

Town of Albany, New Hampshire
Planning Board Monthly Meeting / Public Hearing - Approved
Monday December 14, 2015 7:00 P.M.

Next Monthly Meeting Monday, January 11, 2015 7:00 P.M.

Chair Valladares called the Planning Board Monthly Meeting to order at 7:03 P.M.

Present: Chairperson Leah Valladares, Vice Chairperson Tara Taylor, Adrian Simons, Peter Carboni, Joe Ferris, Rick Hiland, Board of Selectmen Representative Cathy Ryan, Theresa Ann Gallagher, Recording Secretary

Excused: Kelly Robitaille (sitting in is Selectperson Cathy Ryan)

Also attending: Andrew Fisher, Ammonoosuc Survey; Tom Gill, Deborah Hatch, Steve Knox, Sara Young Knox

Chair Valladares introduced members of the Planning Board to all present.

Approval of the Agenda:

Chair Valladares asked for a motion to approve the proposed agenda for the December 14, 2015 monthly meeting/public hearing; Vice Chair Taylor made the motion; Mr. Simons seconded. Motion passed unanimously (7-0). Chair Valladares announced that for future meetings the agenda will not be approved with a motion, since it is not required by law. No objection, passed unanimously (7-0).

Approval of the Minutes:

Chair Valladares asked for a motion to approve the minutes of the November 9, 2015 monthly meeting. Vice Chair Taylor made the motion; Mr. Carboni seconded. Chair Valladares asked for comments. Mr. Hiland presented a revised copy of the minutes, stating that it is a legal document; he made several corrections to include terminology from the Town's regulations. After reviewing the minutes, Mr. Hiland made a motion to amend the minutes according to the suggested changes; seconded by Vice Chair Taylor. No further discussion. Chair Valladares called for a vote to amend the minutes. The amending motion passed unanimously (7-0). Chair Valladares called for a vote on the main motion to accept the minutes as amended. Motion passed unanimously. (7-0).

Chair Valladares opened the Public Hearing for the Minor Subdivision Application submitted by Deborah Hatch at 7:15 P.M.

Chair Valladares asked for a motion to accept the Minor Subdivision Application submitted by Deborah Hatch as complete. Mr. Simons made the motion; seconded by Mr. Carboni. No discussion. Chair Valladares called for a vote to accept the Land Subdivision Application as complete. Motion passed unanimously (7-0).

Mr. Andrew Fisher presented the corrected Plot Plan to the Planning Board, which includes the correct acreage. After reviewing and discussing the application and Plot Plan, the requested waivers were approved by the Planning Board.

The original request from the applicant for a waiver of # 7 was determined that it was not required per our Subdivision Regulations for a minor subdivision.

The original request from the applicant for a waiver of #12 was determined that it was not required per our Subdivision Regulations for a minor subdivision.

Vice Chair Taylor made a motion to grant the waiver request for #11 on the Minor Subdivision Check List Plat Requirements “Topographical map @ 5 ft. intervals (existing and proposed or as noted in the context of the regulations)”; Mr. Hiland seconded. The reason to grant the waiver was due to the size of the parcel and the cost at this time was an unnecessary financial burden to the applicant. With no further discussion, Chair Valladares called for a vote to grant this waiver. Motion passed unanimously (7-0).

Vice Chair Taylor made a motion to grant the waiver request for #15 on the Minor Subdivision Check List Plat Requirements “Location of water courses, standing water, fire ponds, etc.”; Mr. Hiland seconded. The reason to grant the waiver was due to the size of the parcel and the cost at this time was an unnecessary financial burden to the applicant. With no further discussion, Chair Valladares called for a vote to grant this waiver. Motion passed unanimously (7-0).

Vice Chair Taylor made a motion to grant the waiver request for #16 on the Minor Subdivision Check List Plat Requirements “Location and description of natural features, i.e., ledges and ponds, and manmade features (monuments, stone walls and other essential features)”; Mr. Simons seconded. The reason to grant the waiver was due to the size of the parcel and the cost at this time was an unnecessary financial burden to the applicant. With no further discussion, Chair Valladares called for a vote to grant this waiver. Motion passed unanimously (7-0).

Public Comment: None

Chair Valladares closed the Public Hearing at 7:42 P.M.

Chair Valladares asked for a motion to approve the Minor Land Subdivision Application submitted by Deborah Hatch Rev. Trust, Tax Map 9, Parcel 168. Vice Chair Taylor made the motion; seconded by Mr. Carboni. With no further discussion, Chair Valladares called for a vote to approve the Minor Land Subdivision Application by Deborah Hatch Rev. Trust. Motion passed unanimously by a roll call vote. Chair Valladares, Vice Chairperson Taylor, Mr. Simons, Mr. Carboni, Mr. Ferris, Mr. Hiland, and Board of Selectmen Representative Ryan all voted in the affirmative. (7-0).

Approval of the Minutes:

Chair Valladares asked for a motion to approve the minutes of the November 23, 2015 monthly meeting. Mr. Simons made the motion; Mr. Ferris seconded. Chair Valladares asked for comments. There were some corrections; Actual attendance listed at the meeting was not correct and could not be verified at this meeting and members listed as making motions and seconds to motions were not correct. Mr. Hiland suggested tabling approval of the minutes until the corrected version is verified for accuracy for the November 23rd meeting and reviewed by all Planning Board members. Mr. Simons and Mr. Ferris rescinded the motion to approve the minutes. With no further discussion, Chair Valladares called for a vote to table approval of the minutes for the November 23rd meeting until the next Planning Board monthly meeting. Motion passed unanimously. (7-0).

Chair Valladares opened the Public Hearing for changes made to the increases in Application Fees pertaining to Site Plan Review, Boundary Line Adjustment and Land Subdivision at 8:00PM.

\$35	Preliminary Consultation
\$100	Major and Minor Land Subdivision Application for Residual Lot, plus \$50.00 per New Lot
\$200	Site Plan Review Application
\$100	Boundary Line Adjustment
\$7.00 (plus)	Per Certified Mail Notification
\$40 (plus)	Public Notice in the Conway Daily Sun/Ad
\$30 (plus)	Recording Fee per Sheet
\$25	LCHIP Fee

(plus) means applicant is responsible for any and all addition costs.

Chair Valladares opened the discussion for public comment. There was none.

Chair Valladares closed the Public Hearing at 8:25 P.M.

Chair Valladares asked for a motion to approve the changes for increases in Application Fees for Boundary Line Adjustment, Site Plan Review and Land Subdivision. Mr. Hiland made the motion to approve the changes to the increases in the Application Fees for Boundary Line Adjustment, Site Plan Review and Land Subdivision; Mr. Ferris seconded. With no further discussion, Chair Valladares called for a vote to approve the changes to increase the Application Fees for Boundary Line Adjustment, Site Plan Review and Land Subdivision. Motion passed unanimously by a roll call vote, Chair Valladares, Vice Chairperson Taylor, Mr. Simons, Mr. Carboni, Mr. Ferris, Mr. Hiland, and Board of Selectmen Representative Ryan all voting in the affirmative. (7-0).

Correspondence:

The Registry of Deeds returned the submitted Authorization to Regulate Site Plan Reviews statement due to the omission of names of signers printed under their signatures, and there were no regulations attached. Secretary Gallagher will amend the statement, by adding in the names and removing the statement that the regulations are attached, and will bring it to the next meeting for signatures. The Site Plan Review regulations are not being recorded at the Registry of Deeds at this time.

New Business.

Discussion on having another Collaborative Meeting with all of the Albany Boards concluded that one will be planned for February of 2016.

Old Business:

Rules of Procedure amendment follow up for the 2nd meeting: Chair Valladares asked for a motion to make the change to the Rules of Procedure to state “To authorize the secretary to record and report quarterly, along with her/his other approved expenditures in the performance of her/his duties, the mileage traveled for Planning Board business to the Chairperson for approval at the Federal mileage rate.” Mr. Hiland made the motion; seconded by Mr. Carboni. With no further discussion, Chair Valladares called for a vote to approve the change to the Rules of Procedure as stated above. Motion passed unanimously (7-0).

CIP was discussed; the CIP offers recommendations to the Town Select Board when putting annual budgets together is advisory and not binding. They will include Capital Improvements to the roads, bridges, cemeteries and buildings, keeping the Town’s annual tax rates flat with minimal spikes due

to needed Capital Improvements is a priority. A copy of the State of NH DOT inspection done on the Town's bridges will be obtained from the Town Administrator.

Chair Valladares asked for a motion to have the authority to approve Secretary Gallagher's expenses out of the Planning Board session; Vice Chair Taylor made a motion to give Chair Valladares the authority to approve Secretary Gallagher's expenses out of the Planning Board session; seconded by Mr. Ferris. No discussion. Chair Valladares called for a vote to give her the authority to approve Secretary Gallagher's expenses out of the Planning Board session. Motion passed unanimously (7-0).

Mr. Steve Knox commented to the Planning Board that they are doing a fine job, as they have been working hard to make needed changes and improvements to rules and regulations. He said they have accomplished a lot over the last year.

Adjournment:

Chair Valladares asked for a motion to adjourn the Planning Board Monthly Meeting at 9:06 P.M. Mr. Ferris made the motion; seconded by Mr. Carboni. Motion passed unanimously (7-0).

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary