

Town of Albany, New Hampshire
Planning Board Monthly Meeting - DRAFT
Monday April 13, 2015 7:00 P.M.

These minutes were prepared by the recording secretary as a reasonable summary of the essential content of the meeting, not as a transcription. These minutes have not yet been approved by the members of the Planning Board and should be read at your own risk for misinterpretation.

Next Work Session Meeting Monday, April 27, 2015 7:00 P.M.

The Planning Board Meeting was held at the Albany Town Hall.

Present: Acting Chairperson Tara Taylor, Adrian Simons, Peter Carboni, Leah Valladares, Joe Ferris, Alternate; Rick Hiland, Alternate; Selectmen Representative Kelly Robitaille, Theresa Ann Gallagher, Recording Secretary

Absent: None.

Also Attending: Bayard Kennett of The Kennett Company, Peter Cormier of Kezer Falls Hardware

Acting Chairperson Tara Taylor called the Planning Board Meeting to order at 7:00 P.M.

Preliminary Consultation – Map 8, Parcel 4 on State Highway 16 and Route 113

Peter Cormier and Bayard Kennett came before the Planning Board to discuss Peter Cormier's proposed business of selling sheds on the lot. The Planning Board received the preliminary consultation form and photos of the sheds that are currently on other properties. The property is owned by the Kennett Company, from whom Peter would lease it. He discussed the size of the lot and the number of sheds that would be on display for sale, depending on the size of the sheds. The Planning Board advised that it is a change in use, and the setbacks have to be met, parking has to be considered, and a Site Plan Review will be necessary, according to the regulations. The first step is to contact the DOT regarding the abutting railroad tracks. The Site Plan Review application will have to be submitted to the Planning Board by April 20th to be on time for the May 11th Board meeting. Discussion in this preliminary consultation is nonbinding.

Reorganization of the Planning Board

Newly appointed Board member Leah Valladares and renewing member Tara Taylor swore in at this meeting; selectmen representative Kelly Robitaille witness signatures.

Motion: Board of Selectmen Representative Kelly Robitaille made a motion to appoint Leah Valladares as the Chairperson of the Planning Board; seconded by Tara Taylor. All voted in favor. 5-0

Leah Valladares accepted the position as the Chairperson.

Motion: Chairperson Leah Valladares made a motion to appoint Tara Taylor as the Vice Chairperson of the Planning Board; seconded by Adrian Simons. All voted in favor. 5-0

Tara Taylor accepted the position for one year. Discussion of getting more Alternates on the Planning Board concluded with the fact that good communication is essential. Currently there are only two Alternates and it is important to know if someone on the Board is not going to make any meetings. They should let everyone know so that there is a quorum for the meetings.

Approval of the Agenda: *Chairperson Leah Valladares asked for an approval of the agenda. Tara Taylor made a motion to approve the proposed agenda for April 13, 2015; Adrian Simons seconded. All in favor.*

Theresa Gallagher passed out the attendance list and her hours for the Board to review and approve before submitting it to Kathy Vizard for payment.

Approval of the Minutes: *Chairperson Leah Valladares asked for a motion to accept the minutes of March 9, 2015 monthly meeting; Adrian Simons made a motion to accept the minutes; seconded by Peter Carboni. Corrections: Leah Valladares sent Theresa a corrected and shortened version of the minutes. The Planning Board discussed the changes. Leah Valladares asked for a motion to approve the March 9th monthly meeting minutes as amended; Tara Taylor made the motion; seconded by Adrian Simons. All in favor.*

Chairperson Leah Valladares asked for a motion to accept the minutes of March 23, 2015 work session; Tara Taylor made a motion to accept the minutes of March 23rd work session; seconded by Adrian Simon. Corrections: Tara Taylor made suggestions to shorten the discussion on the Rules of Procedure. Discussion continued on other corrections. Leah Valladares asked all those in favor of approving the March 23rd work session meeting minutes as amended say "aye". All in favor.

Board of Selectmen Report

Kelly Robitaille met with Kathy Vizard to discuss reporting the budget to the Boards; she does not breakdown the expenses. Theresa will keep an excel spreadsheet with details of what she submits to Kathy by the end of the month, and Kathy will also submit a detailed report quarterly. This will benefit budget hearings in the future.

The Office of Energy and Planning will be holding a conference on May 2nd for Planning Boards and the ZBA. Theresa Gallagher forwarded the information to the Planning Board for registration.

The Planning Board continued to review and amend the Rules of Procedure for approval.

Motion: Chairperson Leah Valladares asked for a motion to approve the Rules of Procedure as updated; Kelly Robitaille made the motion to accept the document, as is, as the Rules of Procedure; seconded by Peter Carboni; Leah asked for any further discussion; there was none. Leah Valladares asked all those in favor of approving the Rules of Procedure signify it by saying "aye". All voted in favor. 5-0

Old Business:

1. Planning Board minutes requirements
2. Preliminary Consultation Form
3. Review and approval of the updated Rules of Procedure
4. Review the regulations for Site Plan Review, Land Subdivision, and the Zoning Ordinances

5. CIP for discussion at a future work session.
6. Purchasing a new printer for the Planning Board

New Business

The Planning Board meeting room will be locked in the future; the Board of Selectmen is working on getting that completed.

Discussion continued on getting a backup unit for the Planning Board records.

Motion: Tara Taylor made a motion to authorize Rick Highland to purchase a backup unit for the laptop Planning Board records; seconded by Adrian Simons; All voted in favor. 5-0

The Planning Board discussed having a representative from the Conservation Commission at the Planning Board meetings. Peter Carboni attends the meetings whenever his can.

Motion: Tara Taylor made a motion to nominate Peter Carboni as the Conservation Commission representative for the Albany Planning Board; seconded by Kelly Robitaille. All in favor. 5-0

Adjournment: Leah Valladares asked for a motion to adjourn the Planning Board Monthly Meeting at 9:35 P.M. A motion was made by Tara Taylor; seconded by Adrian Simons. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary