



**Planning Board Meeting Minutes**  
**Allenstown Town Hall - 16 School Street**  
**Allenstown, New Hampshire 03275**  
**January 03, 2024**

**Call to Order**

The Allenstown Planning Board Meeting of January 03, 2024 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, Sandy McKenney, Chad Pelissier, and Michael Juranty.

Excused: Michael Frascinella

Absent: N/A

Ex-Officio: Sandy McKenney

Residents of Allenstown: See Below

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

Meeting Date: 01 / 03 / 2024

Sign-in Record

Print Name	Signature	Indicate applicable status	
		Allenstown Resident	If no, state Organization represented
Chris Belet	<i>[Signature]</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BSIF
Sandy McKenney	<i>[Signature]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Jeffrey Burd	<i>[Signature]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
LAURENE PROORDE	<i>[Signature]</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Jeffrey Burd	<i>[Signature]</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Allenstown Agg
Lucas Finner	<i>[Signature]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Allenstown Agg
Vincent DILOU	<i>[Signature]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Allenstown Agg
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Allenstown Staff: Derik Goodine – Town Administrator  
 Brian Arsenaault – Building Inspector & Code Enforcement Officer (remote)

Others present: Ryan Beaudry – Alternate Member  
 Kaitlyn Sheridan – Alternate Member\*  
 Jeffrey Burd – RJB Engineering, LLC representing Allenstown Aggregate



Christopher Berry - Berry Surveying & Engineering, representing Jeffery & Deanne McNamara  
Matt Monahan – CNHRPC (remote)  
Mike O'Meara – Volunteer Administration

\*With Michael Frascinella excused, Chair Adinolfo invited Kaitlyn Sheridan to participate as a Full Member for this meeting.

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

- None

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

- **Subdivision/Lot Line Adjustment. Allenstown Aggregate. Case #2023-02.** Map 106, Lots 18 and 18-1 at 169 Granite Street in the Open Space and Farming (OSF) Zone. Applicant requests approval to adjust the lot line between a five-acre lot and 112-acre lot.

Chair Adinolfo invited Allenstown Aggregate to present a brief overview of the requested Lot Line Adjustment to the Board. Mr. Jeffrey Burd, representing Allenstown Aggregate presented the request, explaining that the requested adjustment to the existing lot lines were necessary to accommodate a second proposed building for the lot, which is the subject of a separate Site Plan Application.

Mr. Burd displayed a visual representation depicting the current and proposed lot lines, explaining that the overall parcel size will remain at 5 acres, and discussed various other aspects of the request.

Chair Adinolfo next asked Matt Monahan of Central New Hampshire Regional Planning Commission to present the findings in his review memorandum. Mr. Monahan discussed his findings with the Board, and advised that he had no concerns with the application, subject to requested waivers being granted by the Board

Following some additional discussion with the Board at which no objections were raised, Chair Adinolfo proceeded with the required decisions that the Board must make on the application.

#### **Determination of Regional Impact**

Sandy McKenney made a motion that the proposed Lot Line Adjustment is not a Development of Regional Impact. Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and it was decided that the application is not a Development of Regional Impact.

#### **Waivers**

The applicant has requested the following waivers from the requirements of the Subdivision Regulations:

- Checklist Items 14, 17, & 24 for lot lines and setbacks on the larger lot.
- Checklist Item 23 for topography and a tie to NH State Plan Coordinates for both lots.
- Checklist Item 27 for telephone and electricity on the plans, both lots.
- Checklist Item 29 for soil delineation, both lots.



Sandy McKenney made a motion to approve the Waivers as requested by the applicant. Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the requested Waivers were granted.

#### Completeness of the Application

Sandy McKenney made a motion to accept the application as complete. Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the application for Lot Line Adjustment was accepted as complete.

#### Public Hearing

Chair Adinolfo opened the Public Hearing on the Lot Line Adjustment application at 6:50 PM and requested input from the public.

There being no members of the public present from whom to solicit input, and no further comments from those present at the meeting or from Board Members, the Chair closed the Public Hearing at 6:51 PM.

#### Lot Line Adjustment Application Approval

Sandy McKenney made a motion to approve the Lot Line Adjustment Application with the following Conditions of Approval as will be included on the Notice of Decision:

- Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.
- All waivers granted and conditions of approval need to be on the final plan.
- Final plans, as approved by the Planning Board, shall be provided to the Planning Board in a digital format.

Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the application for Lot Line Adjustment was approved subject to the Conditions of Approval and the Waivers granted by the Board.

