

Town of Albany, New Hampshire
Planning Board Monthly Meeting - Approved
Monday November 9, 2015 7:00 P.M.

Next Work Session Meeting Monday, November 23, 2015 7:00 P.M.

Present: Chairperson Leah Valadares, Vice Chairperson Tara Taylor, Adrian Simons, Peter Carboni, Joe Ferris, Rick Hiland, Board of Selectmen Representative Cathy Ryan, Theresa Ann Gallagher, Recording Secretary

Excused: Kelly Robitaille (sitting in is Selectperson Cathy Ryan)

Also attending: Andrew Fisher, Ammonoosuc Survey; Tom Gill, Deborah Hatch, Andy Davis, Steve Knox

Chair Valladares called the Planning Board Monthly Meeting to order at 7:03 P.M.

Approval of the Agenda:

Chair Valladares asked for a motion to approve the proposed agenda for the November 9, 2015 monthly meeting; Vice Chair Taylor made the motion; Mr. Simons seconded. Motion passed unanimously (7-0).

Approval of the Minutes:

Chair Valladares asked for a motion to approve the minutes of the October 12, 2015 monthly meeting. Vice Chair Taylor made the motion; Mr. Carboni seconded. Chair Valladares asked for comments. Vice Chair Taylor had some minor corrections. No other corrections. Chair Valladares called for a vote to accept the minutes as amended. Motion passed unanimously to accept the minutes as amended. (7-0).

Chair Valladares asked for a motion to approve the minutes of the October 26, 2015 monthly work session meeting. Vice Chair Taylor made the motion; Mr. Carboni seconded. Chair Valladares asked for comments. None. Chair Valladares called for a vote to accept the minutes of the October 2, 2015 work session as presented. Motion passed unanimously (7-0).

Chair Valladares asked the Board if they would agree to have a work session on November 23rd; all agreed on that date. The Board also agreed to continue work sessions through the holidays due to the amount of work that needs to be done. Mr. Hiland commented that Selectmen Jack Rose requested holding the meetings on Wednesdays starting at 6:00 P.M., but some members of the Planning Board work late, so that is not possible. Having the meetings on the first and third Monday of the month may be a possibility.

Chair Valladares reviewed the expense report with the Planning Board. Secretary Gallagher will contact the Conway Daily Sun to inquire about the \$48 fee for the Hatch Public Hearing notice.

Chair Valladares introduced the Board members to everyone.

Conceptual Consultation:

Andrew Fisher of Ammonoosuc Survey presented the proposed subdivision plan for Deborah Hatch and discussed the Land Subdivision, which will be a two lot subdivision. Mr. Fisher explained the proposed land subdivision is to have Ms. Hatch's house on 21.36 acres of land; the other 103.29

acres has frontage on the Kancamagus Highway. Discussion continued to focus on questions and details of the proposed plan. The acreage totals on the plot plan will be reviewed for correctness as they did not add correctly. Ms. Hatch will return on December 14, 2015 for the acceptance of the application and Public Hearing.

Preliminary Consultation:

Andy Davis requested to be on the agenda to give the Planning Board a heads up on a plan that he is working on to be presented in the future for the World Fellowship on Drake Hill Road. There was some discussion on this project and he will be coming forward with a Site Plan Review application at a future date.

Correspondence: None

New Business. None.

Old Business:

Another change to the Rules of Procedure included having the Secretary receive mileage reimbursement for traveling she does for the Planning Board business.

Chair Valladares asked for a motion to make the change to the Rules of Procedure to state “ To authorize the secretary to record and report quarterly, along with her/his other approved expenditures in the performance of her/his duties, the mileage traveled for Planning Board business to the Chairperson for approval at the Federal mileage rate.” Mr. Hiland made the motion; seconded by Mr. Carboni. No discussion. Motion passed unanimously (7-0).

CIP was discussed; Chair Valladares has not heard back from Road Agent Curtis Coleman. Major capital improvements to roads, bridges, cemeteries and town buildings/properties should be included in the plan. A subcommittee meeting is planned for the future, some day after the Selectmen’s meeting on a Wednesday was a suggestion. Chair Valladares will contact Mr. Robitaille to see which Wednesday works for him.

Site Plan Review Regulations changes and updates: The Board discussed fees that are being charged for the Site Plan Review and Subdivision application process. More research is needed to make a decision on how much to charge. Administrative expenses have to be analyzed to make sure they are covered in the fees. LCHIP fees also have to be researched.

Public Comment: None

Adjournment: *Chair Valladares asked for a motion to adjourn the Planning Board Monthly Meeting at 9:03 P.M. Mr. Simons made the motion; seconded by Vice Chair Taylor. Motion passed unanimously (7-0).*

Respectfully submitted,

Theresa Ann Gallagher

Recording Secretary