

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
November 15, 2017

Call to Order.

The Allenstown Planning Board Meeting for November 15, 2017 was called to order by Chair Mike O'Meara at 6:34 p.m.

Roll Call.

Present on the Board: Diane Adinolfo, Chad Pelissier, Mike Frascinella and Mike O'Meara

Ex-Officio: Ryan Carter (Not Present)

Others Present.

Residents of Allenstown: None

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16 School Street
Allenstown, New Hampshire 03275

Meeting Date: 11 / 15 / 2017

Sign-In Record

Print Name	Signature	Indicate applicable status	
		Allenstown Resident	If no, state Organization represented
<i>None Present</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Others Present: Matt Monahan, CNHRPC

Other Public Officials: None

Allenstown Staff: None

OLD BUSINESS/RECIPT OF APPLICATIONS & PUBLIC HEARINGS

- a. None

NEW BUSINESS/RECIPT OF APPLICATIONS & PUBLIC HEARINGS.

- a. Pembroke Development of Regional Impact Notice “Keystone Pembroke” Residential Development.

As an abutter, the Town of Allenstown was recently notified by the Town of Pembroke Planning Board of a proposed residential development in that town, such development having been determined to be a Development of Regional Impact. Matt Monahan presented a review of the proposed development to the Allenstown PB and a letter being sent by the CNHRPC in response to that notification. Following a comprehensive review and discussion by the board, Matt was asked to draft a letter to the Town of Pembroke with the following additional requests:

- Please provide clarification as to whether or not septic or sewer will service the project and,
- Please provide a full plan set to the Allenstown Wastewater Treatment Plan Superintendent Jeffrey Backman prior to the Planning Board meeting on November 28th so that he may have an opportunity to provide any additional comment.

The requested letter was sent on or about November 16, 2017.

- b. Workshop on Site Plan Review Process

At the previous request of board members, Matt Monahan conducted a comprehensive training workshop on the Allenstown Site Plan Review Process. The purpose of the workshop was to train (or retrain) board members on the process followed by the Town of Allenstown when a minor or major Site Plan is required, the regulations involved, responsibilities of the Planning Board, and the process that is followed once such a plan is received.

UNAPPROVED MINUTES:

- a. Review and approve minutes from the October 04, 2017 meeting
- b. Review and approve minutes from the October 18, 2017 meeting

The Chair requested a motion to approve the minutes of both the October 04 and October 18, 2017 meetings as written. Motion to approve made by Diane Adinolfo. Motion seconded by Chad Pelissier.

Vote: Diane Adinolfo–Yes, Mike Frascinella–Yes, Chad Pelissier–Yes, and Mike O’Meara–Yes.

Motion passed and the minutes for October 04 and October 18, 2017 were approved.

IV. CORRESPONDENCE & OTHER BUSINESS:

- a. Chad Pelissier advised the board of a potential resident complaint regarding excavation/quarry-like activity next to the resident’s home in the 400 Block of Deerfield Road. Chair O’Meara followed up with the Build Inspector’s office regarding the concern. The matter is currently being actively investigated by the Building Inspector and a letter requesting further information regarding the activity was sent to the individual believed responsible during the week of November 20, 2017. The Building Inspector is awaiting a response to determine next steps.

V. STAFF UPDATE:

- a. None

VI. ADJOURN

There being no further business before the board, the Chair requested a motion to adjourn. Motion to adjourn made by Mike Frascinella. Motion seconded by Chad Pelissier.

Vote: Diane Adinolfo–Yes, Mike Frascinella–Yes, Chad Pelissier–Yes, and Mike O’Meara–Yes.

Motion passed and the meeting was adjourned at 8:36 p.m.

Signature Page

Approval:	
CHRISTOPHER ROY, Chair	DATE
CHAD PELISSIER, Vice Chair	DATE
DIANE ADINOLFO, Member	DATE
MICHAEL O'MEARA, Member	DATE
MICHAEL FRASCINELLA, Alt. Member	DATE
RYAN CARTER, Ex-Officio	DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	CHRISTOPHER ROY, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL O'MEARA, Member	DATE
	MICHAEL FRASCINELLA, Alt. Member	DATE
	RYAN CARTER, Ex-Officio	DATE