

Town of Albany, New Hampshire  
Planning Board Monthly Meeting Minutes –DRAFT  
Wednesday, May 8, 2013 7:00 P.M.

Next Meeting Master Plan Work Session - , 2013

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

Present: Acting Chairperson Josephine Howland; Adrian Simons, Mike Helmers, David Maudsley Technical Advisor; Peter Carboni, Alternate; Selectmen Representative Jack Rose, Theresa Ann Gallagher, Recording Secretary

Absent: Tara Taylor, Selectmen Representative Sara Young Knox

Also attending were Richard Lake; Bob Tafuto of Ammonoosuc Survey Company and Dan Tepe, representing the Waldorf School; Matthew and Cynthia Cornier

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

Approval of the Agenda: Acting Chairperson Josephine Howland announced that Former Chairperson Steve Knox suggested electing a new Chairperson at the start of the meeting. Acting Chairperson Josephine Howland asked for a motion to change the agenda to elect a chairperson as the first order of business; Mike Helmers made a motion to elect a new Chairperson at the start of the meeting; seconded by Adrian Simons. All were in favor.

The Planning Board did not elect a new chairperson at the last meeting because neither Tara Taylor nor Adrian Simons were present.

Acting Chairperson Josephine Howland asked the Planning Board members for nominations for the Chairperson; Adrian Simons suggested having Josephine Howland as the Chairperson. Selectmen Representative Jack Rose asked if there was anyone present who wanted to be Chairperson. Mike Helmers said he would consider Co-Chair, but not Chairperson. A discussion came up about having Tara Taylor as the Chairperson; she would be very good, but the opinion of the Planning Board was that she indicated that she would not want to be the Chairperson. Travel involved with her job was one indicator. David Maudsley reminded the Planning Board members that there is no provision for a Co-Chairperson

Selectmen Representative Jack Rose nominated Josephine Howland for the Chairperson; Adrian Simons seconded the vote. Acting Chairperson Josephine Howland asked the Planning Board members if all were in favor signify it by saying “Aye”. All were in favor. None opposed.

Selectmen Representative Jack Rose nominated Mike Helmers for the Vice Chairperson; Adrian Simons seconded the vote. Acting Chairperson Josephine Howland asked the Planning Board members if all were in favor signify it by saying “Aye”. All were in favor. None opposed.

Adrian Simons announced that former Board of Selectmen member Joe Ferris is interested in becoming a Planning Board member as an Alternate; all agreed it was a good idea. The Board of Selectmen will have to assign him to the Planning Board at their next meeting.

Approval of the Minutes: Chairman Josephine Howland asked the Planning Board to approve the minutes from the April 27, 2013 meeting/work session. Correction: Page 3, second sentence under the “Master Plan” section should read “Approximately 131 acres of the Albany Town Forest is in Conway.” Page 4, 3<sup>rd</sup> line down states “Chairman Steve Knox has two years left, which Vice Chairperson Josephine Howland will fill.” It should state “Josephine Howland will act as Chairperson until whoever is elected will fill the position.” Selectman Representative Jack Rose made a motion to approve the minutes of the April 27, 2013 meeting as amended; Adrian Simons seconded. All were in favor.

**Public Comment:**

Bob Tafuto of Ammonoosuc Survey Company and Dan Tepe, representing the Waldorf School for a boundary line adjustment, presented a map to the Planning Board, indicating that the school owns Lot 56 and Lot 52. Lot 52 is the lot being subdivided. The owners of lot 57 would like to purchase half of Lot 52, but the Waldorf School Board did not agree because then Lot 52 would be reduced to 1 ½ acres. The thought that adding land to the north of Lot 57 would satisfy their request. The question to the Planning Board is “would they not lose their status as a Lot for 52 or lose it’s status as a commercial lot?”. The Waldorf School agrees to sell that to them. This will be a boundary line adjustment. Lots 52 and 55 are Commercial, 57 and 58 are Residential. If they will build anything on the lot it has to have 200 feet frontage on the right of road, and also 2 acres to meet the setback. The Planning Board agreed there would not be a problem with the proposed boundary line adjustment. They will need to present a map with the boundary line adjustment at a Public Hearing in the Town of Albany. They still have to go through several levels of approval before it is finalized, so they will not expect a public hearing for a few months.

Richard Lake presented some thoughts on his proposed affordable housing project. This is a pre-application review. Richard Lake did not have any drawings of the project. He has not decided if the houses would be wood with heavy insulation and a concrete block floor, or concrete. Chairperson Josephine Howland pointed out that the housing would not be considered “workforce housing” by the government unless it has 2 bedrooms. Children have to be allowed. Richard Lake said he is working with a local bank and with his lawyer; the interest rate is 4% and a maximum of 20 years. The Planning Board said the gravel pit should have to be shut down and the land reclaimed. He said he would start building in the back and then on to the terraces where they would have a great view of Mount Chocorua. Chairman Josephine Howland suggested that he talk with the NH Housing Authority, or with Theresa Kennett. If he receives any federal money it will not be considered workforce housing. Nothing can be decided tonight; the Planning Board suggested he talk with his engineers to see how many houses can fit on the property, what kind of a septic system it will have, water system, roads and driveways. He should have a plan laid out, with the cost and find out where the funding will come from. He plans to keep it down to 87 one bedroom units. There are wetlands on the property, which also has to be considered. It will require 2 wells, 20,000 gallons gravity fed pressure tanks. A perk test has to be done on the property. The Nickerson Road will lead into the property. There is a 60 foot wide easement on the property. The Planning Board asked Richard Lake to come back when he has a concrete plan, including funding for the project. Richard Lake thanked the Planning Board for their time. Selectmen Representative Jack Rose suggested that Richard Lake submit drawings to substantiate what he wants to do before coming before the Planning Board; also it should include the disposition of the property with regards to the reclamation, and State’s position on that. The Planning Board will thank Richard Lake by way of a letter and list all the items that are needed for the next consultation.

Matthew and Cynthia Cornier came before the Planning Board to present their request for having a business on the property leased from Bayard Kennett by the Dions, partnering with them. He would sublease the land from them only for this summer season. He will display 6 small sheds (10 feet) for sale by order on the property. They will be on concrete blocks. They are temporary buildings that still have to follow the setbacks. He pointed out on the map where the sheds would be placed. He would line them up in the center of the property. David Maudsley asked if the building permit discusses temporary buildings. Peter Carboni said he will look at the State's RSA regarding this. The Dion's had to go before the ZBA because of the setback by the railroad tracks. The Planning Board said this is a change of use, so they will have to go through a full Site Plan Review and have a Public Hearing; Theresa Gallagher will get the application to Matthew Cornier, and will work with him to get the public hearing in place. The Public Hearing will be Wednesday, June 12, 2013. If the Planning Board denies the request due to setback requirements, then he will have to go for a waiver from the ZBA. He also will have something in writing from the Dions for the sublease agreement.

The Planning Board has to work on the definition of a temporary structure. The building permit can be issued for a certain period of time, and then go through a safety inspection and renewed every year.

The sublease of a property has to be considered in regards to its position for the subdivision of a property. Also, the Albany Planning Board's zoning ordinance states for a shed to require a permit it has to be more than 10 feet square. David Maudsley reminded the Planning Board the sheds have to meet setbacks. Chairperson Josephine Howland asked Peter Carbone to look into temporary buildings; do some research and find out what other towns are doing, the definitions, requirements, etc.

Chairman's Report: Chairperson Josephine Howland, Selectmen Representative Jack Rose, Sara Young Knox and Theresa Gallagher attended the conference on workforce housing; discussion centered on getting businesses in the valley, getting young people to get involved in the local businesses. Albany does not have a lot of commercial property, so to be part of the regional collaboration is helpful.

Correspondence: No correspondence from Attorney Jae Whitelaw has been received. Tara Banford responded to an E-mail from Steve Knox regarding workforce housing. 87% of Albany is National Forest; the decision for workforce housing is based on the district demographics. In-law apartments have to be considered.

Next meeting will depend on the input for completing the Master Plan. Tara Taylor and Mike Helmers need to complete their sections before the completed Master Plan goes to David Maudsley and Tara Banford. Theresa will ask Tara and Mike Helmers for their sections; if any section cannot be completed; the Planning Board will divide the sections and complete them during the next month.

Adjournment: Chairman Josephine Howland asked for a motion to adjourn the meeting at 8:45 P.M. A motion was made by Adrian Simons to adjourn the Planning Board Meeting at 8:45 P.M.; seconded by Mike Helmers. Passed unanimously.

Respectfully submitted,

*Theresa Ann Gallagher*

Recording Secretary