

Town of Albany, New Hampshire
Planning Board Monthly Work Session

Monday January 26, 2015 7:00 P.M.

Next Monthly Meeting Monday, February 9, 2015 7:00 P.M.

The Planning Board Work Session 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

Also Attending: June Johnson, Leroy Grant

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

Approval of the Agenda: Leah Valladares made a motion to approve the proposed agenda for January 26, 2015 Work Session; Peter Carboni seconded. Discussion: Delete #4; the minutes will be approved at the monthly meetings and not at the work sessions. Acting Chairperson Tara Taylor asked all in favor of approving the amended agenda please signify it by saying "aye". All in favor.

It was noted that the Planning Board work sessions do not have any special rules of procedure and are required to follow the adopted Rules of Procedure for Albany.

Theresa Gallagher sent everyone the notes Rick Hiland compiled from the NHMA training seminar on December 15th. Rick pointed out (#17) that a preliminary review should be done for Site Plan Reviews and Land Subdivisions; however, the Planning Board has to get a Town Meeting approval to add this change to the regulations. It's too late to make that change this year. The preliminary review has to be non-binding and the applicant has to be clearly informed. It will resolve a lot of issues.

Rick Hiland and Leah Valladares worked on some amendments to the Planning Board Rules of Procedure. Theresa distributed their drafts to everyone and using the Planning Board laptop and the big screen TV, the Planning Board reviewed and worked on making changes to that draft. Changes made in blue are the ones done by Leah Valladares and the ones in red are changes made by Rick Hiland.

Attorney Steven Buckley of NHMA told Rick that there are some things missing in the Albany Planning Board's Rules of Procedures; Rick Hiland will be in contact with him to clarify any issues and to get answer to questions. Steve said that most Planning Boards do not have enough in their ROP, and in a very active town that has active planning and development it can be very detrimental. During procedures for consultations, land subdivisions, site plan reviews and any other discussion with residents the rule is always directly related to the town's ROP.

Regarding the "Officers" section in the Rules of Procedure, the Secretary is listed as an officer, and there is nothing about a hired person to do the secretary's work. As an officer the secretary would have to be approved every March. The reason for Albany having a hired secretary is so that all members of

the Planning Board can stay focused on the discussions and issues at hand. An officer has to be a resident of the Town.

During work on the ROP it was agreed to have one vote at the end of the work session to accept all changes, additions and amendments. The Planning Board will refer to the State's RSAs as changes are made.

Home Businesses and Home Occupations are allowed in Albany; in a residential zone, it does not apply to the Planning Board; however in a commercial zone, the Planning Board oversees them. References should be made and stated in the Rules of Procedure, and included in the "Authority" section. It was agreed to put "shall include but are not limited to..." in this section. The zoning regulations will have to be changed accordingly.

The Planning Board continued with discussion on amendments to the Rules of Procedure and made changes. (See attached).

During discussion a question came up about how many plats need to be submitted; four, one for the Tax Assessor, the Planning Board files, the Town Administrator and the Applicant as approval documentation.

There was a discussion on getting a printer for the Planning Board. Tara Taylor may get one from her neighbor. The Planning Board's records need to be locked up. Some people come in at any time and look through the files. The Planning Board agreed that the cabinets should be locked. The closet also needs to be locked. The Planning board agreed to address these issues at the next work session. Rick Hiland can put locks on the door and cabinets. One master lock would be the best; the secretary will have one key. The meeting room is used by a few organizations and the records have to be locked. The Planning Board should have their own space to keep records.

At a work session the Planning Board's Chairperson determines whether or not the public will be allowed to speak. A work session may be on any topic; if the chairperson or any Planning Board member knows of a person who has expertise on the topic discussed, then that person may be asked to attend and participate in the meeting; they will be limited to a certain time to speak. The secretary will be notified to add the person to the agenda, after the chairperson approves that addition to the agenda. No changes should be made to the agenda once the chairperson has already approved it. Discussion continued on RSA 674 and having presentations at the work sessions. The presentation requests should come from the Planning Board and be about the issues or topics they are working on.

Tara Taylor made corrections on the Valladares' Notice of Decision that was given to her to sign by the secretary; she will sign a corrected Notice of Decision at the next monthly meeting.

Adjournment: Acting Chairperson Tara Taylor asked for a motion to adjourn the Planning Board Work Session at 9:08 P.M. A motion was made by Adrian Simons; seconded by Peter Carboni. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary