

Albany Selectmen's Meeting Minutes

Albany, New Hampshire April 10, 2019



Call to Order: At 5:08 p.m., Chairman Hiland called the Selectmen's meeting to order.

Pledge of Allegiance: All present joined in the Pledge of Allegiance.

Attendance:

Selectman Members present: Rick Hiland, Cathy Ryan and Joe Ferris
 Town Administrator: Kathy Golding (excused - sick)
 Public: Dorothy Solomon, Curtis Coleman, Noah Coleman, Kelly Robitaille, Lisa Robitaille, Ed Alkalay, Barbara Alkalay and few others..

New Business:

- ***Approval of the April 3 minutes: Selectperson Ryan made a motion to approve the April 3 minutes as submitted, Selectman Ferris seconded the motion, with no further discussion or corrections the motion was called for a vote and all were in favor of the amended minutes (3 - 0 - 0).***
- ***Approval of consent file: Selectman Ferris made a motion to approve the consent file for April 10, 2019 as presented, Selectperson Ryan seconded the motion and all were in favor (3 - 0 - 0).***

Signed payroll checks and vouchers	\$2,135.70
Approved accounts payable invoices	\$49,824.66
Reviewed & signed previously approved accounts payable & issued checks	\$22,581.94
Review & approve one timber intent	Map 6 – 6A Lots 111 & 104
Approve request for leave	Town Administrator
Review & Approve Avitar Tax Map Conversion Agreement	*Hold for April 17 meeting as no one had time to read & review - place under old business.

APPOINTMENTS: 5:15 PM - Tom Holmes (Conway Town Manager), Lilli Gilligan (Finance Director), John Eastman (Conway Rec Dept.) – Chairman Hiland started off by welcoming everyone and explaining that this appointment was only an information request for the past three years in order to inform the Select Board of the participation and calculation of costs. Chairman Hiland also mentioned that it had been requested of him on the breakdown of costs and participation by several Albany residents. Tom Holmes handed out copies of the Recreation Department. Albany participation statistics for 2016, 2017 & 2018 along with the accompanying cost breakdowns for the years 2015, 2016, 2017, 2018. Lilli explained how the Albany costs are calculated annually. Chairman Hiland mentioned the fact that there was some concern regarding the 79.8% increase over the past six years. Johnny Eastman explained the Albany participation numbers of youth and adults that partook in the Conway Recreation programs. He also explained the different programs at the Conway Recreation Center.

Public comment: Curtis Coleman, Ed Alkalay, Kelly Robitaille, and Lisa Robitaille all spoke in support of the Conway Recreation and the benefits to the youth and adults from Albany. Chairman Hiland presented Lilli with a check for the first of four installment payments for 2019 and the Select Board thanked everyone for attending.

Town Administrator Report:

- Updated the Albany Web Site Zoning Ordinances, Driveway Regulations, Winter Maintenance Policy.
- New computers will be in next Tuesday and will discuss separating network in order to be able to shut computer in the Selectman's Office.
- Emailed NH DOT regarding status of our Red Listed Bridge for Bridge Aid - no reply yet.

Old Business:

- **QuickBooks Pro** – in process – completion date of June 30, 2019.
- **Treasurer's Office** – in process – completion date of September 1, 2019.
- **NH State Surplus** – in process – do we need furniture and/or office equipment for Treasurer's office? – we will check & make list of needs.
- **Town Clerk Office** – setting up independent internet connection to eliminate the need to have the Selectman's Office computer on in order to operate their computers. To be completed with the above computer upgrade & Treasurer's office set-up.
- **Town Hall – building & parking lot maintenance** – waiting for additional quotes – schedule AJ's for sealing of parking lot in May.
- **NH State Bridge Aid** – application filed and received by NHDOT – waiting – Town Administrator will contact NH DOT to check status. See email note from Chris Fournier (HEB) below. See above Town Administrator report. Waiting on reply from NH DOT.

- **Chapel Committee/Historical Society** – no action taken – in process.
- **Security/Fire system upgrade and evaluation** – waiting for additional quotes.
- **Federal Land Access Program (FLAP)** – submitted – waiting – Selectmen Ferris & Hiland attended the LPA Certification Course on Tuesday and are now certified. Selectman Hiland gave all the manuals received and his certification to Town Administrator for the town file. Town Administrator will contact Mr Grimm and the NH DOT contact to let them know that we have completed all the requirements from the conference phone call.
- **NH DOT LPA Certification** – April 9 8:30am – 4 PM - (Rick & Joe) – completed.
- **Business Roundtable meeting** – TBD –
- **Road Standards update** – in process – set up meeting with HEB – contact HEB for a current contract and scope of work & questions on original quoted prices. Chairman Hiland will meet with Josh at HEB.
- **Cable TV contract (2021)** – waiting for copy of proposed contract.
- **North Country Council** – need volunteer to serve as Albany Commissioner
- **Broadband Initiative meeting** – information gathering mode – in process – Steve & Rick have appointments to attend Selectmen’s Meetings in Hart’s Location and Sandwich in the upcoming weeks to discuss information gathering and municipality support for the initiative.
- **NCIC – 2219 NH Route 16** – April 15 cleanup – with winter as it has been we may need to work with these folks by extending a week or so. TBD
- **Route 16 Moulton property/campground** - clean-up – July - in process.
- **Meeting with State Representatives and Senator** – TBD (May)
- **Meeting with County Commissioners** – TBD (April)
- **Meeting with Governor’s Executive Councilor** – Mike Cryans - May 1 at 5:15PM
- **Water Companies** – discuss cancelling account due to excessive charges for fuel adjustment and invoicing fee - look for alternative bottled water companies and get prices, service and quality information. Discussion on getting our Town Hall well water tested. Chairman Hiland will pick up test kits. Discussion about purchasing our own water dispenser (\$160 +/-), a bottle rack (\$35 +/-) and purchasing five gallon water bottles at a local grocery store (\$6.99 +/-). Crystal Rock charges \$12 rent per month for the dispenser, \$9.25 per bottle, \$5 deposit, \$6 fuel charge per month, \$3 invoice fee per month. We currently have nine empty bottles at \$5 deposit each (\$45 refund due) and three full bottles. They deliver before the office opens and never pick up empty bottles.
- **Enforcement Policy (Boards, Commissions, Committees)** - Selectman Hiland distributed a draft copy for review and approval at next meeting to be included in the Rules of Procedures. He presented it at the Planning Board meeting and Adrian mentioned that it would be nice to include a

memo from the Select Board back to the requesting board, committee or commission with results or disposition of the enforcement request. All like the idea and will include that request.

- **Policy for Petitioned Warrant Article Requirements** – from questions at 2019 Town Meeting - Selectman Hiland will draft a policy to be reviewed and worked on at future meetings. Selectperson Ryan found a copy of an original check list & form that had been presented back in 2017.
- **Town Hall well water** – Selectman Ferris will check on testing requirements for using town well water for consumption and any other requirements & report.

Other Business (and Board reports):

Planning Board – Rick-met April 8 at 7pm and discussed reviewing driveway regulations & application & enforcement. Tom was in from Lakes Region Water Company to discuss plans for a new structure in the Wildwood Development and any requirements by the Town of Albany. Also discussed was the new proposed draft enforcement policy.

NHMA – Rick - None

Conservation Commission – Cathy – None.

School Board – Joe – School Board organizational meeting on April 9th at 5:30PM was not held due to lack of a quorum.

Other: Selectmen Ferris & Hiland attended the April 9th certification workshop and are now LPA certified for administering Federal grant funded projects.

Correspondence:

- None.

Public Comment: None

Next Meeting: April 17 at 5 PM

Adjournment: *At 6:37 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor (3 – 0 - 0).*

Respectfully Submitted,

Rick Hiland - Chairman
Acting Secretary