

Town of Albany, New Hampshire  
Planning Board Monthly Meeting  
Monday, January 12, 2015 7:00 P.M.

Next Work Session Meeting Monday, January 26, 2015 7:00 P.M.

The Planning Board Monthly 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, David Maudsley, Technical Advisor; Theresa Ann Gallagher, Recording Secretary

Absent: None.

Also Attending: Mike Helmers, Steve Knox, Sara Young Knox, Cathy Ryan

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 a motion to approve the agenda for the January 12<sup>th</sup> meeting; Adrian Simons made a motion to approve the proposed agenda; Peter Carboni seconded. Acting Chairperson Tara Taylor asked all in favor of approving the agenda signify it by saying "aye". All in favor.*

*Approval of the Minutes: Acting Chairperson Tara Taylor asked for a motion to approve the minutes of the December 8<sup>th</sup> 2014 Monthly Meeting; Leah Valladares made a motion to approve the minutes of December 8, 2014 meetings; seconded by Adrian Simons. A few changes were made: Page 2, 2<sup>nd</sup> paragraph – the Planning Board did not agree with any vote; it should state that "the Planning Board advised Deborah Hatch to proceed with the land subdivision". Page 2, first paragraph, delete "the section that affects this land ..." to the end of the paragraph. Acting Chairperson Tara Taylor asked all in favor of approving the amended minutes signify it by saying "aye". All in favor. There were a few other technical corrections. Tara Taylor asked for a motion to approve the entire amended minutes; Peter Carboni made the motion; seconded by Kelly Robitaille. All in favor.*

*Acting Chairperson Tara Taylor asked for a motion to approve the minutes of the December 15<sup>th</sup> 2014 Monthly Meeting; Leah Valladares made a motion to approve the minutes of December 15, 2014 meeting; seconded by Peter Carboni. There were a few technical corrections. Tara Taylor asked all those in favor of accepting the amended minutes of December 15, 2014 meeting, signify it by saying "aye". All in favor.*

Leah Valladares recused herself from the Planning Board meeting while her Site Plan Review was being discussed. Tara Taylor assigned Joe Ferris as a voting member during Leah Valladares' recuse.

Alan Valladares came before the Planning Board to present an update on the status of their Site Plan Review. He went over the items listed as outstanding by Civil Solutions on a report dated December 1, 2014. Section VII.B. First Bullet – completed and listed on the Plot Plan. VII.B. 19 – Has been added to the Plot Plan. VIII.A. 1. – Alan explained that there will be trucks occasionally, but the

property will not be a truck facility. Snow Storage has been added to the Plot Plan. VII.G. The Grading Plan has been stamped and signed by the engineer.

Follow up - VIII.F. – A note to address this will be added to the Plot Plan. It is already on the DOT Driveway Permit. However, it addresses the grading standards set by the Town of Albany.

Four hard copies of the Plot Plan will be sent to the Planning Board; the Mylar will be signed by Tara and Theresa and will be brought to the registry of Deeds by Theresa.

**Tara Taylor asked for a motion to approve the Site Plan Review application from Alan and Leah Valladares for an Industrial Repair Shop located on Map 7, Parcel 58 in the Town of Albany, NH, with the condition that the note stating that the building will be completed according to the DOT Standard Specifications for Road and Building construction be included on the Plot Plan; Adrian Simons made the motion; seconded by Kelly Robitaille; All in favor.**

Leah Valladares noted that the updated “Notice of Decision” was not included in the digitized documents in her file. Theresa will send the revised NOD to Peter Carboni, who was the Chairperson at the October 29<sup>th</sup> meeting when the Notice of Decision was corrected, and he will sign it and return it to Theresa to be included in the digitized records.

Leah Valladares returned to the Planning Board meeting and Joe Ferris continued as an Alternate.

