

**Town of Albany**  
**Planning Board Secretary**  
**Job Description**

(in Accordance to the Rules and Regulations)

Position Title: Planning Board Secretary

Employment Status: Part-Time

Wage: \$20.00 per hour

Primary Function: Attend all monthly meetings and prepare and assist in the following items below.

Monthly Meetings

- Regular meetings – 2<sup>nd</sup> Monday of the Month from 7pm-9pm
- Work Session – 4<sup>th</sup> Monday of the Month (as needed) from 7pm-9pm

Agenda

- All requests to be added to the agenda shall be submitted in writing to the Secretary two working days prior the first monthly meeting.
- The secretary shall distribute the agenda to the Board members after it is approved by the Chairperson.
- In accordance with RSA 91-A:2, the Secretary shall be responsible for the following for all meetings and hearings.

Minutes

- Record handwritten and/or electronically the minutes of each meeting and Public Hearing. A draft copy must be available to the public within five business days and so noted. RSA 91-A.
- Post all meeting notices and publish the agenda.
- Distribute the previous meeting(s) draft minutes and other related correspondence to the Board members and alternates one week prior to the first regularly scheduled meeting of the month.
- Correct the minutes after amending and approval by the Board, and file the final approved minutes with the Chairperson and Town Administrator for public record.
- The Secretary may be compensated by the Town. A monthly time and expense report shall be submitted to the Chairperson and Town Administrator.

Hearing Preparation:

The Secretary shall prepare for Subdivision Hearings/Site Plan Review as follows:

- Collect application and supporting documents, verify the abutters' list and start a file in written and digital format.
- Submit the application payment received to the Town Administrator and retain a copy for the file.
- Publish the notice in the appropriate public locations and in the local newspaper.
- Notify applicants and abutters by certified mail, return receipt requested.

Hearing Conclusion:

*Subdivision-* Assist the Chairperson with preparation of the Notice of Decision in accordance with RSA 676:3 & 676:4.

- Submit the Mylar to the Carroll County Registry of Deeds in accordance with NH Plat law, RSA 478:1-a.
- Distribute a signed copy to the applicant, the Town Administrator, the Town Clerk and retain a copy for the Board.

*Site Plan Review-* Assist the Chairperson with preparation of the Notice of Decision in accordance with RSA 676:3 & 676:4.

- File the plat(s) in the applicant's file.

Miscellaneous

- Maintain a complete index of the Board's meeting minutes and correspondence pertaining to each application in digital format on the Boards laptop.
- Maintain computer files of all Board documents and forms and backup.
- Assist potential applicants by supplying forms and answering questions.
- Prepare correspondence as the Chairperson may specify.
- Update the Planning Board's web page in a timely manner.
- Fulfill other duties as the Chairperson may specify.