

Town of Albany, New Hampshire
Planning Board Monthly Meeting / Public Hearing Minutes - Approved
Monday, June 9, 2014 7:00 P.M.

Next Work Session Meeting Monday, June 23, 2014 7:00 P.M.

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

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

Absent: Tara Taylor, Matt Parker, Alternate

Also Attending: Alan and Leah Valladares, Burr Phillips, Civil Solutions, Robert Tafuto, Ammonoosuc Survey, June Johnson

Chairperson Mike Helmers called the Planning Board Meeting to order at 7:00 P.M.

Approval of the Agenda: Chairperson Mike Helmers asked for a motion to put on the table for discussion the proposed agenda for June 9, 2014 Monthly Meeting/Public Hearing; Vice Chairperson Josephine Howland made the motion; seconded by Rob Nadler. Chairperson Mike Helmers suggested moving the public hearing to #5, and make approval of the minutes to #7 in order to allow Leah and Alan Valladares to have their public hearing first. All in favor.

Public Hearing: The Site Plan Review application for an Industrial Repair Shop that had been submitted by Leah and Alan Valladares was opened for discussion. Chairperson Mike Helmers asked Burr Phillips if the Town's position has been satisfied regarding the drainage inspection on the property, or are there issues at hand? Burr said he had recommendations which were sent to HEB but he has not heard back from them. Alan Valladares commented that he is still waiting to hear from HEB regarding items they had to take care of. Burr said he will respond to the issues as best as he can, per his Memo to the Planning Board, dated May 29, 2014 (see attached):

V.H. In process

VI. A. The property is a private property; the State of NH will address the driveway and drainage, and the DOT will handle the bond requirement. After discussion, Adrian Simons made a motion to bypass the bond requirement; seconded by Josephine Howland. All were in favor.

VII B. 18 HEB is addressing both issues.

VII.B 19 Alan Valladares said the water line will be shown on the revised Plot Plan regarding the steep slope. The second issue will be addressed through the Building Permit, per the Fire Chief's approval. It's not a SPR issue.

VII B. 20 Will be underground and will be shown with the building plans.

VII B 22 Completed. The building will not have any floor drains.

VII A. It will be difficult for trucks to maneuver around the building, which is a concern for Alan and Leah Valladares to deal with. The Fire Chief has reviewed their plans and accepted them. Leah Valladares will submit the Fire Chief's letter of approval.

VIII A. Overload is a possible concern. Alan Valladares will make sure no trucks are standing on Route 16. Alan Valladares said the building will meet the setbacks, almost totally with

exception of 5 feet on one corner, and he may have to take a portion of the green space for more parking space. It will be labeled “future auxiliary parking”. Trucks will be parked in the back of the building. Burr Phillips suggested to the Planning Board to have something in writing from Alan and Leah Valladares as to how they are going to address vehicles coming in and demonstrate how trucks will be parked at the site. The concern is for emergency vehicles getting in. A letter stating “if needed the green space will be utilized” would satisfy this issue. Also the “proposed expansion for parking” should be shown on the Plot Plan and will satisfy the issue.

VIII C. Snow storage areas will be shown on the revised Plot Plan.

VIII F. HEB is addressing this on the Plot Plan.

VIII G. Alan Valladares said they are ok with having only 7 parking spaces. One space will be shown on the Plot Plan as ADA. HEB is addressing. No floor drains will be in the building.

After hearing from HEB, Burr Phillips will notify the Planning Board that all is in place, and the final approval can be voted on. There is a conditional approval in place already. The Planning Board asked for a Site Certification; Alan Valladares said they will use HEB for that.

The Boundary Line Adjustment application was submitted to the Planning Board and was open for discussion. Bob Tafuto of Ammonoosuc Survey presented the Plot Plans with highlighted areas to explain the changes to the three lots, 52, 56, 57. The application and Plot Plan were reviewed by the Planning Board. Lot 52 will become a 12 acre lot. Lot 57 will also become larger. Lot 52 will have less acreage, but will still have 60 acres of land. The properties all have a frontage to a private road, Kelly Drive, which was straightened by the Waldorf School. The two properties do not have access to the Waldorf School private drive. An easement will be granted to the properties for access, and will be written into the deeds done by the lawyers. Lot 57 could also be sold off, and will have access to the property by an easement, if necessary. No wetlands are involved. One lot, #52, has a narrow panhandle, but there is no regulation in Albany to address that. The panhandle was designed for the property to have frontage and access. The panhandle also allows the property to remain as a commercially viable lot, due to being near Route 16.

The Planning Board asked for the following additional requirements to be shown on the Plot Plan before approval is granted:

1. Buildings on the lot owned by Leah and Alan Valladares, #57
2. The Monuments that have been set
3. Kelly Drive

Chairperson Mike Helmers asked for a motion to conditionally approve the Boundary Line Adjustment application, with the three requirements listed; Josephine Howland made a motion to conditional approval for the BLD application, pending the three requirements listed are met, at which time the approval will be finalized by a vote. Selectmen Representative Rob Nadler seconded. All were in favor.

Chairman Mike Helmers asked for a motion to sign the approval for the BLA outside of a Planning Board session. Rob Nadler made the motion to sign the approval outside of a Planning Board session; seconded by Adrian Simons. All were in favor.

David Maudsley suggested that the Planning Board change their agenda and add another “Public Comments” after the approval of the minutes, so people will not have to stay for the whole meeting.

The Committee Reports should come after the Public Hearings with an allowance of 5 minutes to report.

Approval of the Minutes: Chairperson Mike Helmers asked for a motion to put the minutes from May 19, 2014 Work Session on the table for approval. Adrian Simons made the motion; seconded by Vice Chairperson Josephine Howland. No changes or corrections. Chairperson Mike Helmers asked for a motion to accept the minutes from the May 19th Work Session as written; Rob Nadler made the motion; seconded by Adrian Simons. Mike Helmers asked all those in favor say “Aye”. All in favor.

Mike Helmers reported to the Planning Board that four sections of the Master Plan, Agriculture, Energy, Excavations (still needs a little work) and Water were re-written by himself and Steve Knox and Josephine Howland and were submitted to Tara Bamford for review. He handed out copies of her response via e-mail. Her biggest challenge is to have the Planning Board include discussions on “how to implement the plan” in the Master Plan, and there are some technical corrections, regarding data that needs to be added. Theresa will come up with a list of the elements that Tara commented on and divide them up into work elements to distribute to the Planning Board. Each Planning Board member will take a section of interest to them and work on it, having it ready to present at the next work section. Josephine presented her section on Housing and Affordable Housing.

Time Table: July 2014 – Master Plan will be completed, allowing 30 Days for a Final Read and Public Notice
September 2014 - Public Hearing for the Master Plan, a living document

Site Plan Review application changes are still being worked on by Mike Helmers. David Maudsley suggested having the changes complete asap so that future applicants will have to submit the documents electronically. Changes will be finalized at the next work session and a Public Hearing should take place at the July meeting.

All forms and applications have been scanned by Mike Helmers, except the Major Land Subdivision checklist. David Maudsley said he has it in Word form and will send to Mike.

No Correspondence.

Board of Selectmen Report: BOD Representative Rob Nadler said there is enough money in the budget to purchase a printer/scanner. Kathy Vizard is pricing them. Albany received an award from NH Magazine for having the best multi-use trail. Signs for the trail are being completed. The fields are being mowed, in preparation for farming.

Chairperson Mike Helmers asked the Planning Board for a decision to go forward with the electronic files. Vice Chairperson Josephine Howland made a motion to continue with the process of making all documents regarding the Planning Board business digital, and follow through with David Maudsley’s work; seconded by Peter Carboni. All in favor.

Chairman Mike Helmers passed around a price listing for items needed by the Albany Planning Board and discussed the possibility of obtaining the supplies and electronics. By September the Planning Board should finalize a decision. In discussion it was realized that original documents cannot be removed from the building; electronic documents can be copied to a flash drive for

residents who request them. Rob Nadler said the Board of Selectmen can make a proposal to have monies be allocated and moved for the purchase of the needed supplies and electronics. A question came up about what records need to be kept, and for how long. All public hearing paper form records have to be kept forever and also minutes from the meetings. The minutes should be placed in notebooks and kept at the Town Hall, and each year they should be placed in a vault. There is no statute of limitation that addresses the time limit. Mike Helmers will finalized the list of equipment needed by the Planning Board, and give it to Rob Nadler.

David Maudsley recommended that the Planning Board apply to the Henney Trust for funds for a scanner and all the equipment needed by the Planning Board. He also suggested that the meetings be recorded by a video camera. David Maudsley reviewed all the applications transferred to electronic files. The application requirements for all applications will be reviewed and updated along with the Site Plan Review application, and they will be made ready for a public hearing in July.

No Old Business: None.

No New Business: None.

Adjournment: Chairperson Mike Helmers asked for a motion to adjourn the Planning Board Monthly Meeting at 8:40 P.M. A motion was made by Adrian Simons; seconded by Josephine Howland. Passed unanimously.

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary