

**TOWN OF ALLENSTOWN  
Planning Board Meeting Minutes  
Allenstown Town Hall - 16 School Street  
Allenstown, New Hampshire 03275  
May 03, 2023**

**Call to Order**

The Allenstown Planning Board Meeting of May 03, 2023 was called to order by Chair Diane Adinolfo at 6:30 PM. Chair Adinolfo called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Diane Adinolfo, Chad Pelissier, Mike Frascinella

Excused: Sandy McKenney, Michael Juranty, Ryan Beaudry

Ex-Officio: Sandy McKenney

Mr. O'Meara said because there are three members of the Board present, it did constitute a legal meeting of the Board.

Residents of Allenstown: None

Allenstown Staff: Derik Goodine, Town Administrator  
Brian Arsenault, Code Enforcement Officer (Remote)

Others present: Kaitlyn Sheridan – Alternate Member\*  
Mike O'Meara – Volunteer Administration

\*Ms. Sheridan arrived at approx. 6:34 PM, and Chair Adinolfo invited her to participate as a full member of the Board for this meeting.

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

None.

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

• **Complete Gathering input from Board Members on STR Ordinance content**

With regard to short-term rental, Chair Adinolfo said that last week, she sent an email to Deputy Chief Paquette but didn't hear back. She said on Monday, she forwarded the email to Chief Lambert. If she doesn't hear back, she will make an appointment to go to the station and speak with him.

As for contacting the mobile home parks and condo associations regarding short-term rental, she was able to contact Catamount, and was told that it was prohibited. She included that language in the updated items. Chair Adinolfo also contacted Old Town and was told that all mobile homes must be owner occupied.

Chair Adinolfo said she has two calls into Bearview Crossing but has not heard back. She said she did not find any contact information for Swiftwater. Mr. Pelissier reminded Chair Adinolfo about the condo association at the bottom of Valley Street.

She said the next steps, would be to develop an Ordinance if they chose to do that tonight or agree to table for the next meeting. Mr. Frascinella asked if they had ordinances from other Towns to look at. Ms. Adinolfo said they have a copy of Epsom's language, and she knows there are others out there. She wanted to compare our town with a town that was similar to Allenstown.

Chair Adinolfo said that they already have a good definition, and they can look at some proposed language that is as simple as possible. They will also need to come up with language for the Permits that they issue.

Mr. Pelissier said he thinks more people to discuss it with is better. Ms. Sheridan's opinion is still that they should not have an ordinance as it doesn't look attractive to people looking to buy in Allenstown. She said the more restrictive the ordinance is, the more it would take up Town resources. Also, she said encouraging short-term rentals brings business to the Town and because they have the State Park, it would be taken advantage of by families looking to use the Park.

Mr. Frascinella said he is not seeing significant problems right now, but they could develop an ordinance and keep it on the shelf for later. He said if they look at other Towns' ordinance, they could then make a decision of what is worthwhile and whether or not it should be implemented. Mr. O'Meara said they would basically have until the end of August and then it would need to go in for legal review, Public Hearing, etc.

Mr. Pelissier said maybe they should proceed with looking at ordinances and feedback from other Towns first with the full Board. Chair Adinolfo said she thought she already had a document with proposed language from other Towns.

Mr. Frascinella said it may be worthwhile to ask other Towns why they implemented the ordinances. Mr. Pelissier said he could see the thought behind it in Wolfeboro or Alton because they have more tourism and to protect the communities there.

Mr. O'Meara said you cannot put in a definition without supporting language.

Chair Adinolfo said they could put it in for owner occupied or not and could allow it district to district. Mr. Pelissier said the thing they need to look at is the Commercial Business District, as they don't allow houses there. He said the last thing they want is someone to buy 30 acres of real estate to build houses and rent them. They need to look at it to protect what little commercial property that they have.

Chair Adinolfo said based on what she knows about the Town, she doesn't want to restrict a whole lot, but they also have an obligation to protect people in neighborhoods that bought a home and have their neighbor turn their home into a VRBO.

Mr. O'Meara recommended that any Board Member not present have an opportunity to weigh in and that they table this discussion until the next meeting. Ms. Adinolfo agreed.

Mr. O'Meara said he would send the Epsom language to everyone along with a page and a half of notes that Chair Adinolfo mentioned.

- **Zoning Board- Fee Schedule- Addendum to include "Fees for third-party peer review of applications may be charged."**

Mr. O'Meara said at the last meeting, the Board approved the Fee Schedule, but Chair Adinolfo had a request to add an addendum that says, "Fees for third-party peer review of applications may be charged."

Chair Adinolfo said this comes from a workshop that they attended last Saturday for Zoning and Planning Boards. This is the language that the lawyer suggested they put into their fee schedules to protect from the legislature.

Mr. Arsenault said it is basically letting the applicant know that they would be charged. The Board tweaked the language to read as above.

Mr. Pelissier made a Motion to amend the language to add "Fees for third-party peer review of applications may be charged." Ms. Sheridan seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Kaitlyn Sheridan- Aye, Michael Frascinella- Aye, Chad Pelissier- Aye.

The Motion passed, and the amendment was approved.

Mr. Arsenault asked them if they felt their Planning Board fees were covered and should they consider making that same statement. Chair Adinolfo said they probably should and there is no harm in doing so.

Mr. Pelissier made a Motion within the Planning Board section regarding fees to amend the language to add "Fees for third-party peer review of applications may be charged." Ms. Sheridan seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Kaitlyn Sheridan- Aye, Michael Frascinella- Aye, Chad Pelissier- Aye.

The Motion passed, and the amendment was approved.

### **UNAPPROVED MINUTES**

- **April 19, 2022**

Mr. O'Meara said the minutes from the April 19<sup>th</sup> Planning Board minutes have not yet been received and will be tabled until the next meeting.

### **CORRESPONDENCE & OTHER BUSINESS**

- **Update on the April 29<sup>th</sup> OPD Planning and Zoning Conference**

Mr. O'Meara said that he, Chair Adinolfo and Brian Arsenault attended the OPD Planning and Zoning Conference. He attended the Planning Board section while Chair Adinolfo and Mr. Arsenault attended the Zoning Board section. He said on the Planning Board side, it was a really good presentation, and he will send the Board the Powerpoint slides when they become available as well as the link to the YouTube video. Chair Adinolfo said the question-and-answer section is worth listening to.

Chair Adinolfo said there is always something to learn by attending these meetings. She said the main takeaway is that they need to look at their Rules of Procedures. She skimmed through the Planning Board rules and they appear a little outdated. She also has some notes that she typed out.

She said on the Zoning Board side, they have no such documents and will base it off of the revised Planning Board rules. Mr. Arsenault said he hasn't seen them but said she should reach out to Donna Baxter, and she may be able to find an older, similar document.



Chair Adinolfo said that one thing they did suggest is to occasionally combine Planning and Zoning Board meetings and do joint training sessions together.

From the Planning Board side, Mr. O'Meara mentioned the 65-day requirement enacted last year which says the Planning Board has 65 days to approve an application. It is 65 days from the date that the application is accepted and deemed complete by the Board and not the date it was received.

He said that the Planning Board can no longer delay an application unless it is by agreement with the Applicant. If the Board for some reason cannot make a decision for whatever reason, the Board can reject the Application Without Prejudice. He said it must be a documented valid reason for why it was rejected. Mr. O'Meara said that typically, this Board has had very little problem with going through an Application. Mr. Pelissier said that typically delays are because of the Applicant or the request for a peer review.

#### Election of Vice-Chair

Ms. Sheridan said she has a topic under Old Business which is appointing Chad Pelissier as Vice-Chair.

Chair Adinolfo nominated Chad Pelissier as the Vice-Chair of the Planning Board. Ms. Sheridan seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Kaitlyn Sheridan- Aye, Michael Frascinella- Aye, Chad Pelissier- Aye.

The Motion passed, and Mr. Pelissier was elected as Vice-Chair of the Planning Board.

#### **STAFF UPDATE**

None.

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

Mr. Arsenault said 25 Canal Street is going to have a walk through in the middle of June. They will be able to discuss this before it occurs.

With regards to Hillsbrook Assisted Living, they are on track for the middle of June also.

He also said there is a walkthrough at the school on May 8th and it is going on nicely, with projected opening May of 2024.

Mr. Arsenault said there is some real estate for sale on Kettlerock Road and it may come before the Planning Board depending on whether they determine it as a Class 6 Road or not.

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

Mr. O'Meara said the next meeting is scheduled for May 17, 2023.

#### **ADJOURN**

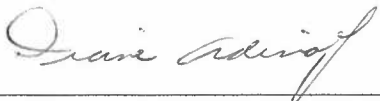
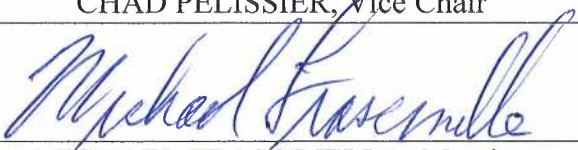
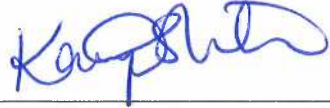
Mr. Pelissier made a Motion to adjourn. Mr. Frascinella seconded the Motion.

Roll call vote was taken.

Diane Adinolfo- Aye, Kaitlyn Sheridan- Aye, Michael Frascinella- Aye, Chad Pelissier- Aye.

The Motion passed, and the meeting was adjourned at 7:17 PM.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**May 03, 2023**

Approval:	
	7-JUN-23
DIANE ADINOLFO, Chair	DATE
N/A	N/A
CHAD PELISSIER, Vice Chair	DATE
	6/7/23
MICHAEL FRASCINELLA, Member	DATE
ABSTAIN	N/A
MICHAEL JURANTY, Member	DATE
ABSTAIN	N/A
RYAN BEAUDRY, Alternate Member	DATE
	6/7/2023
KAITLYN SHERIDAN, Alternate Member	DATE
ABSTAIN	N/A
SANDRA MCKENNEY, Ex-Officio	DATE

**SIGNATURE PAGE**  
**Planning Board**  
**May 03, 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