

Town of Albany, New Hampshire
Planning Board Monthly Work Session

Monday March 23, 2015 7:00 P.M.

Next Monthly Meeting Monday, April 13, 2015 7:00 P.M.

The Planning Board Work Session was held at the Albany Town Hall.

Present: Acting Chairperson Tara Taylor, Adrian Simons, Peter Carboni, Leah Valladares, Rick Hiland, Alternate; Joe Ferris, Alternate; Selectmen Representative Kelly Robitaille, Theresa Ann Gallagher, Recording Secretary

Absent: None

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

Approval of the Agenda: Adrian Simons made a motion to approve the proposed agenda for the March 23, 2015 Work Session; Peter Carboni seconded. Tara Taylor asked all in favor of approving the agenda please signify it by saying "aye". All in favor.

Tara told the Board that she decided not to contact anyone about their preliminary consultations.

The Planning Board continued to work on the Rules of Procedure. Standards of Conduct section included discussion on Board members being absent at scheduled meetings, which includes work sessions. A section on Work Sessions needs to be added to the Rules of Procedure. During the months when the work sessions are not scheduled, a notice should be posted in 2 public places to remind residents. Work sessions may be removed from future schedules, since the purpose for having them was to work on the Master Plan and special projects. RSA 673.14 was reviewed. Two consecutive meetings means two consecutive monthly meetings, and can include a work session with a notice posted in two public places stating that the work session is considered to be a monthly meeting. Discussion on who presides over joint meetings was discussed and RSA 676.2 was reviewed. Rick Hiland created a form to be completed by residents who want to have a preliminary consultation, which the Planning Board reviewed. Anyone who wants to come before the Board for a consultation or to give a presentation has to present a request in written form. Taping public hearings was discussed; the tapes can be attached to the records in digital form as a permanent record. Backing up the files was discussed. Theresa will find out what Kathy Vizard does for her backup; a portable hard drive or using Carbonite are options. CDs for long time storage can be used, but they are more expensive than the regular CDs. The storage of digital records and hard copies being stored at the Planning Board meeting room at the Town Hall. Discussion about citizens of the State asking for a review of records involved the process of completing a form, and may include a fee for the copies. The secretary will be responsible for updating the website. Grandfathered Rights was discussed, but is not included in the Rules of Procedure. The Rules of Procedure will be approved at the next two monthly meetings.

Adjournment: Acting Chairperson Tara Taylor asked for a motion to adjourn the Planning Board Work Session at 8:58 P.M. A motion was made by Adrian Simons; seconded by Peter Carboni. Passed unanimously.

Respectfully submitted, *Theresa Ann Gallagher*, Recording Secretary