

Town of Allenstown
Zoning Board of Adjustment
Allenstown Town Hall – 16 School Street
Allenstown, NH 03275
March 23, 2022

1 **Call to Order**

2 The Allenstown Zoning Board of Adjustment Meeting for March 23, 2022 was called to order by Chair
3 Keith Klawes at 6:21pm.

4 Chair Klawes called for the Pledge of Allegiance.

5 **Roll Call**

6 Present on the Board: Chair, Keith Klawes; Diane Adinolfo; George Lemire; Secretary, Matt Pitaro

7 Allenstown Staff: Derik Goodine, Town Administrator

8 Also present: Brian Arsenault, Town of Allenstown Code Enforcement Officer & Building Inspector.

9 Chair Klawes stated that Steve Laporte previously informed him that he is unable to participate in the
10 ZBA meeting, therefore he is excused.

11 **Old Business / Receipt of Applications and Public Hearings**

12 None

13 **New Business / Receipt of Applications and Public Hearings**

14 The ZBA will vote on the following ZBA positions:

- 15 • Chair
16 • Vice-Chair
17 • Secretary

18 Chair Klawes opened the meeting and stated that there are no new cases before the Board. We will be
19 appointing and voting on ZBA positions listed above.

20 **Election of the Chair.**

21 Diane Adinolfo nominated Keith Klawes for the position of ZBA Chair for the Town of Allenstown. The
22 motion was seconded by George Lemire. Keith Klawes accepted the nomination.

23 Roll call vote was taken:

24 Keith Klawes—Yes

25 Diane Adinolfo—Yes

26 George Lemire—Yes

27 Matt Pitaro—Yes

28 Motion passes: Keith Klawes is the ZBA Chair

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29 **Election of Vice-Chair.**

30 Chair Klawes explained that the Vice-Chair's role is to run the meeting in the absence of the Chair. Chair
31 Klawes also went on to explain that in some cases he calls and speaks to Brian Arsenault, the Code
32 Enforcement Officer for guidance on specific items. George Lemire stated he would be interested;
33 however, he does not have a lot of experience and may need guidance from time to time. After some
34 discussion and explanation, George stated he would be willing to take on the role of Vice-Chair. Chair
35 Klawes made the motion to nominate George Lemire for Vice Chair. Diane Adinolfo seconded the
36 motion.

37 Roll call vote was taken:

38 Keith Klawes—Yes

39 Diane Adinolfo—Yes

40 George Lemire—Yes

41 Matt Pitaro—Yes

42 Motion passes: George Lemire is the ZBA Vice-Chair

43 **Election of Secretary.**

44 Chair Klawes explained that the role of the Secretary is to take notes on the main points such as times of
45 meetings, votes, opening time for public hearings, etc. in case the recorder should fail, the important
46 items would be documented. Diane Adinolfo volunteered to be the Secretary. Keith Klawes nominated
47 Diane Adinolfo for the role of Secretary.

48 Roll call vote was taken:

49 Keith Klawes—Yes

50 Diane Adinolfo—Yes

51 George Lemire—Yes

52 Matt Pitaro—Yes

53 Motion passes: Diane Adinolfo is the ZBA Secretary.

54 Chair Klawes stated that the board is still in need of additional people to participate on the ZBA. Chair
55 Klawes indicated that some people had approached him to join the Board, however none had come to
56 the town hall to pursue the positions.

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58 **Unapproved Minutes & Unsigned Minutes**

59 Chair Klawes stated that the minutes from February 9, 2022 are complete and ready for review and
60 approval. Chair Klawes noted that Diane Adinolfo had listened to the recording and added information
61 that had not been recorded in the first set of draft minutes. The group read through the final version of
62 the minutes and discussed minor changes such as typos. Derik Goodine, Town Administrator prepared
63 the hard copy for signatures.

64 While the minutes were being reviewed by the members of the ZBA, there was discussion regarding the
65 start time of meetings. Chair Klawes asked if 6:00 is an acceptable time for members to attend.
66 Members indicated that 6:00 would be an acceptable time to begin the ZBA meeting from this point on.

67 Chair Klawes asked for a motion to approve the minutes of February 9, 2022 as corrected regarding a
68 motion in the beginning of the meeting initially recorded as being made by Jack Hepburn, the applicant's
69 attorney. The motion was actually made by Matt Pitaro as he personally acknowledged during this
70 meeting. Attending members signed the minutes from February 9, 2022.

71 Motion made by Matt Pitaro and seconded by Diane Adinolfo to approve the minutes from February 9,
72 2022.

73 Roll call vote was taken:

74 Keith Klawes—Yes

75 Diane Adinolfo—Yes

76 George Lemire—Yes

77 Matt Pitaro—Yes

78 Motion passes.

79 **Correspondence and Other Business**

80 None

81 **Staff Update**

82 None

83

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84 **Adjourn**

85 A motion was made by Diane Adinolfo and seconded by George Lemire to adjourn the ZBA meeting of
86 March 23, 2022.

87 Roll call vote was taken:

88 Keith Klawes—Yes

89 Diane Adinolfo—Yes

90 George Lemire—Yes

91 Matt Pitaro—Yes

92 Motion passes.

93 Chair Klawes stated the meeting is adjourned at 6:46pm.

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Signature Page

<u>Position / Member</u>	<u>Signature</u>	<u>Date</u>
<u>Chair Keith Klawes</u>		
<u>Vice-Chair George Lemire</u>		
<u>Secretary Diane Adinolfo</u>		
<u>Matt Pitaro</u>		
<u>Steve Laporte</u>	<u>N/A</u>	<u>N/A</u>

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