

**TOWN OF ALLENSTOWN**  
**Planning Board**  
**Allenstown Town Hall –16 School Street**  
**Allenstown, New Hampshire 03275**  
**Meeting Minutes**  
**April 05, 2023**

**Call to Order**

The Allenstown Planning Board Meeting of April 05, 2023 was called to order by Chair Diane Adinolfo at 6:32 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

Ryan Beaudry

Matt Monahan - CNHRPC

Ex-Officio: Sandy McKenney

Residents of Allenstown: None

Allenstown Staff: Derik Goodine, Town Administrator

Brian Arsenault, Code Enforcement Officer

Others present: Kaitlyn Sheridan – Alternate Member

Mike O'Meara – Volunteer Administration

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

None.

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

• **Short Term Rental Survey Results and next steps**

Mr. O'Meara said they have the survey results from the March 14 Town Vote.

Chair Adinolfo said they had approximately 63 people take part in the survey. She said not everyone participated in the whole survey. The results are as follows (see page 2):

Short Term Rentals ("STR") Survey		Yes	No
1	Should the Town of Allentown allow Short Term Rentals?	33	24
2	Should the Town of Allentown Planning Board develop an ordinance to regulate STR?	45	3
3	Should the Town of Allentown require STR to register with the town?	46	3
4	Should the Town of Allentown require a permit for STR?	42	8
5	Should STR be restricted to certain zones within the Town? For example, Residential, Commercial/Light Industrial, Open Space & Farming?	32	18
5.a	Allowed in homes in a Residential Zone	16	19
5.b	Allowed in homes in a Commercial/Light Industrial Zone	11	16
5.c	Allowed in homes in an Open Space and Farming Zone	15	12
5.d	Allowed in all zones	15	12

6	What should the Planning Board be concerned about if developing an ordinance?	Yes	No
	On-Street Parking	41	5
	Increased Traffic	35	9
	Trash/Littering	42	6
	Excessive Noise	40	7
	Police, Fire, or EMS Responses	41	5
	Signage – Advertising the STR	36	18

	Comments:			
	Do background checks on renters.			
	If allowed, safety of people living in town and renters should be 1st priority.			
	Concerned about drugs being brought into town.			
	In favor only if regulations are put in place. Against if unregulated.			
	People should have their own home and do what they want, but I don't want to town ruined just to make a buck.			
	Minimum stay of 1 month. STR must have private trash pick up (same as business). Background check on tenants/lessees.			
	Drug dealers, sex offenders.			
	Taxpayers need creative ways to pay bills. If an STR is the answer and it does not depreciate the neighborhood, it should be permitted.			
	No, will bring down the value and unsafe.			
	What if sex offenders or criminal rents in a quiet area or with children and stage a party.			
	Please form governance to provide it as small business.			
	The ordinance should include short term rentals informing town and registering to get approval from the board. If 3 or more complaints, they will no longer be allowed to have the short term rental.			
	Background checks, criminal activity check, multi-family rental, college/fraternity rental, party rental.			
	We have serval mobile home parks in town, and STRs should not be allowed in those homes.			
	The town should set up some ordinances to regulate to be safe.			
	This should be zoned as a motel etc., which would not interfere with residential areas. A tax could be an added charge for this to put toward town expenses incurred. Also it should be licensed and subject to town approval should it be owned by out of town residents. Guidelines need to be developed.			

Chair Adinolfo said that it was a close vote, but the majority feels that Allenstown should develop an ordinance to regulate STR's.

With regard to the results, she said she doesn't think a background check would work because of the length of time it takes to obtain results. She said that overall, people are concerned with the safety of the neighborhoods.

The Board decided they were happy with the definition of short-term rental that they came up with at the last meeting.

Chair Adinolfo said with regard to the ordinance, she thinks less is more but is happy to hear feedback from the Board members. Mr. O'Meara noted that the Town of Epsom voted on an amendment to their Zoning Ordinance on March 14<sup>th</sup> and they approved their ordinance in favor of regulating short term rentals from 2-30 days. He said there are other things within the ordinance relating to safety, occupancy, parking, trash, and septic facilities and depending on where it is, it could affect Allenstown.

