



# Albany Selectmen's Meeting Minutes

## Albany, New Hampshire December 12, 2018

**Call to Order:** At 5:04 p.m., Chairman Hiland called the Selectmen's meeting to order.

**Pledge of Allegiance:**

**Attendance:**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris  
 Town Administrator: Kathy Golding  
 Public: none

**New Business:**

- **Approval of the December 5 minutes:** *Selectman Ferris made a motion to approve the December 5 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor (3-0-0).*
- **Approval of consent file:** *Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor (3-0-0).*

Signed payroll checks and vouchers	\$1,916.56
Approved accounts payable invoices	\$56,769.13
Reviewed & signed previously approved accounts payable & issued checks	\$138,710.59
Reviewed & approved one building permit	Map 7 Lot 69
Reviewed TAN note paid in full notice	

- **Sign letter of support for Solid Waste Grant-North Country Council:** *Chairman Hiland made a motion to sign the letter of support for the North Country Council, Selectman Ferris seconded the motion and all were in favor (3-0-0).*

- **Discuss Regional Transportation Plan Updates-North Country Council:** The Board reviewed the North Country Council's regional transportation plan updates.
- **Discuss Broadband meeting:** Chairman Hiland would like to set up a meeting with surrounding communities and local planning agencies to come up with a plan to bring broadband to our area of the state. Albany could not do it alone. Chairman Hiland will also contact NH Municipal Association to see if they can send a representative. The meeting will tentatively take place in mid-January.
- **Discuss and complete Office of Strategic Initiatives survey:** The Board reviewed the survey. Everything looked to be in order.
- **CIP meeting December 20 at 9 am:**

**APPOINTMENTS:** Curtis Coleman (Road Agent):

Chairman Hiland asked Curtis for his input on the draft winter maintenance policy. Curtis doesn't believe the policy is necessary. Chairman Hiland wants the policy because it is something to stand on, rather than nothing. Curtis replied that every road in Albany has a different policy as each road needs to be treated differently. Selectman Ferris was concerned about the part of the policy noting pushing snow across a town road would not be allowed. Curtis said that is usually not a concern, and if it was, then they do something about it. Selectman Ferris will make an amendment to the policy for review. Selectperson Ryan noted when she attended a NH Municipal Association workshop, it was highly recommended to have a winter maintenance policy. This draft policy is general to accommodate Curtis for whatever the conditions may be. People want and expect more these days. Selectperson Ryan commends Curtis and his employees for all they do. Curtis will review the policy and return any comments or recommendations by next week.

**Town Administrator Report:**

Chief Solomon signed off on the building permit application submitted by SBA Communications. He will drop the application off to the office.

A list is being compiled of invitees to the broadband meeting.

The North Country Council letter of support has been drafted by Chairman Hiland and is now approved and signed by the Select Board and Town Administrator.

Chuck Merrow came to the office last Thursday and continued his work on the QuickBooks program. He suggested after the beginning of the year, we invite Rhonda Rosand back to answer questions about the QuickBooks program.

Field Electric has scheduled their first maintenance on the generator and the installation of the cold weather kit.

Tom Albert, Computer Port will be in touch regarding the upgrade of office computers and security of them.

The tax maps have been updated. The new maps will be uploaded to the website.

The Town Administrator has been working with E-911 on an address assignment. There is a shared driveway with another address. This was unknown at the time of the application. All has been clarified now and an assignment should be complete within one week.

The Town Administrator drafted a letter to Northern Community Investment Corporation, owner of 2219 NH Route 16, regarding the completion of the debris cleanup on their property. A deadline of 30 days was given. The letter will be mailed certified, return receipt tomorrow.

**Old Business:**

- Emergency Management/Operations Plan – December 18 at 5 pm.
- Town Hall – building & parking lot maintenance – waiting for additional quotes
- State Bridge Aid – application filed and received by NHDOT – waiting
- QuickBooks Pro transformation – in process
- Chapel Committee/Historical Society – no action taken.
- Security/Fire system upgrade and evaluation – waiting for additional quote
- Transportation Alternatives Program (TAP) – submitted - waiting
- Federal Land Access Program (FLAP) – submitted - waiting
- Business Roundtable meeting – TBD –
- Records Retention Committee meeting– TBD (January)
- Road Standards update – in process
- Winter road maintenance policy – in process – see Curtis Coleman above.
- Cable TV contract (2021) – waiting for copy of contract -
- Cersosimo Lumber – meeting in January
- Treasurer’s office – no action taken.
- Claim Linx – no action taken.
- NH State Surplus – in process – Chairman Hiland visited White Farm and reported there wasn’t a lot there. He will go back after the new year begins.
- North Country Council – need a volunteer to serve as Albany Commissioner
- 2018 Budget – transfer funds? Encumber funds? – no action taken.
- Postal rate increase – no action taken.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.

- Route 16 – 2219 NH Route 16 – fire cleanup update – see above – Town Administrator’s report.

**Other Business (and Board reports):**

**Planning Board – Rick-** the Planning Board met Monday. They discussed driveway permits and regulations. Everything seems to be in order. One suggestion was to add an inspection of the driveway after completion. The Planning Board will be submitting a lighting ordinance to be voted on in March 2019. The Planning Board also discussed the Office of Strategic Initiatives survey.

**ESAA – Rick** – the bylaws passed as reported last week. There is an interim nominating committee of five members. They will be looking for candidates for the new slate of officers and directors.

**Conservation Commission – Cathy** – nothing to report. Next meeting was tentatively set for January 8 but that may coincide with the School Board meeting. They may change that date.

**School Board – Joe** – the SAU 9 budget committee met on Monday. The proposed budget increased by \$1.1 million due mainly to health insurance. The budget will be presented to the SAU 9 joint board tomorrow.

**Other:** Chairman Hiland reported about numerous NHMA webinars available over the next few months.

**Correspondence:** NHMA publication “State Aid to Municipalities: History & Trends

**Public Comment:** None

**Next Meeting:** December 19 at 5 PM

**Adjournment:** *At 5:58 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor (3-0-0).*

Respectfully Submitted,

Kathleen Golding  
Town Administrator