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Albany Selectmen's Meeting Minutes

Albany, New Hampshire April 1, 2020 at 5:30 P.M.



Call to Order: Chairman Hiland called the meeting to order at 5:33 p.m.

Pledge of Allegiance: Chairman Hiland led the meeting in the pledge

Attendance: **In Person:** Chairman Rick Hiland, Selectperson Cathy Ryan and Town Administrator, Kelley Collins. **Via Conference Calling:** Selectman Joe Ferris, Dorothy Solomon, DeAnn LeBlanc /Town Clerk/Tax Collector

Chairman Hiland gave the information for conferencing calling into the meeting and that it is live streaming on the Town's website

New Business:

- **Approval of March 18 minutes:**

Selectperson Ryan made a motion to accept the minutes of the March 18, 2020 Selectmen's Meeting. Selectman Ferris seconded. Chairman asked if there was any discussion, errors or omissions. There being none, he called for a Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **(3-0-0)**

- **Approval of the April 1 consent file:**

Review & sign manifest	\$10,726.11
Review & Approve four Pistol Permits	Pistol Concealed Carry Permit
(2) Intent to Excavate Applications	M10, L19 and M7, L58 Pit 18
Review & Approve Health Trust Coverage Rates	Year 7/1/19 to 6/30/20 Year 7/1/20 to 6/30/21
(2) Intent to Cut Applications	M7, L60-61 and M7, L62-63

Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **(3-0-0)**

- **Review & discuss Treasurer's recommendation for appointment of Deputy Treasurer.**

Treasurer, Chuck Merrow, provided a memo recommending Kathy Currier as Deputy Treasurer effective, April 1, 2020. There is a stipend for that position. Selectman Ferris made a motion to approve Kathy Currier as Deputy Treasurer, effective April 1, 2020. Selectperson Ryan seconded. No discussion. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. (3-0-0)

- **Review and discuss updating fines & fees including building permit fees**
This item was tabled and will remain on the Old Business agenda

- **Review, discuss, approve and sign letter regarding incomplete Current Use application**

Chairman Hiland explained that the Town received this application back from the Registry of Deeds because it appears to be incomplete. It was missing the third page which is the authorization of the selectmen. The Town Administrator has prepared a letter, for signature by the Chair, asking the owners to provide the missing information so that the application can be re-filed with the Registry. Selectman Ferris made the motion to send the letter to the applicant. Selectperson Ryan seconded. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. (3-0-0)

- **Review and discuss email request for BOS to request that US Forest Service temporarily close the South Moat Trail and parking lot**

Chairman Hiland read an email received from a resident into the record, requesting that the Town ask the USFS to close the South Moat Trail and parking lot. The residents have concerns due to the COVID-19 virus. Selectman Ferris made a motion to have the Town Administrator call the USFS Ranger to make the request and then follow up by forwarding the residents' email. Selectperson Ryan seconded. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. (3-0-0)

- **Review, discuss and appoint a Health Officer**

The Board of Selectmen is the Board of Health. Selectman Ferris is willing to serve as Health Officer. Chairman Hiland made the motion to appoint Seleman Ferris as Health Officer. Selectperson Ryan seconded. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. (3-0-0)

- **Review, discuss and approve new town hall closure procedures**

Chairman Hiland explained that on March 18 the Board of Selectmen voted to close the town hall to the public. The Town Hall is manned and conducting business with limited hours by appointment. Chairman Hiland read the new procedure into the record. The Town Clerk/Tax Collector, DeAnn LeBlanc, just wants to make sure that the directive includes her Tuesday evening hours. It wasn't her intent to cut her hours. People are doing things on-line. Mrs. LeBlanc asked if the Board would please consider allowing patrons to enter the building and just sit at the table to do transactions and then she can disinfect after each person. She isn't looking for an answer right now but would like the Board to consider it due to weather constraints and the need to sign things. Chairman

Hiland supports the Tuesday evening hours but not having the public in town hall. Dorothy Solomon suggested using the covered doorway between the large meeting room in the town hall and the Chapel, as it would keep people out of the weather. There is also a vestibule entering the double doors into the meeting room that could be used. Mrs. LeBlanc is willing to try that. This would apply to rainy days only. Chairman Hiland made a motion to approve the town hall operating procedures, with amendments, and allow changes to be made by having the Town Administrator poll the selectmen in between meetings, if necessary, to deal with ever changing conditions. Selectman Ferris seconded. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. (3-0-0)

Town Administrators Report: Chairman Hiland welcomed the new Town Administrator Kelley Collins. DeAnn, thanked Kelley for descaling the coffee maker.

Old Business:

- **Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission,

The Town Administrator will check in with expired terms so that we can see if those people are interested.

- **Town Fees & Fines Review & Update:** Sign, Building Permits, etc.
- **Select Board meetings:** – decide on when to go to 2 meetings per month

The Board will keep meeting weekly for the next month due to the emergency, but if possible may cancel a meeting if it isn't needed.

- **2020 Budget – MS 232:** sign & load to DRA portal

This was completed by the TA this week

- **NH State Surplus** – in process
- **NH State Bridge Aid** – Drake Hill Rd bridge - in process
- **Chapel Committee/Historical Society** – in process

Chairman Hiland offered to assist Ms. Solomon with using the conference calling system if she wants to hold a meeting.

- **Federal Land Access Program (FLAP)** – in process – waiting on MOA
- **Business Roundtable meeting** – TBD
- **Cable TV contract (2021)** – in process
- **Route 16 Moulton property** – in process
- **110 Golden Oaks Rd** -waiting for ownership documentation
- **Vendor/Vending cart ordinance** – in process
- **Library cards:** Vouchers design
- **Bald Hill Road – stakes in ROW:** Selectman Ferris - update

Other Business (and Board reports):

Planning Board – Selectman Hiland –

The Planning Board hasn't met since March meeting. Chairman Hiland hasn't heard from the Chair of the Planning Board on whether she is having the regular meeting, but it will be posted and announced.

NHMA – Selectman Hiland –

NHMA has already had one meeting via conference call and there is another one scheduled for April 9th. NHMA has been on all those conference calls being offered by the State's Homeland Security and Emergency Management Department.

Carroll County Broadband – Selectman Hiland –

This emergency certainly brings out the need for high speed internet. There is a scheduled meeting with GWI on April 9th, in Biddeford but they will be having a video conference instead.

Conservation Commission – Selectperson Ryan –

There is a ConComm meeting planned for Tuesday, April 7th, by conference call at 6 p.m.

School Board – Selectman Ferris –

Schools are still doing on-line learning. The SAU is setting up emails for the Board Chairs.

Other: Chairman Hiland noted that the Town is looking into subscribing to Zoom, which has both voice and video options. We ordered a laptop computer that can be used for video conferencing and for the Supervisors of the Checklist.

Correspondence:

- NH Department of Transportation Inspection of Red List Bridges for 2019
The Town is still on the list for the northern end of Drake Hill Road bridge and the covered bridge.

Public Comment:

Ms. Solomon asked the Town Administrator to provide her with a copy of the draft meeting minutes.

Next Meeting: April 8, 2020 at 5:30 PM at Albany Town Hall

If there is not a lot of business, the meeting may be canceled, but we will try to hold our regular meetings.

Adjournment:

Selectman Ferris made a motion to adjourn. Selectperson Ryan seconded. Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **(3-0-0)**
Meeting was adjourned at 6:35 p.m.

Respectfully Submitted by:
Kelley A. Collins
Town Administrator
Town of Albany