Chair Adinolfo said last week, they attended the Central NH Planning Commission meeting and had an opportunity to speak to a member of the Planning Board in Epsom. That individual referred to an article in the Concord Monitor several weeks ago and said that one of the problematic areas was with regard to the wells. The owners of the Airbnb were sucking water from the pond to be used in the house unknown to the renters and when the septic overflowed, it overflowed into the pond. Chair

Adinolfo said the situation motivated the Ordinance that just recently passed. (The article can be found at: <https://www.concordmonitor.com/Short-term-rental-zoning-ordinances-50100310>) She said there will be more ordinances coming for Epsom. Ms. McKenney said it is hard to know everything until you actually see it in action.

Ms. McKenney said she would like to see the owners on the premises as they will have the most control over the situation. Ms. Adinolfo said that would rule out VRBO. Ms. McKenney said that is definitely a way to keep it safe and lower the risk.

Mr. O'Meara said that on-premises parking may make it more difficult as not every home has that.

Mr. Arsenault said the Co-ops in Town may already have a policy in place that states they cannot place their unit on Airbnb. He isn't sure but said that is something to consider. Ms. Adinolfo said they will reach out to these mobile home parks.

Ms. Sheridan said she has no comment on the potential ordinance, but she has noticed that many mobile home parks do require owner occupancy to be in their community.

Mr. O'Meara said perhaps he and Chair Adinolfo can get together and draft something for discussion purposes and he also thinks that simpler is better to get started. Chair Adinolfo asked what their goals are and what do they want to protect the Town against.

Mr. Juranty said he thinks they will want to be more restrictive on non-owner occupied versus owner occupied.

Mr. Frascinella said they will want to protect the Town from loss of long-term residency or loss of value from neighboring properties.

Chair Adinolfo made a list of goals when she first started researching this subject and one of her goals was to ensure that traditional neighborhoods are not turned into tourist areas to the detriment of long-term residents as well as ensure that ordinance of short-term residents does not negatively affect properties, while giving permanent residents the option to occasionally utilize their properties to generate extra income.

She also noted that they need to make sure that their homes are not turned into pseudo hotels or party houses, minimize public safety risks, noise/trash/parking problems, creating additional work for the local police department, and maximizing availability of affordable housing options to ensure that no long-term rental properties are converted into short-term rental properties.

Chair Adinolfo said a goal is also to make sure that speculators do not buy up homes to turn them into pseudo hotels or party houses.

She said when she was researching, people would leave for a certain amount of time (snowbirds) but you couldn't rent out your house for more than 6 months out of a year. For the next meeting, they will prepare a flowchart of a proposed process for STR's.

Chair Adinolfo said what she would like to contact Chief Stark to see what he would have for concerns from a Police Department perspective.

Chair Adinolfo also captured the following during the meeting:

Items to consider and goals to protect the town adverse events when allowing STRs

- Whether the owner resides on the STR property



- Parking on premises
- If not owner-occupied, a more strenuous permit process
- 1 parking space (min) allowed per unit
- Allowing STRs may limit the available long-term rentals or housing availability
- Depletion of surrounding properties to STR

Action Items:

1. Develop a flow diagram of a proposed STR permit process. (Mike and Diane)
2. Contact Mike Stark, Chief, APD to discuss concerns regarding STR. (Sandy)
3. Contact Maurice Paquette, Deputy Chief, AFD, to discuss concerns regarding STR. (Diane)
4. Contact Mobile Home Parks and Condo Associations to determine if leases or agreements contain clauses not to allow STRs. (Diane)

**UNAPPROVED MINUTES**

• **March 1, 2023**

Ms. McKenney made a Motion to approve the meeting minutes of March 01, 2023. Mr. Juranty seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the minutes for March 01, 2023 were approved.

