

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

Next Monthly Meeting Monday, August 12, 2015 7:00 P.M.

Present: Chairperson Leah Valladares, Adrian Simons, Peter Carboni, Rick Hiland, Alternate; Board of Selectmen Representative Kelly Robitaille, Theresa Ann Gallagher, Recording Secretary

Absent: Vice Chairperson Tara Taylor, Joe Ferris, Alternate

Also attending: Judith Reardon, Tom Gill, Peter Smart, Deborah Hatch, Sandra Vizard, Steve Knox, Sara Young Knox

Chairperson Leah Valladares called the Planning Board Monthly Meeting to order at 7:00 P.M. She appointed Rick Hiland as a voting member for this evening's meeting.

Chairperson Leah Valladares introduced the members of the Planning Board to the public.

**Approval of the Agenda:**

*Chairperson Leah Valladares asked for a motion to approve the proposed agenda for the July 13 2015 monthly meeting; Rick Hiland made the motion; Kelly Robitaille seconded. Motion passed unanimously.*

**Non-Binding Preliminary Consultation:**

Deborah Hatch and Tom Gill presented Tax Map 9/Lot 168 and Tax Map 7/Lot 112. Judith Reardon pointed out the boundary line adjustment where her property will be enlarged. The property will not be landlocked as access will continue from Aviation Drive on the southern edge. The Board had no further questions and advised Deborah Hatch to submit a Boundary Line Adjustment application 20 days before the next Planning Board meeting.

Chairperson Leah Valladares advised that the Secretary's audio recorder was subjected to the "Right to Know" law and the private video recorder was not.

Sandra Vizard presented her plans for turning the-ice cream shop side of her building into a one bedroom, apartment; the plans included a 10' addition behind the shop. She presented the original map to the Planning Board. Further discussion was held including septic design and the Board advised Sandra Vizard to go before the ZBA to request a special exception because the building is currently being used as a commercial building; this would be a change of use to a portion of the building as residential. In the event a special exception is granted, she will have to submit a Site Plan Review to the Planning Board. The Board also advised to double check with the State DOT to make sure they do not have any issues with the driveway, submit plans to the Fire Chief for a letter of approval and an approved septic design.

**Approval of the Minutes:**

*Chairperson Leah Valladares asked for a motion to approve the minutes of the June 8, 2015 monthly meeting. Rick Hiland made the motion; Adrian Simons seconded. Further discussion was held. There was a question regarding the attendance sign in list. Rick Hiland made a motion to remove his motion to approve the minutes and to table the approval until the sign in sheet is reviewed for accuracy; seconded by Adrian Simons. Motion passed unanimously*

*Chairperson Leah Valladares asked for a motion to approve the minutes of June 22, 2015 work session meeting. Adrian Simons made the motion; seconded by Peter Carboni. No further discussion was held. Motion passed unanimously.*

**Board of Selectmen's Report:**

Kelly Robitaille reminded everyone that the Town Picnic will be this weekend. He reported that Selectman Jack Rose pushed to have rumble strips put in on Route 16; the DOT put test strips on the road, but it's all in Madison and will be inspected in a year. Lastly, Albany has two properties going up for sale, one mobile home in Piper Meadows and one 2 acre lot on Bald Hill Road.

**Correspondence:** None

**New Business.**

Chairperson Leah Valladares passed out the updated budget; the Conway Daily Sun billed \$60 for the public notice for the Cormier Site Plan Review; when Theresa called they gave her the average cost of \$36; depending on the amount of words it could be more or less. Theresa will call the Conway Daily Sun to clarify the amount charged and report back to Chairperson Leah Valladares.

Chairperson Leah Valladares made several suggestions with regards to correspondence from the Secretary. They included one topic per email sent to avoid lost or buried emails, first draft minutes to be reviewed by the Chairperson prior to being sent to the rest of the Board and the agenda being sent out three days prior to the meeting. All agreed with the suggestions.

The Board held a brief discussion with regards to the Secretary now having keys to enter the building. The Board agreed that the Secretary may enter the building prior to the meetings to set up and in the event the Secretary needs to use the meeting room, she will receive authorization from the Chairperson prior to using.

The Board held a brief discussion regarding the Procedure Chart and Authority wording in the Site Plan Review regulations that Rick Hiland created. It was agreed to table it for future work sessions, which start up in September.

**Old Business:**

The Planning Board prioritized items under "Old Business". CIP Plan – The Board discussed forming a committee to include all Boards to discuss the Towns future needs. Warrant articles will then be created based off these needs

The Board advised the Secretary, Theresa Gallagher to contact the Registry of Deeds for anything recorded in 1983 for the authorization of the Planning Board to regulate the Site Plan Review applications.

Adjournment: *Chairperson Leah Valladares asked for a motion to adjourn the Planning Board Monthly Meeting at 8:38 P.M. Adrian Simons made the motion; seconded by Kelly Robitaille. Motion passed unanimously.*

Respectfully submitted,

*Theresa Ann Gallagher*

Recording Secretary