

**TOWN OF ALLENSTOWN
Planning Board
16 School Street
Allenstown, New Hampshire 03275
April 15, 2020**

CALL TO ORDER

The remotely conducted Allenstown Planning Board Meeting of April 15, 2020 was called to order by Chairman Mike O'Meara at 6:37 p.m. Chair O'Meara called for the Pledge of Allegiance.

ROLL CALL

Present on the Board: Sandy McKenney, Diane Adinolfo, Mike Frascinella, Chad Pelissier, Mike O'Meara.

Ex-Officio: Sandra McKenney

Residents of Allenstown: – None

Others present: Matt Monahan, CNHRPC
Randy Perin, Allenstown Self Storage
Nick Loring, Benchmark Engineering

Other Public Officials: None

Allenstown Staff: Derik Goodine, Town Administrator

Chair O'Meara next read a statement establishing authority to hold an electronic meeting, along with remote viewing and listening guidelines.

As Chair of the Allenstown Planning Board, I, Mike O'Meara, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically. Please note that there is no physical location to observe and listen to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are (will be):

a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.* We have a Zoom conference calling session set up for those listening. The instructions are on the Town website on the Planning Board agenda page.

b) *Providing public notice of the necessary information for accessing the meeting.* We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Town of Allenstown Planning Board page attached to the agenda for this meeting.

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.*
- d) Adjourning the meeting if the public is unable to access the meeting.*

Chair O'Meara stated that Chad Pelissier has joined the meeting via telephone, and that Diane Adinolfo is also attending the meeting via telephone. He asked if anyone else was participating and confirmed that no one else was doing so.

OLD BUSINESS/RECEIPT OF APPLICATIONS & PUBLIC HEARINGS

- **Continuation of 286 Pinewood/Allenstown Self Storage – Conditional Use Permit (CUP)**

Mr. Monahan updated the status of this application, saying that the project application has been accepted as complete and waivers have been granted. He said that the public hearing was opened on March 4, 2020, continued to March 18, 2020, and continued to tonight. The final engineering report has been received, he said, and the Planning Board needs to act on the CUP. They have a Stormwater Pollution Prevention Plan (SWPP). It has been established that there is no regional impact. Waivers have been granted for wetlands delineation, lighting and several for landscaping. Engineering is all set, he reported.

Public Hearing

Chair O'Meara opened the public hearing at 6:45 pm. There being no comments from the public or the Board, he closed the public hearing at 6:46 pm.

Chair O'Meara asked the Board members if they wanted to review the engineering memo or if it was self-explanatory. Board members waived review of the engineering memo.

Conditional Use Permit (CUP)

Mr. Monahan reviewed the administrative details of the CUP. He said the application is for the addition of a 3,600 square foot building with an office. The CUP is required if the building is more than 15% of the lot area or more than 2,500 square feet. He said that the impervious coverage increases from 63% to 68%.

Mr. Nick Loring, Benchmark Engineering, said that this is an existing two-acre lot on Route 28. A permit was granted in 1999 and development began in 2000-2001. The original plan was for a larger building than what is being proposed now. The area was leveled and drainage was established, but it was not built. The plan now is for a smaller building. It is in the Industrial zone and the Groundwater Protection Overlay District. All conditions have been satisfied. They have a SWPP for the property. This is an allowed use in the underlying zone. Local, state and federal permits have been obtained, he said, the last one being the septic permit. They have DOT and Shoreland Protection permits. This is not a prohibited use, and they are all set with the Town Engineer regarding drainage, he reported. They have met the well setbacks, the closest one being a proposed onsite well, which is more than 75 feet from the proposed stormwater improvements being done, the underground chamber system. He continued, saying that there is a required four feet of vertical separation, which the chambers meet, from the seasonal high-water table. This was checked by the Town Engineer. There is no animal manure, fertilizer or compost stored on

site. No regulated substances are stored on site, and there is no known soil contamination. The development has a gate system and all units are locked and therefore secure against unauthorized entry. There is no outside storage. Secondary containment is not required as everything is inside and locked. The storage units have concrete floors and are not exposed to rainwater runoff. They are sealed from the weather.

Mr. Monahan said that the signed lease agreements state that no hazardous materials will be kept in the storage units.

Ms. McKenney asked if the owner checks the units to verify this.

Mr. Randy Perin, owner of Allentown Self Storage, said that hazardous waste is not allowed, per the contract. He said he has never run into this. As the owner, he is able to enter upon suspicion, and there are surveillance cameras.

Chair O'Meara requested a motion regarding the Conditional Use Permit.

Ms. McKenney made a motion to approve the Conditional Use Permit. Ms. Adinolfo seconded the motion.

Chair O'Meara called for a roll call vote on the motion.

Diane Adinolfo – yes, Sandy McKenney – yes, Mike Frascinella – yes, Chad Pelissier – yes, Michael O'Meara – yes.

The motion carried unanimously and the CUP was approved.

Conditions of Approval & Approval of Application

Mr. Monahan listed the potential Conditions of Approval.

1. Compliance with the changes recommended by the Town Engineer.
2. Revision of note 24 on Sheet One regarding trash disposal to indicate no trash disposal is allowed by patrons on site.
3. Professional stamps and signatures of the surveyor and wetland scientist, and signatures of owners will be on the final plan.
4. All waivers granted and all conditions of approval will be on the final plan.
5. Final plans will be sent to the Town digitally so that impervious coverage can be tracked for the MS4.
6. Notice of Decision will be recorded at the Registry of Deeds.

Board members did not request any additional conditions of approval.

Chair O'Meara requested a motion regarding approval of the application with the Conditions of Approval as read by Matt Monahan.

Ms. McKenney made a motion to approve the application, with the Conditions of Approval as read by Matt Monahan. Ms. Adinolfo seconded the motion.

Chair O'Meara called for a roll call vote on the motion.

Diane Adinolfo – yes, Sandy McKenney – yes, Mike Frascinella – yes, Chad Pelissier – yes, Michael O'Meara – yes.

The motion carried unanimously and the Conditions of Approval and Application were approved.

Mr. Monahan said he will put out the Notice of Decision tomorrow, and he told the applicant that Dawna Baxter has the building permit ready.

Chair O'Meara apologized for the delay of the project resulting from the pandemic.

- **Consider adoption of the 2021-2026 Capital Improvement Program (CIP)**

Chair O'Meara said that the Board has already reviewed the document, and he suggested that Mr. Monahan review the Excel Spreadsheet.

Mr. Monahan reviewed the list of projects submitted by the various departments. He said that the Police Department and the Library have none. The Sewer Department has one large capital project, but the cost will be offset by user fees and a revolving loan fund. The Fire Department has two projects: completion of the second floor and fire apparatus. Emergency Management has no projects. The Highway Department has five projects: a backhoe, reconstruction of one-sixth of the Town roads, a snow blower attachment for the skid steer, repurposing of the Highway shed, and a new Highway garage. Administrations lists four projects: paving of the town Hall parking lot, LED street lighting, revaluations, and solid waste program equipment. The Economic Development Committee lists no capital projects. The green line on the spreadsheet shows a subtotal of \$2,863,200. There is a \$350,000 bond payment spread over the last few years. Capital Reserves has a significant balance of \$566,919. The preliminary impact on the Town tax rate is \$2.72 for the first year (highest), which drops off and stays at about \$1.80 in subsequent years. After offsets, the new tax rate impact per thousand for 2021 - 2026 is as follows: \$0.46, \$0.44, \$0.58, \$0.57, \$0.34, and \$0.46. Mr. Monahan emphasized that this is a best-guess estimate of the effect of capital expenses on the budget for the next five years. It is a good tool for the Budget Committee.

Chair O'Meara stated that this does not approve any or all of the projects. Each one would still require approval by the voters via warrant articles.

Ms. McKenney stated that the Select Board did not give a recommendation because of what is going on and because of the high cost of some of these projects. She said that people are struggling, probably more so because of the current situation. She said that the money from the government doesn't cover all of the lost income, and people may not be able to pay their taxes, or they may be on a payment plan. The Town needs the tax money, she said.

Chair O'Meara said the Planning Board would be voting on adoption of the plan, which is required, but not approving it.

Mr. Frascinella said it is a forecast of possible expenditures and the associated costs.

Mr. Monahan said that there is a Certificate of Adoption to be signed by the Planning Board members. The only change, he said, is the date.

Chair O'Meara read the Certificate of Adoption:

In accordance with New Hampshire RSA 674:5-8, Capital Improvement Program, and RSA 675:6, Method of Adoption, the Allenstown Planning Board, having held a duly noticed public hearing on April 15, 2020, hereby adopts and certifies this Allenstown Capital Improvements Program 2021-2026, dated April 15, 2020.

Chair O'Meara asked for a motion on the adoption of the CIP.

Mr. Pelissier made a motion to adopt the 2021-2026 CIP with the date change. Mr. Frascinella seconded the motion.

Chair O'Meara called for a roll call vote on the motion to adopt the 2021-2026 CIP. Diane Adinolfo – yes, Sandy McKenney – abstain, Mike Frascinella – yes, Chad Pelissier – yes, Michael O'Meara – yes.

The motion carried by a majority vote of 4-0, with one abstention, and the 2021-2016 CIP was adopted by the Planning Board.

Chair O'Meara stated that this requires the signature of all Planning Board members and will be received, signed and recorded by the Town Clerk. The Chair obtained consent from those members remotely attending the meeting to record their vote and signature on the document, whereas the Chair would sign the document via wet-ink signature.

UNAPPROVED MINUTES

Chair O'Meara stated that he sent the Board members the minutes of the March 4, 2020 meeting on March 18, 2020. He said the minutes could be approved via voice vote and only he would apply a wet-ink signature.

Ms. McKenney made a motion to approve the minutes of the March 4, 2020 meeting as written. Ms. Adinolfo seconded the motion.

Chair O'Meara called for a roll call vote on the motion to approve the minutes of the March 4, 2020 meeting.

Diane Adinolfo – yes, Sandy McKenney – yes, Mike Frascinella – yes, Chad Pelissier – yes, Michael O'Meara – yes.

The motion carried unanimously and the minutes of the March 4, 2020 meeting were approved.

SCHEDULING OF NEXT MEETING

Mr. Monahan said that neither the Assisted Living development nor the China Mill project are ready for a presentation, so the next meeting could be later in May.

Chair O'Meara set the date of May 20, 2020 for the next meeting, beginning at 6:30 pm.

ADJOURNMENT

Ms. McKenney made a motion to adjourn at 7:26 pm. Ms. Adinolfo seconded the motion.

Chair O'Meara called for a roll call vote on the motion.

Diane Adinolfo – yes, Sandy McKenney – yes, Mike Frascinella – yes, Chad Pelissier – yes, Michael O'Meara – yes.

The motion carried unanimously, and the meeting was adjourned.

SIGNATURE PAGE
Planning Board
April 15, 2020

Approval:	
<i>Michael A. O'Meara</i> MICHAEL O'MEARA, Chair	5/20/2020 DATE
N/A CHAD PELISSIER, Vice Chair	N/A DATE
Yes – Via Remote Roll Call Voice Vote DIANE ADINOLFO, Member	5/20/2020 DATE
Yes – Via Remote Roll Call Voice Vote MICHAEL FRASCINELLA, Member	5/20/2020 DATE
Yes – Via Remote Roll Call Voice Vote MATTHEW L'HEUREUX, Alternate Member	5/20/2020 DATE
Yes – Via Remote Roll Call Voice Vote SANDRA MCKENNEY, Ex-Officio	5/20/2020 DATE

Amendment Approvals:

Amendment Description:	Approval:	Date:
	MICHAEL O'MEARA, Chair	DATE
	CHAD PELISSIER, Vice Chair	DATE
	DIANE ADINOLFO, Member	DATE
	MICHAEL FRASCINELLA, Member	DATE
	MATTHEW L'HEUREUX, Alternate Member	DATE
	SANDRA McKENNEY, Ex-Officio	DATE