Theresa Gallagher passed out copies of an e-mail forwarded to her by Kathy Vizard from Chip Boisvert; he wants the Planning Board to address medical marijuana dispensaries, keeping them out of the Town. Tara stated that the ordinances list the allowable businesses and the dispensary is not listed, thus it is not allowed. He also wants the Planning Board to address the speed, downshifting and brake noise coming from the logging trucks. The Planning Board gave the e-mail to Kelly Robitaille for the Board of Selectmen to address.

Theresa Gallagher passed out copies of the OEP Regional Plan for the North Country; discussion continued on working with the North Country Council in the future to implement their plan. A meeting with them will be scheduled some time in the future.

Rick Hiland sent Theresa a downloaded NHMA Bulletin which he has signed up to receive and he encourages everyone else to do the same. He gets them every two weeks. It’s free. They recommend that the Select Board meet with their State representatives to discuss the new legislation coming up. Theresa Gallagher will sign up to receive the Bulletin so she can forward the information to all Planning Board members every two weeks.

Sara Young Knox forwarded to the Planning Board the NH Municipal Association’s Annual Calendar with due dates for the towns. Albany will not make any ordinance changes this year.

2015 Planning Board Budget – Included in discussion were the following:

- Secretary salary should be separate from the Technical Advisor’s salary. Leah Valladares suggested not having a Technical Advisor; Joe Ferris commented that David Maudsley has a wealth of information from all the reading he does on the updated legislation; state laws change all the time and David keeps the Planning Board informed of those changes. Peter Carboni

suggested the Planning Board choose a topic each month that they would like the Technical Advisor to present.

- David Maudsley commented that the Henney Fund would pay for equipment needed to digitize all the past records.
- There needs to be an “Income” line in the Planning Board Budget.
- Operating Expenses need to be broken down; list any Site Plan Review and Land Subdivision expenses that will be reimbursed. Also, postage for sending notices “first class mail” in the future needs to be budgeted in 2016.
- Steve Buckley’s presentation came out of seminars and lectures. The cost was \$495, which benefited both Boards and proved to be cost effective.
- David Maudsley reported that the Planning Board can get free legal advice from the NH Municipal Association.

**Tara Taylor asked for a motion to recommend the proposed Planning Board Budget for 2015 to the Board of Selectmen; Adrian Simons made the motion; seconded by Peter Carboni. All in favor.**

**Albany Planning Board,  
2015 Proposed Budget**

	<u>2015</u>
Salaries: PB Secretary	\$3,500.00
Technical Advisor	\$1,000.00
SocSec/Med	\$300.00
PB Member Attendance	\$5,500.00
Legal Fees	\$4,000.00
PB Operating Expenses	\$1,500.00
Manual/Resources/Materials	\$250.00
Travel to Conferences	\$200.00
Advertising/Public Notices	\$350.00
Seminars/Lectures	\$750.00
	<u><b>\$17,350.00</b></u>

Follow-up: A job description for the recording secretary and the scope of services of the technical advisor are needed. The Technical Advisor’s contract was last signed in 2003. The Planning Board will have to reorganize after the 2015 Town Meeting. The Rules of Procedure have to be updated and revised. The Planning Board will work on a Cheat Sheet for correct procedures.

**Rules of Procedure: Tara Taylor asked for a motion to approve the amendments made to the Standards of Conduct in the Planning Board’s Rules of Procedure at the December 8, 2014 meeting; Adrian Simons made the motion. Seconded by Peter Carboni. All in favor.**

Tara Taylor would like to go over RSA 674.41 one more time; David will give a presentation using an example to demonstrate how that legislation works. House Bill 1210 requires the Town to send notices by electronic record or First Class mail; the statute doesn’t clarify who sends out the mail. It usually is the Town’s responsibility.

If anyone would like David Maudsley to give a presentation on any certain topic, they can send an e-mail to Theresa to let her know, and she can tell David.

Adjournment: Acting Chairperson Tara Taylor asked for a motion to adjourn the Planning Board Monthly Meeting at 9:40 P.M. A motion was made by Adrian Simons; seconded by Leah Valladares. Passed unanimously.

Respectfully submitted,

*Theresa Ann Gallagher*

Recording Secretary