

# Albany Selectmen's Meeting Minutes

Albany, New Hampshire  
May 6, 2020 at 5:30 P.M.



**Call to Order:** Chairman Hiland opened the meeting at 5:31 p.m.

To Call in to the Meeting 1-480-660-5317  
Conference Code: 5403682

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

**Attendance: In Person:** Chairman Hiland, Selectperson Ryan, Town Clerk/Tax Collector, DeAnn LeBlanc, Town Administrator K. Collins and Sean Wadsworth, Planning Board Member

**By Phone:** Selectman Ferris and Dorothy Solomon

## **New Business:**

- **Approval of April 29, 2020 minutes**

Selectman Ferris made a motion to accept the April 29, 2020 Selectmen's Meeting minutes, as submitted. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

- **Approval of May 6, 2020 consent file**

Review & Sign manifest in the amount of \$ 4,522.36

Review, approve and sign (2) Intents to Cut Timber for M9, L35 and M9 L32 & 173

Selectman Ferris made a motion to accept the consent file. Selectperson Ryan seconded. Discussion: Selectman Ferris notes both of the proposed Intents to Cut Timber are on Passaconaway Road and he would like to do a little more research on these. He is especially concerned with the condition of that road. He believes we have 15 days to approve these. Selectman Ferris suggests tabling these until we can do a little more research. Chairman Hiland would like Curtis Coleman/Road Agent to be present to give his professional opinion of the condition of the road.

Selectman Ferris made a motion to amend his original motion to approve the manifest and table the intents to cut until next week's meeting. Selectperson Ryan

seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

Chairman Hiland would like to contact Town Counsel to get some clarification on the ability of the Town to require a road bond. The Town Administrator will contact the Forester/Logger and let him know that the Intents will be on next week's agenda and that the Road Agent will be present and offer him the choice of attending the meeting or calling in through the conference call.

Move the main motion, as amended: **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

- **Review, discuss and sign engagement letter for 2019 audit**

The Board reviewed the engagement letter for Vachon Clukay for the 2019 audit. Selectman Ferris made a motion to approve and sign the engagement letter. (The Town Administrator will sign as management and the Board will sign as Governance). Selectperson Ryan seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

- **Review, discuss, and vote to accept funds and enter into a grant agreement with the NH Department of Environmental Services and authorize Sean Wadsworth, Planning Board Member to execute necessary documents**

This is a project to look into groundwater protection including education and outreach with the idea that we will have more luck with a groundwater protection ordinance for the next town meeting if we've done some outreach and education. Chairman Hiland has asked Sean Wadsworth to complete a plan and budget for this grant project.

Chairman Hiland made a motion to accept the funds and enter into a grant agreement with the NH Department of Environmental Services on May 6, 2020 and the BOS further authorizes Planning Board Member, Sean Wadsworth to execute any documents which may be necessary for this grant agreement; this authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof, and the following person has been appointment to and now occupies the office indicated in 2 above: Sean Wadsworth, Planning Board Member. Selectperson Ryan seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

The Town Administrator notarized the authorization and the grant agreement signed by the Sean Wadworth.

- **Review and discuss with Town Clerk/Tax Collector and Town Administrator plans and processes for continued town hall**

**operations under COVID-19 (see relevant recommendations under Correspondence)**

The Board, Town Clerk Tax Collector and Town Administrator discussed the process for transitioning to allowing members of the public into Town Hall, while taking into consideration the Governor's Economic Reopening Taskforce's Stay at Home 2.0 guidelines as well as Guidelines provided by the Town insurance carrier Primex.

The Town Clerk/Tax Collector is all in favor of continuing to make appointments for one person at a time but let them into the building at the window. Her window would only be opened to pass papers, she believes this will be safer than going outside and doing transactions in the parking lot, with no window for a barrier. This process would include screening questions that each customer would fill out and sign. Selectman Ferris noted that the Governor has requested that people wear a mask, but we may have to provide it. Any Town official that deals with the public should also be asked to wear a mask. Selectperson Ryan noted that we have masks and could ask them to wear a mask. TC/TX noted that it is difficult to communicate with a mask.

Selectman Ferris thinks the building should remain closed, if we let the public in they should wear a mask. Selectperson Ryan agrees we can ask the public to wear a mask, but we cannot really make them. The Town Administrator mentioned the use of the public restroom. Since our building is cleaned every two weeks, she is concerned about sharing a restroom with the public and is not in favor of her or the TC/TX having to clean a public restroom daily. There was discussion around allowing one person in the building, by appointment (two if two signatures are required on a document), they will be asked to fill out a screening questionnaire and sign it, they will be asked to wear and mask and one can be provided if they do not have one, If anyone is unwilling to complete the questionnaire or wear a mask they will continue to receive town services in the parking lot and the employee will wear and mask and gloves while completing the transaction. In addition, the seating may be removed from the hallway and the public restrooms will be closed.

This item has been tabled for further discussion and a possible decision at the next selectmen's meeting.

**Town Administrators Report:**

- Review and sign corrected warrant for excavation levy signed last week

The Town Administrator has corrected a couple of items on the bill and tax levy for an excavation levy that the Board approved and signed last week. The Board signed the corrected copy.

**APPOINTMENTS: None**

**Old Business:**

- **Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission – still working on Board appointments – Peter Donconics needs to be re-appointed to the Zoning Board and sworn in.
- **Town Fees & Fines Review & Update:** Sign, Building Permits, etc.
- **Select Board meetings:** – decide on when to go to 2 meetings per month
- **NH State Surplus** – in process
- **NH State Bridge Aid** – Drake Hill Rd bridge - in process
- **Chapel Committee/Historical Society** – in process
- **Federal Land Access Program (FLAP)** – in process – waiting on MOA – Chairman Hiland thinks we should contact them to see where we are with the 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

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

**Planning Board – Selectman Hiland** – There is a PB meeting on Monday, May, 11 2020 at 7 p.m.

**NHMA – Selectman Hiland** – There is an NHMA Board Of Directors meeting on May 15

**Carroll County Broadband – Selectman Hiland** – conference call on Monday with Steve Knox, Nic Coates/TM for Bristol, Coos County and Grafton County, Rep Monahan from Grafton and Rep Tucker from Coos County.

**Conservation Commission – Selectperson Ryan** – Had (2) meetings, one on 4/30 where the ConComm met on the Town Forest with farmers from Grandview Farm. They are currently using 8 (plus or minus) acres and want to go to 12 or 14 acres. There was a lot of chat about the kind of land out there. The second meeting was the usual monthly meeting last night. Have to check with Upper Saco Valley Land Trust about expanding the use for the farmers. The ConComm members are all in favor of this . Should be able to amend the contract. Littlefield has 12 (plus or minus) acres so all farmers would have about the same. The farmers are also looking for loans for equipment and improvements. The leases run from 2017 to 2024. The amendment may need to extend that time frame. This needs to happen ASAP so they can get going on the loans. Talked about organic farming. Apparently, it is quite a process to be certified as an organic farmer but they are practicing organic farming. Chairman Hiland asked Selectperson Ryan if we are getting the required insurance certificate from them.

School Board – Selectman Ferris – May 7 is SAU 9 Board Meeting at 6 p.m.

**Correspondence:**

- Review and discuss Primex's & the Governor's Re-opening Task Force's recommendations on opening. These documents were reviewed by Board and discussed earlier in the agenda with regard to transitioning town hall operations.
- Review, discuss and authorize Town Administrator to pursue funding under the GOFERR Coronavirus Relief Fund. The Board reviewed the documentation and authorized the TA to fill out the spreadsheet. Nothing will be submitted until the selectmen have a chance to review.

**Public Comment:** no public comment

**Next Meeting:** May 13, 2020 at 5:30 PM at Albany Town Hall

**Non-Public Sessions:**

**#1** Non Public Session under RSA 91-A:3, II (a) the compensation of a public employee. Chairman Hiland made the motion to enter Non Public Session under RSA 91-A:3, II (c) at 6:50 p.m. Selectman Ferris seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0. At 6:50.**

Also in the meeting is Town Clerk/Tax Collector, DeAnn LeBlanc and the Town Administrator, Kelley Collins.

Chairman Hiland made a motion to leave Non Public Session and seal the minutes at 7:19 p.m. Selectman Ferris seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

**#2** Non Public Session under RSA 91-A:3, II (c) matters which if discussed in public may affect adversely the reputation of any person, other than a member of the public body itself.

Chairman Hiland made a motion to go into Non Public Session #2 at 7:19 p.m. Selectman Ferris seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

Chairman Hiland made a motion to leave Non Public Session #2 and seal the minutes at 7:50 p.m. Selectman Ferris seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

Selectperson Ryan made a motion to sign and send a second letter with details on rectifying alleged violations a homeowner. Selectman Ferris seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

**In public session at 7:50 p.m.**

Chairman Hiland made a motion to seal the minutes of Session #1 and #2. Selectman Ferris seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-**

**Adjournment:**

Selectman Ferris made a motion to adjourn at 7:52 p.m. Selectperson Ryan seconded. **Roll Call Vote: Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. Motion passed 3-0-0.**

Respectfully Submitted by:

Kelley A. Collins

Town Administrator