

**TOWN OF ALLENSTOWN**  
**Planning Board**  
**Allenstown Town Hall –16 School Street**  
**Allenstown, New Hampshire 03275**  
**Meeting Minutes**  
**September 21, 2022**

**Call to Order & Pledge of Allegiance**

The Allenstown Planning Board Meeting of September 21, 2022 was called to order by Chair Diane Adinolfo at 6:31 PM. Chair Adinolfo called for the Pledge of Allegiance.

**Roll Call**

Present on the Board: Diane Adinolfo, Sandy McKenney, Michael Frascinella.

Ex-Officio: Sandy McKenney

Residents of Allenstown: None (See Below)



TOWN OF ALLENSTOWN  
OFFICE OF THE SELECT BOARD  
16 SCHOOL STREET  
ALLENSTOWN, NH 03275  
603-485-4276

DATE: 9/21/2022

MEETING: PLANNING BOARD

**ATTENDANCE LIST**

NAME (PLEASE PRINT)	CAPACITY (E.G., RESIDENT, OTHER OFFICIAL)
1. Catherine Cournoyer	Hillsbrook Village
2. Robert Kelley	Hillsbrook Village
3. Chris Ratte	Hillsbrook Village
4.	
5.	

Allenstown Staff: Derik Goodine – Town Administrator  
Brian Arsenault, Code Enforcement Officer (remote & alone)

Others present: Robert Kelley, representing Hillsbrook Village  
Chris Ratte, Esq., representing Hillsbrook Village  
Catherine Cournoyer, Hillsbrook Village  
Chad Sico, Project Manager, Hillsbrook Village (remote & alone)  
Matt Monahan, Central NH Regional Planning Commission (remote & alone)  
Mike O'Meara – Volunteer Administration (remote & alone)

Public Officials: None

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

None.

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

None.

## **UNAPPROVED MINUTES**

- **September 07, 2022**

Ms. McKenney made a Motion to approve the meeting minutes of September 07, 2022 as written. Mr. Frascinella seconded the Motion.

Roll Call vote was taken

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

The Motion passed, and the minutes for September 07, 2022 were approved as written.

## **CORRESPONDENCE & OTHER BUSINESS**

- **Review/ revise DRAFT of Hillsbrook Village (Optimus Senior Living) Memorandum of Understanding and determine next steps.**

Mr. O'Meara said they determined at the last Planning Board Meeting that the best method was not to issue a revised Notice of Decision but rather to capture the information that Hillsbrook had provided to them in an MOU type document and have that document registered at Merrimack County Registry of Deeds.

He said based on the input from that meeting, he developed a document that is currently in front of the Board. There is a signature page where the Planning Board Chair and a Representative of Hillsbrook Village need to sign.

Mr. Kelley said he has no problem with the way the Board wants to present this but he and Christine both have concerns about recording at the Registry. He said that you have to think of Grantee and Grantor, and he thinks they need to appropriately refer to the fact that Optimus Senior Living was the developer, but owner is Allenstown Senior Living, and it should say d/b/a Hillsbrook Village.

Mr. Kelley said it would also be important to put in "by assignment of Optimus Senior Living, LLC" because the developer assigned the project benefits to Allenstown Senior Living. He said the Registry will show the Planning Board decision and it will reference Optimus Senior Living and he thinks they need to make that connection to Allenstown.

He also said the address would be important to add to the MOU as well where it says, "property reference." He thinks they recorded the address as 15 Pinewood Road and they are now 2 Chester Turnpike.

Mr. Kelley said they have no issues with the balance of the document except the signature should also reference Allenstown Senior Living, LLC which is the official company name.

Mr. Kelley said the concern that was raised at the last hearing was the fact that the architectural drawings were amended to reflect that the fire code for the third and fourth floor was designated as apartment style living. That concern was addressed by them pointing out to the Board that they have very flexible zoning that allows for the primary use to also have an accessory use that is incidental to that primary use.

Mr. Kelley said they presented that independent living is not actually independent living, its quasi-independent living. When you live with assisted living residents, you have many of the same characteristics as assisted living residents in terms of age-related disabilities and impairments. The accessory use would include residents that are age appropriate for the suite of services in addition to the apartment they are purchasing.

Mr. Kelley said what they proposed is that the Memorandum of Understanding will reflect the understanding of both the Town and Hillsbrook Village that the 3<sup>rd</sup> and 4<sup>th</sup> floor apartments will be occupied by seniors that fit within the category of independent persons that will need the additional services associated with the primary use of assisted living. He said there is also a sentence that the residents living on the 3<sup>rd</sup> and 4<sup>th</sup> floor will not be serviced by the assisted living license. He said it is also indicated that the independent living units will be age restricted to people 65 and older or adults over the age 55 with a recognized disability and that independent living will include all the rights of access to the common areas, including pub, movie theater, salon, etc. He said after they sign that document and file with the Registry of Deeds, it will be binding.

Mr. Arsenault asked that they put in the parcel ID number which is 109-017.

Ms. McKenney made a Motion to approve the Memorandum of Understanding regarding Otimus Senior Living as decided, subject to legal review. Mr. Frascinella seconded the Motion.

Roll Call vote was taken

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

The Motion passed, and the revised MOU was approved pending legal review.

### **STAFF UPDATE**

None.

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

- **Updates to the Planning Board if any**

Mr. Arsenault said he has been working with the self-storage facility at 15 Chester Turnpike. It will come before the Planning Board within the year.

He was asked to sign off, but he found a few building violations. He is three quarters of the way through working with them to fix the violations and then he will have the Board review everything to determine whether they will need to come before the Board to explain why the project deviated from the approved site plan.

Mr. Arsenault was asked to sign off on the foundation for the new school and he is a little reluctant to do so. He said he is part of the team, but there are other people involved in the project that are the experts and getting paid to oversee the work that should sign off first.

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

Mr. O'Meara said the next meeting is for October 5, 2022.

#### **ADJOURN**





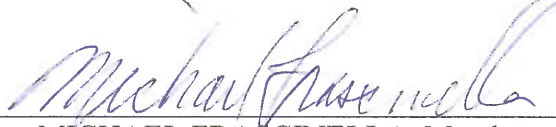
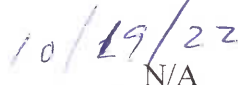
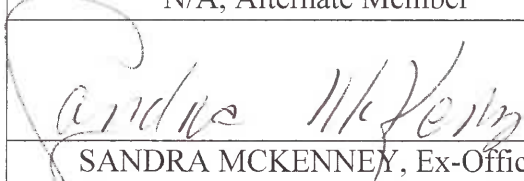

Ms. McKenney made a Motion to adjourn. Mr. Frascinella seconded the Motion.

Roll Call vote was taken

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

The Motion passed, and the meeting was adjourned at 6:59 pm.

**SIGNATURE PAGE**  
**Allenstown Planning Board**  
**September 21, 2022**

Approval:	
	
DIANE ADINOLFO, Chair	DATE
	
CHAD PELISSIER, Vice Chair	DATE
	
MICHAEL FRASCINELLA, Member	DATE
N/A	N/A
N/A, Member	DATE
N/A	N/A
N/A, Alternate Member	DATE
	
SANDRA MCKENNEY, Ex-Officio	DATE

**SIGNATURE PAGE**  
**Planning Board**  
**September 21, 2022**

<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
	N/A, Member	DATE
	N/A Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE