

Town of Albany, New Hampshire
Planning Board Monthly Meeting
Monday February 23, 2015 7:00 P.M.

Next Monthly Meeting Monday, March 9, 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, Rick Hiland, Alternate; Selectmen Representative Kelly Robitaille, Theresa Ann Gallagher, Recording Secretary

Absent: Joe Ferris, Alternate

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

Approval of the Agenda: *Acting Chairperson Tara Taylor asked for an approval of the agenda. Leah Valladares made a motion to approve the proposed agenda for February 23, 2015; Adrian Simons seconded. All in favor.*

The Planning Board asked Theresa to speak with Kathy Vizard about getting a key to the building.

Approval of the Minutes: *Acting Chairperson Tara Taylor asked for a motion to approve the minutes of January 12th 2015 monthly meeting; Some corrections were made: add” while her Site Plan Review was being discussed” to page 1 at the bottom, first sentence; delete “to complete the budget” page 3, second paragraph from the bottom. There were a few other technical corrections. Adrian Simons made a motion to approve the minutes of January 12, 2015 as revised; seconded by Kelly Robitaille. All in favor.*

Acting Chairperson Tara Taylor asked for a motion to approve the minutes of January 26th 2015 work session meeting; Adrian Simons made a motion to approve the January 26th work session meeting minutes; seconded by Leah Valladares. Some corrections were made; page 2, delete “is a locksmith and” 6th paragraph; page 2, second paragraph from the bottom, change to “corrected Notice of Decision””. All were in favor of accepting the revised January 26th work session minutes.

Correspondence: Rick Hiland received the NHMA Legislative Bulletin and forwarded it to Theresa, who sent it to everyone else. Rick explained to all Board members how to sign up to receive their own copy. He discussed some bills that the State is working on which are in the bulletin. This is a good time of year to review the Legislative Bulletin to see what is being discussed on the State level.

Discussion continued on the possible procedures for Planning Board members to be elected or assigned. Rick pointed out how important the Planning Board is with regard to decisions made, which will have a great impact on future taxes and property rights. Tara Taylor suggested putting it on the table for future discussion.

Kelly Robitaille thanked Tara Taylor for the great article she wrote for the Albany Planning Board’s section for the Town’s Annual Report.

Kelly also reported that the warrants get posted February 24th; the Albany Planning Board budget is included in the warrants. He also announced that the Board of Selectmen are trying to get a sound system for the meetings that take place in the Town Hall.

Old Business: None. New Business: None

The Planning Board continued to work on revisions to the Rules of Procedure for the regular monthly meetings. (see attached) These changes that are being made, when finished, will be voted on at a Planning Board meeting, and then voted on again at the following meeting in order to pass as approved.

Some discussions during the work session included the following. Pledge of Allegiance at the beginning of each meeting will not be included in the Rules. Consultants should not sit at the table of the Planning Board during meetings. Alternates sitting at the table of the Planning Board during the question period should be allowed, but not when the Board goes into deliberations. When an alternate sits in place of a regular member of the Planning Board, he or she should sit through the whole hearing process that is before the Board. The secretary should sit at the table. The agenda will continue to be reviewed and approved. If anyone wants to give a presentation to the Planning Board they have to give notice to the chairperson two days before, and she or he will direct the secretary to add it to the agenda. The work sessions do not need an agenda, and will be placed on the Rules of Procedure in a separate section. The work session meetings were started a few years ago for the sole purpose of working on the Master Plan. Public Comments are not allowed at work sessions, but will be accepted in writing to be discussed at the next monthly meeting. Work Sessions should have a topic that will be discussed and worked on. It's up to the discretion of the Chairperson to allow Alternates and others to speak at the meetings. Under "Old Business" a list should be created to describe what has to be revisited and it serves as a reminder to what needs to be completed by the Planning Board. To go into non-public session the Planning Board has to describe the reason, and the secretary can be asked to leave, according to the discretion of the Chairperson. Site visits need permission from the property owner. Photographs taken are illegal without permission of the owner if the photos becomes part of the Site Plan Review application record. When people sign in for attendance at the meetings they should give their address. The procedure for Alternates participation in meetings was reviewed referencing RSA 673. Discussion on the budget included a question about applicant expenses received and then paid out by the Town as being a line item in the budget and reported to the Town.

Procedures for minutes of the meetings will be reviewed in the future.

Adjournment: Acting Chairperson Tara Taylor asked for a motion to adjourn the Planning Board Monthly Meeting at 9:12 P.M. A motion was made by Adrian Simons; seconded by Peter Carboni. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary