

TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
October 7, 2015

Call to Order.

The Allenstown Select Board Meeting for October 7, 2015 was called to order by Mr. Roy at 6:36p.m.

Roll Call.

Present on the Board: Chris Roy and Diane Adinolfo.

Ex-Officio: Jason Tardiff

Others Present.

Residents of Allenstown:

Others Present: Matt Monahan NHCRP

Other Public Officials:

Allenstown Staff: Dana Pendergast, Building Inspector.

OLD BUSINESS/RECIEPT OF APPLICATIONS & PUBLIC HEARINGS

Advance – Reclamation Bond (3 acres @\$5K=\$15K) & Allenstown Aggregate – Reclamation Bond (10 acres @\$5K=\$50K)

Mr. Monahan explained the prices for the Reclamation Bonds for Advance and Allenstown Aggregate. Mr. Tardiff suggested the Board adopt \$5000 across the board. He explained it is just the area they are excavating.

Chief Pendergast what happens if they go and strip off all the trees. Mr. Monahan stated it is not part of the plan they approve so it would be a different situation. He stated if they excavate outside of the area then they would have to revise the entire plan.

Mr. Monahan stated they had their attorney look at the template for the bond language and she was okay with it. He stated the five thousand dollars per acre for five years will be used for all applicants. He stated the process makes things efficient and prescreens things.

Motion. Mr. Tardiff made a motion to adopt for Reclamation Bond for Allenstown Aggregate for \$50,000 for five years. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to adopt the Reclamation Bond for Advanced Excavation and Paving for \$15,000 for five years. Mrs. Adinolfo seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

II. NEW BUSINESS/RECIEPT OF APPLICATIONS & PUBLIC HEARINGS

Any new business as necessary

Mr. Monahan stated he and Chief Pendergast had a meeting with Mr. Mulholland the other day on the application process. He stated the forms will be on the website which will make things easy and fast and will allow them to pay their fees online.

Mr. Monahan suggested at the public hearings they continue the forms and checklists. He stated the rest of it they can adopt; the excavation bond, template, site plan, subdivision regulation changes, and excavation regulation changes. The Chair asked why they can't do it all in one night. Mr. Monahan stated they can't change it right now because they noticed it for October 22, 2015. He stated they can change it at the public hearing.

Mr. Monahan stated on the two application forms they have to eliminate all email addresses except the Planning Board email addresses and the abutter stuff. He stated they would also need to put on the form to please complete them online. He stated the content from the paper form will be what is on the online form.

Chief Pendergast stated everything will be submitted to the Planning Board email. He stated no one is going to be submitting a plan to the Board anymore instead it will be submitted via online. He stated there will be one paper copy and everything else will be online.

Mr. Tardiff asked if the form will allow them to leave blocks empty or make them put something in every box. Chief Pendergast stated some boxes will require information but other boxes won't.

Mr. Tardiff asked if someone will test the form to make sure it works. Chief Pendergast stated he thinks Mrs. Demers will do so. He stated there will be a fee to the petitioner for paying online.

Mr. Monahan stated he thinks they can make a motion to conditionally approve everything with the following changes: 1) electronic submittal is to planning@allentownnh.gov only, 2) indicate on the forms everything needs to be submitted online, and 3) remove the abutter labels and abutter lists.

The Chair asked if Mr. Mulholland is working on everything for the email. Chief Pendergast stated Mr. Mulholland will be working on figuring out who is getting the email.

Rezoning on Route 28

Chief Pendergast asked if rezoning things is from the Planning Board or if it is at a town meeting. Mr. Monahan stated it is a town meeting. Mr. Tardiff stated Planning Board may have to initiate it. He explained they were discussing changing the zoning on Route 28 from open space and farm to commercial and industrial. He stated it fits it more to what it is. He stated it may also encourage businesses to come in and do things. Chief Pendergast stated they have the issue of Route 28 and River Road running parallel it squashes down some areas to put things.

Mr. Tardiff asked about the business owner who wanted to put a car wash on the corner of Route 28 and Chester Turnpike and why they couldn't extend River Road to run parallel to Route 28. Chief Pendergast stated they were going to extend it. He stated the plan was to make it a right turn only and would have given the business owner access.

Mr. Monahan stated if they pull the commercial or industrial up on Route 28 it is okay but they need to be aware of the mobile homes. He stated if they change the zoning through the portion of the overlay may change the calculation they did. He stated they could also work around things when doing the rezoning.

Mr. Tardiff asked Chief Pendergast about his suggestion to just change the corridor. Chief Pendergast if they can make a piece of property into two different zones. Mr. Monahan stated they could but they could end up with a lot which is awkward shape. He stated he thinks it is okay to make it so lots fronting on Route 28. There was further discussion of different options for rezoning a portion of Route 28 to commercial/industrial.

Mr. Monahan suggested they review the tax maps to see how they want to make the rezoning changes.

The Board discussed a date for a public hearing for warrant articles. Chief Pendergast stated he thought the warrant articles were on the schedule for some time in November.

III. UNAPPROVED MINUTES

a. Review meeting minutes: July 15, 2015, August 5, 2015, and August 19, 2015

The Chair asked Mrs. Adinolfo if she still has the minutes for July 15, 2015 and August 5, 2015. Mrs. Adinolfo stated she does because they needed the signature page.

Mrs. Adinolfo stated she has August 5, 2015 but it doesn't have a signature page.

The Chair stated the August 19, 2015 were the minutes in which they had questions for Mr. Monahan. He stated they haven't signed them because they didn't have a signature page.

Mrs. Adinolfo asked the Chair if she should sent the minutes to Mrs. Baxter or someone else. The Chair told her to send them to Mrs. Baxter.

IV. CORRESPONDENCE & OTHER BUSINESS

Other business.

Mr. Tardiff stated someone needs to talk to Mrs. Demers about the email she sends out on the Planning Board escrow. He stated she needs to know if she can close them out. Chief Pendergast stated he will speak to Mrs. Demers tomorrow.

Mr. Tardiff stated it doesn't look like bills are being charged so he thinks Mrs. Baxter needs to speak to Mrs. Demers. He stated no one is telling Mrs. Demers which applicant to charge things to. Chief Pendergast stated the newspapers and abutters should come out of fees not escrow. The Chair stated they have had this conversation multiple times.

Mr. Monahan stated applicants need to request to get the money back from what's left on escrow. Chief Pendergast stated they don't realize what's left. He stated there needs to be an audit of what's left.

Mr. Tardiff stated it looks like the beginning of December is when they have until Planning Board warrant articles. Mr. Monahan stated Mr. Mulholland is looking for dates of when they are going to have the warrant articles so he can update the website. He stated they have unregistered vehicles on the list of warrant articles but they haven't completed it. There was further discussion of the newspapers and abutters warrant articles.

The Chair stated they need to figure out who is getting charged for what. He stated the last time they spoke about this Mr. Monahan was supposed to speak with Mr. Mulholland about it. He explained when they get the bill for the newspaper it only says planning and doesn't clarify what it's for. Mr. Monahan stated he will ask them to put a copy of the article with the bill so they know what it is for.

Chief Pendergast asked who approves the bills. The Chair stated he approves the bills but they don't say what they are for. Mr. Tardiff stated Mrs. Baird doesn't know which to take it out of. Chief Pendergast stated the bills should be itemized when they come in from the engineers. The Chair stated the only ones they have a problem with are the newspaper. Chief Pendergast stated newspaper should be coming out of fees instead of escrow. There was discussion of applicants on the escrow list and who should be closed. There was also discussion of the bills which aren't showing and should be.

Chief Pendergast suggested they don't close out Advanced because the project isn't done yet. Mr. Monahan stated \$841 seems high for what is left in escrow. Mr. Tardiff stated they put in \$2710 total. The Chair asked if it is because of their two separate things. Mr. Tardiff stated those should be separate. Mr. Monahan stated he puts numbers on the applications as they come in.

Mr. Monahan stated he wonders if some of the bills got paid out of the general fund and not escrow. Mr. Tardiff stated they need to determine if they are done with the account and if not, is there enough in escrow for it. Chief Pendergast stated just because they have done their portion of it doesn't mean the project is done. Mr. Monahan stated the escrows are not for inspection.

Mr. Tardiff stated it has always been a problem as to who checks to make sure what was signed off on was actually done. Chief Pendergast stated it depends on what it is but they may need to do an inspection.

Mr. Monahan asked if any building permits have been issued for Zona yet. Chief Pendergast stated they came in today and got four permits. Mr. Tardiff stated looking at the account there is \$481 which is not going to be enough to cover the engineer going out there. He asked if there was a minimum set for the escrow account until the project is complete. Mr. Monahan stated the escrow accounts don't include inspection for construction. He stated they can put them in on a case by case basis.

The Chair asked if they can set it up where they have a planning section and then have an inspection section so planning can close out their portion when they are done. Mr. Monahan stated they can also have the engineer on the project to stamp they have been installed per the plan. Mr. Tardiff asked how they can tie it into the CO. Chief Pendergast stated they would not sign off on the CO until the engineer signs off. He stated they still have to deal with those who don't have a CO.

Mr. Monahan stated he is going to add it to his template for memos. He stated when they have projects with roads, sewer water or major drainage concerns he will ask the engineer what the fee is for final inspection and have the applicants include it in escrow. Mr. Tardiff stated they need to put a timeframe on it. Chief Pendergast asked if it's within a year. Mr. Tardiff stated it expires

in a year. There was discussion of the one year timeframe and extensions which could be granted before the expiration date.

The Chair asked what they can do to fix this issue. Chief Pendergast stated he will go over the list with Mrs. Demers tomorrow. Mr. Monahan stated if they set a meeting so they can sit down to go over everything. Mr. Tardiff stated Mrs. Demers is simply tracking things and would rather not track things if not necessary. Chief Pendergast stated he will have them contact himself or Mrs. Baxter if there is a question.

V. STAFF UPDATE

a. None VI.

ADJOURN

Motion. Mr. Tardiff made a motion to adjourn. Mrs. Adinolfo seconded the Motion. There was no additional discussion.



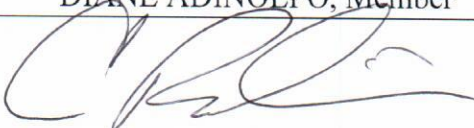
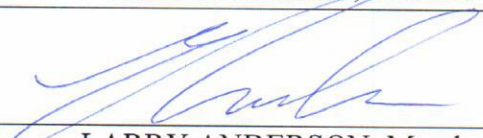
A Roll Call Vote was taken: Mr. Tardiff – Yes; Mr. Roy –Yes; and Mrs. Adinolfo -Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 7:37pm.

TOWN OF ALLENSTOWN
PLANNING BOARD
PUBLIC MEETING MINUTES

October 07, 2015

Signature Page

Original Approval:	
	12-16-15
CHRISTOPHER ROY, Chair	DATE
	12-16-15
DIANE ADINOLFO, Member	DATE
	12-16-15
CHAD PELISSIER, Member	DATE
	12-16-15
LARRY ANDERSON, Member	DATE
JASON TARDIFF, Ex-Officio	DATE

Amendment Approvals:

Amendment Description:	Approval:	Date:
	CHRISTOPHER ROY, Chair	DATE
	DIANE ADINOLFO, Member	DATE
	CHAD PELISSIER, Member	DATE
	LARRY ANDERSON, Member	DATE
	JASON TARDIFF, Ex-Officio	DATE