- **Site Plan. Allenstown Aggregate. Case #2023-03.** Map 106, Lots 18-1 at 169 Granite Street in the Open Space and Farming (OSF) Zone. Applicant requests approval to construct a multi-tenant metal building with associated parking.

Chair Adinolfo invited Allenstown Aggregate to present a brief overview of the requested Site Plan to the Board. Mr. Jeffrey Burd, representing Allenstown Aggregate presented the application for the proposed addition of a second commercial building on the site.

Mr. Burd displayed a visual representation depicting the current and proposed buildings, and explained the layout of utilities, roadway/driveways, parking, stormwater management and other applicable aspects of the request.





Chair Adinolfo next asked Matt Monahan of Central New Hampshire Regional Planning Commission to present the findings in his review memorandum. Mr. Monahan discussed his findings with the Board, and advised that he had no concerns with the application, subject to requested waivers being granted by the Board

Following some additional discussion with the Board at which no objections were raised, Chair Adinolfo proceeded with the required decisions that the Board must make on the application.

#### Determination of Regional Impact

Chad Pelissier made a motion that the proposed Site Plan Application is not a Development of Regional Impact. Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and it was decided that the application is not a Development of Regional Impact.

#### Waivers

The applicant has requested the following waivers from the requirements of the Site Plan Regulations:

- Site Plan Regulation Section 6.01(j) for dumpster screening.
- Site Plan Regulation Section 6.01(i) for a traffic study.

Kaitlyn Sheridan made a motion to approve the Waivers as requested by the applicant. Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the requested Waivers were granted.

#### Completeness of the Application

Sandy McKenney made a motion to accept the application as complete. Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the Site Plan application was accepted as complete.

#### Public Hearing

Chair Adinolfo opened the Public Hearing on the Site Plan application at 7:16 PM and requested input from the public.

There being no members of the public present from whom to solicit input, and no further comments from those present at the meeting or from Board Members, the Chair closed the Public Hearing at 7:17 PM.

#### Site Plan Application Approval

Sandy McKenney made a motion to approve the Site Plan Application with the following Conditions of Approval as will be included on the Notice of Decision:



- Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.
- All waivers granted and conditions of approval need to be on the final plan.
- Final plans, as approved by the Planning Board, shall be provided to the Planning Board in a digital format.
- Notice of Decision to be recorded at the Merrimack County Registry of Deeds.

Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the Site Plan Application was approved subject to the Conditions of Approval and the Waivers granted by the Board.

- **Subdivision. McNamara Two-Lot Subdivision. Case #2023-04.** Map 113, Lot 41 at Main Street in the R1 Zone and MS4 Overlay District. Applicant requests approval to subdivide a two-acre lot from a 16-acre lot.

Chair Adinolfo invited the applicant to present a brief overview of the requested Two-Lot Subdivision to the Board. Mr. Christopher Berry, representing Jeffrey & Deanne McNamara presented the request, explaining that the subdivision is necessary to accommodate a proposed residential dwelling on the new, smaller lot.

Mr. Berry displayed a visual representation of the requested subdivision, depicting the current and proposed lot lines, explaining the overall parcel size for the new lot, proposed siting of the dwelling, location of boundary markings/pins, and discussed various other aspects of the request.

Chair Adinolfo next asked Matt Monahan of Central New Hampshire Regional Planning Commission to present the findings in his review memorandum. Mr. Monahan discussed his findings with the Board, and advised that he had no concerns with the application, subject to requested waivers being granted by the Board

Following some additional discussion with the Board at which no objections were raised, Chair Adinolfo proceeded with the required decisions that the Board must make on the application.

#### Determination of Regional Impact

Chad Pelissier made a motion that the proposed Subdivision is not a Development of Regional Impact. Sandy McKenney seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and it was decided that the application is not a Development of Regional Impact.

#### Waivers

The applicant has requested the following waivers from the requirements of the Subdivision Regulations:

- 5.01(c) for surveying the full larger lot.
- 5.02(j) & 5.02(j).1 for a drainage study.



- 6.02(l) for connection to town water instead of using a well.

Michael Juranty made a motion to approve the Waivers as requested by the applicant. Sandy McKenney seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the requested Waivers were granted.

#### Completeness of the Application

Michael Juranty made a motion to accept the application as complete. Sandy McKenney seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The motion passed and the Subdivision Application was accepted as complete.

#### Public Hearing

Chair Adinolfo opened the Public Hearing on the Subdivision Application at 7:51 PM and requested input from the public.

There being no members of the public present from whom to solicit input, the Chair solicited further comments from those present at the meeting or from Board Members.

Brian Arsenault discussed the type and location of the Boundary Markers for the new lot and expressed concern regarding the durability and longevity of the proposed metal pipe markers. Following discussions with the Applicant and the Board, it was agreed that Granite Boundary Markers would be used at the front of the property (Main St.) with metal pipes at the rear.

The use of a well instead of connecting to a public water supply (when one is available) was also discussed. It was noted that while there is a public water supply available (ends at 7 Main St.), connecting to that supply would require the installation of a larger supply line that would cross Main St. and extend approx. 250 feet to the new dwelling. It was also noted during discussions that current regulations do not require connection to a public water supply in Allenstown.

There being no further discussion, the Chair closed the Public Hearing at 7:58 PM.

#### Subdivision Application Approval

Sandy McKenney made a motion to approve the Subdivision Application with the following Conditions of Approval as will be included on the Notice of Decision:

- Professional stamps and signatures (surveyor and wetland scientist) as well as owner signatures need to be on the final plan.
- All waivers granted and conditions of approval need to be on the final plan.
- Final plans, as approved by the Planning Board, shall be provided to the Planning Board in a digital format.

Michael Juranty seconded the motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.



The motion passed and the Subdivision Application was approved subject to the Conditions of Approval and the Waivers granted by the Board.

### **UNAPPROVED MINUTES**

- **December 06, 2023**

Sandy McKenney made a Motion to approve the minutes of December 06, 2023. Michael Juranty seconded the Motion.

Roll Call Voice Vote was taken.

Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Abstain, and Kaitlyn Sheridan- Aye.

The Motion passed, and the minutes for December 06, 2023 were approved.

### **CORRESPONDENCE & OTHER BUSINESS**

None

### **SUBCOMMITTEE & STAFF UPDATE**

None.

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

Brian Arsenault advised that the land at 13 Allenstown Road is again scheduled for Mortgage Auction on January 11, 2024.

Mr. Arsenault also advised that he would follow up on a 100' x 200' x 40' High building reportedly being requested for the Allenstown Aggregate property on Granite Street and report back.

Mr. Arsenault reported that there is no further information at this time for additional potential businesses at 39 – 43 Allenstown Road.

### **SCHEDULING OF NEXT MEETING**

The next meeting of the Board is scheduled for January 17, 2024.

### **ADJOURN**

Chad Pelissier made a Motion to adjourn. Michael Juranty seconded the Motion.

Roll Call Voice Vote was taken.

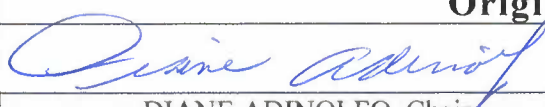
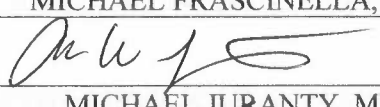

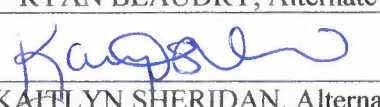
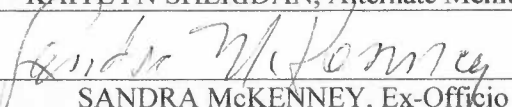
Diane Adinolfo- Aye, Sandy McKenney- Aye, Michael Juranty- Aye, Chad Pelissier- Aye, and Kaitlyn Sheridan- Aye.

The Motion passed, and the meeting was adjourned at 8:01 P.M.





**Signature Page**  
**Town of Allenstown Planning Board**  
**Public Meeting Minutes**  
**January 03, 2024** *2024 2-7-24*

<b>Original Approval:</b>	
	<i>2-7-24</i>
DIANE ADINOLFO, Chair	DATE
CHAD PELISSIER, Vice-Chair	DATE
MICHAEL FRASCINELLA, Member	DATE
	<i>2/7/24</i>
MICHAEL JURANTY, Member	DATE
	<i>2/7/24</i>
RYAN BEAUDRY, Alternate Member*	DATE
	<i>2/7/2024</i>
KAITLYN SHERIDAN, Alternate Member*	DATE
	<i>02-07-24</i>
SANDRA McKENNEY, Ex-Officio	DATE

<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, Alt. Member*	DATE
	KAITLYN SHERIDAN, Alt. Member*	DATE
	SANDY McKENNEY, Ex-Officio	DATE

\*If not acting as a full member for the meeting, Alternate Member signatures signify concurrence with, not approval of the meeting minutes.



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

Meeting Date: 01/03/2024

## Sign-In Record

[illegible]