**CORRESPONDENCE & OTHER BUSINESS**

• **Update from the Chair on the CNHRPC Commissioners Meeting of March 30, 2023**

Chair Adinolfo said she and Ms. McKenney attended the Central NH Regional Planning Commission meeting last week.

One of the items discussed was projects and improvement efforts throughout the southern half of the state. She said regarding regional projects, the top project around 2025 in Concord was called Key Square near the Concord Hospital and the plan is to put a round-about there.

Chair Adinolfo said the next project is in Hopkinton and she is not familiar with the area, but they are going to do intersection improvements. She said Hillsborough also has some improvements.

She said on the list, but not allocated as it is not yet financed, is an upgrade to Glass Street in Pembroke. Chair Adinolfo also described another project in Salisbury.

As for other projects in Allentown, she said there will be improvements on Main Street in 2032.

Chair Adinolfo and Ms. McKenney said the Committee talked about how they determine workforce housing and how it will go up for the next 5-6 years, level off and then begin to decrease after 10 years. Mr. Monahan said for this part of the state, they are looking at an increase of about 12,000 people in the next 10 years.

Chair Adinolfo said they did speak for a short time after the meeting about short-term rentals and Mr. Target indicated that there will be more discussion in upcoming meetings.

Tardif  
JA  
4-19-23

#### **STAFF UPDATE**

None.

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

Mr. Arsenault said he had taken some calls since the last meeting about 66 School Street and the old Martel store front and whether a contractor could remove the windows and put in a garage door there. He showed them that it is not zoned for a contractor's yard or any warehousing. He hasn't heard anything back from the broker.

He said the other thing that came up for sale this week was the Aubuchon Hardware property. Unfortunately, there is word that they are closing but then he heard today that they may just be selling the real estate. It appears to be selling for less than the assessed value.

Mr. O'Meara said the information on the realtor's website looks that it is just to sell the property and it is a tenant-at-will situation with regard to the store.

Mr. Arsenault said today he walked the third and fourth floor with the plumbers at Optimus Assisted Living and each unit had some minor items that needed to be addressed but they are close to being finished. He said the first and second floor are still behind schedule due to a pipe that burst. He said that move-in is scheduled for the middle of May.

#### **SCHEDULING OF NEXT MEETING**

Mr. O'Meara said the next meeting is for April 19, 2023.

#### **ADJOURN**

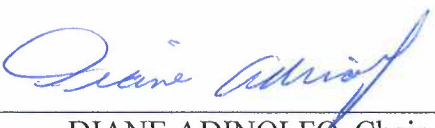
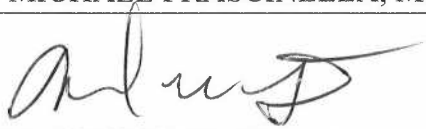

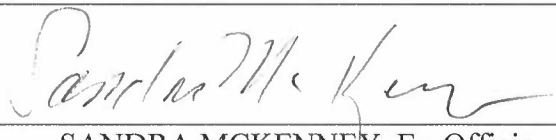
Ms. McKenney made a Motion to adjourn. Mr. Juranty seconded the Motion.

Roll call vote was taken.

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

The Motion passed, and the meeting was adjourned at 7:12 pm.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**April 05, 2023**

Approval:	
	4-19-23
DIANE ADINOLFO, Chair	DATE
EXCUSED	N/A
CHAD PELISSIER, Vice Chair	DATE
ABSTAIN	N/A.
MICHAEL FRASCINELLA, Member	DATE
	4/19/23
MICHAEL JURANTY, Member	DATE
	04/19/23
RYAN BEAUDRY, Alternate Member	DATE
N/A	N/A.
KAITLYN SHERIDAN, Alternate Member	DATE
	04-19-23
SANDRA MCKENNEY, Ex-Officio	DATE

**SIGNATURE PAGE****Planning Board****April 05, 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	DATE
	MICHAEL JURANTY, Member	DATE
	RYAN BEAUDRY, Alternate Member	DATE
	KAITLYN SHERIDAN, Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE