tardiff, Ex-Officio



Lawrence Anderson, Member



Diane Adinolfo, Member

Alternate