

Town of Albany, New Hampshire
Planning Board Monthly Meeting - DRAFT
Monday, July 14, 2014 7:00 P.M.

These minutes were prepared by the recording secretary as a reasonable summary of the essential content of the meeting, not as a transcription. These minutes have not yet been approved by the members of the Planning Board and should be read at your own risk for misinterpretation.

Next Meeting Monday, August 11, 2014 7:00 P.M.

The Planning Board Monthly Meeting was held at the Albany Town Hall.

Present: Vice Chairperson Josephine Howland, Adrian Simons, Joe Ferris, Alternate; David Maudsley, Technical Advisor; Selectmen Representative Rob Nadler, Theresa Ann Gallagher, Recording Secretary

Absent: Chairperson Mike Helmers, Tara Taylor, Peter Carboni, Alternate; Matt Parker, Alternate

Also Attending: June Johnson, Lee Grant, Rick Highland, Sara Young Knox, Steve Knox, Dan Sdankus

Vice Chairperson Josephine Howland called the Planning Board Meeting to order at 7:00 P.M.

Approval of the Agenda: Vice Chairperson Josephine Howland asked for a motion to approve the proposed agenda for July 14, 2014 Monthly Meeting; Rob Nadler made the motion; seconded by Adrian Simons. All in favor.

Approval of the Minutes: Vice Chairperson Josephine Howland asked for a motion to approve the minutes from the June 9th public hearing and the June 23rd work session; Rob Nadler noted that June Johnson attended the last meeting and needs to be added; he made a motion to approve the minutes for both meetings; seconded by Adrian Simons. Joe Ferris said he abstains from approval of the work session since he was not in attendance. Vice Chairperson Josephine Howland asked all in favor of approving the minutes from both meetings signify it by saying "aye". All were in favor.

Public Comment: Sara Young Knox announced that she did not complete the edits for the Master Plan, but will have them ready for the next meeting. She asked Rob Nadler if there were funds in the budget for workshops. He answered yes, there is \$500 in the budget for that. She suggested that the Board of Selectmen plan a workshop by a professional for all the Boards and Departments, due to the confusion of who is responsible for what among the Boards. The workshop should include the ZBA, and should include a presentation on clarification of State Laws to make sure Albany's Boards are following State Regulations. Rob Nadler suggested that each Board or Department give a suggestion of what they need presented at the workshop. He will put it on the agenda for the Board of Selectmen. David Maudsley reported that the procedures that the ZBA followed were incorrect and they used the wrong forms. Sara Young Knox also commented that political signs are not supposed to be up until 3 weeks before the elections; people who have signs up at this time will be asked to remove them.

The Master Plan will not be finalized at this meeting due to the absence of Chairman Mike Helmers, who did extensive work on the plan. Steve Knox, who also put a lot of work into the Master Plan, commented that more information will be presented to the Planning Board regarding the implementation of the Master Plan. He and Mike Helmers will be getting that information to the Planning Board during the next month. The Master Plan will be finalized at the August meeting and a public hearing will be planned for September.

Mike Helmers is working on the Site Plan Review regulations changes. David Maudsley said his primary concern is to get a cover sheet for all applications, stating that applications for the Planning Board are available in electronic format. Secondly all applications should be submitted electronically and have the applicants provide 11" x 17" electronic copies for abutters. The third change is to make sure the applicants grant the Planning Board permission to inspect the progress made on the property. He suggested having a public hearing on the changes; it can be done at the same time the Master Plan public hearing takes place. The applicants should have a clear idea of what is needed to make the application complete.

Correspondence: Theresa Gallagher reported that Leah Valladares asked to be on the agenda for this meeting to discuss HEB and Burr Phillips communications and requirements for their SPR. However, they were not able to make it tonight and asked to be put on the next meeting. Adrian Simons asked Theresa to get an updated report from Burr Phillips for the Planning Board.

Board of Selectmen's Report: Rob Nadler reported that the Board is working on updating the Building Permit, which is almost done. They are currently working on the one for residential permits and will work on commercial building permits next. They are checking with the lawyer to see if they can raise the fees. The Board also met with the DOT to ask for a set-back map for Route 16, to make sure there are no encroachments on the Right of Way. The DOT will be getting back to the Board and stated that they do want to work with the Town on these issues. They will e-mail driveway permits to Curtis Coleman and Mike Helmers to get feedback to make sure there are no concerns before issuing driveway permits in the future. Rob Nadler reported that Todd Provencher did get a permit for the tent going up in his yard. Rob Nadler said the website is being updated very slowly, but the designer is reasonable so they want to continue using her. The goal is to have Theresa Gallagher post the PB minutes monthly. David Maudsley asked if it could be set up so that statistics can be accessed to see how many people actually review the website.

Conservation Commission: Rob Nadler reported that there are two farmers who are asking for leases on the fields at the Albany Town Forest. The cost is \$40 per acres for vegetable farming. Over the next five years the fee will gradually go up. The CC is working with the USVLT to create an application process that will include an agriculture Master Plan which states in detail what can be done and what cannot be done on the land. It will be included in the lease agreements. He also reported that the trails have completed kiosks, which have all been paid by the grant.

Adrian Simons asked about the status of the farm stand put up by Suzanne Brown. Josephine Howland said she obtained a building permit for the farm stand; she did get a driveway permit, but the work that is required was never done. David Maudsley commented if she never submitted a SPR application, the Planning Board at this time has no jurisdiction regarding the time frame for the agricultural farm to be up and running. Rob Nadler reported that someone else purchased the property after her purchase was not made. He would have to look it up. Suzanne Brown runs a non-

profit organization. Nothing has happened since the farm stand went up. The Town of Albany did not renew her permit for the Town Forest this year.

Old Business: None.

New Business: Theresa Gallagher received the revised Mylar and Plot Plan for the Waldorf BLA; Mike Helmers signed the Mylar and Josephine Howland brought it to the Registry of Deeds. Theresa also had it scanned and will send a copy to David Maudsley.

David Maudsley reviewed the process for maintaining electronic files and demonstrated how the files can be stored together in one folder and how they can be accessed. They can be hyperlinked with the index. The files can accommodate papers of different sizes. The files are all stored in pdf, except for the minutes. Pdf files can be searchable. The files then can be accessed by the public but they cannot be altered or removed. The electronic files are for the convenience of all, but they are not the official records. In court the original documents will be needed, so paper files also have to be maintained. A summary of when the application was submitted, when the public hearings were held and when the decisions were made is still needed. A serious item missing is a copy of the newspaper notices for the public hearings, which includes the whole page to show the dates. Theresa Gallagher said she will get those copies and send them to David. Documents can be blown up to review the details. These files will be available at the Town hall in the future. The files can also be e-mailed to anyone requesting them. Each month there will be about 25 files stored, which includes documents for all the Boards and Departments. The tax maps have to be updated. Rob Nadler will look into getting the updated maps from Kathy, and will ask her to put them on the website.

David Maudsley talked about the NHMA lecture series coming up in September and October. The ZBA lecture is the first one; lecture two is procedures for running a Land Use Board; lecture three is how to adopt and implement impact fees under RSA 674:21(V). He recommends that the Boards plan to attend these. They will be held in Littleton and they are free if you are a member.

The Planning Board should be receiving the CC minutes, and also the BOS minutes. Theresa will obtain them and distribute them to the Planning Board.

Theresa will also get the most recent issue of Town and City from Kathy.

David Maudsley talked about his granddaughter's experience at Tin Mountain Conservation Center. They have excellent programs and camps. He noticed that no children from Albany attend them. They are very expensive, so he suggested that the Town of Albany work with TMCC to see if they would allow Albany's children attend the camps and programs at a reduced rate, or even for free.

Adjournment: Vice Chairperson Josephine Howland asked for a motion to adjourn the Planning Board Monthly Meeting at 7:58 P.M. A motion was made by Rob Nadler; seconded by Adrian Simons. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary