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Albany Selectmen's Meeting Minutes

Albany, New Hampshire
June 10, 2020 at 5:30 P.M.



1. **Call to Order:** Chairman Hiland called the meeting to order at 5:30 p.m.

The meeting may be live streamed at www.TownHallStreams.com and you may participate by calling 1-480-660-5317. Conference Code: 540682

2. **Pledge of Allegiance:** The Chairman led the group in the pledge of allegiance
3. **Attendance:** **In person:** Chairman R. Hiland, Selectperson C. Ryan, Town Administrator, K. Collins **By Phone:** Selectman J. Ferris and resident Dorothy Solomon; Town Clerk/Tax Collector, D. LeBlance phoned in for Non Public Session #1.

4. **New Business:**

A. **Approval of May 27, 2020 minutes**

Selectman Ferris made the motion to approve the May 27, 2020 minutes as presented. Selectperson Ryan seconded. Selectman Ferris states that he believes he noted that he had resigned from the School Board, this will be reviewed under the Other Business **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

B. **Approval of June 3, 2020 consent file**

__Review & Sign manifest in the amount of \$ 22,387.56

Selectman Ferris made a motion to approve the manifest of June 3, 2010. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

C. **Approval of June 10, 2020 consent file**

__Review & Sign manifest in the amount of \$ 6,569.62

Selectman Ferris made a motion to approve the consent file of June 10, 2020. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

D. Review and discuss call re: complaint regarding sign for camping firewood in front of Profile Motor Sports and why that sign is allowed

The Board reviewed the complaint, as received by voice message and phone call to the Town Administrator. Selectman Ferris says that sign is in the State R-O-W. Camp wood is being sold by the son of the Subaru Dealership and they will remove the sign. The person complaining needs to be more specific. The TA did request that complaint be put in writing but we have not received anything yet.

E. Treasurer's Quarterly Reports (payroll and new vendors)

The Board reviewed the Treasurer's Quarterly Reports as presented. This covers part of the 4th Qtr of 2019 and 1st Qtr of 2020. Selectman Ferris noted this did not include him as health officer and C. Ryan and deputy health officer. (The Town Administrator noted that the change in position is not included because they have not been paid for those positions yet)

F. Review and discuss process for making the Town Hall grounds a no-smoking campus

Chairman Hiland asked TA to contact NHMA Legal Inquiries to make sure we can do this and have the TA and Town Clerk/Tax Collector put together a policy for next meeting. The Chair asked this be included under old business.

G. Review and discuss next steps for the possibility of unmerging, involuntarily merged lots

The Board reviewed the documents presented by the Town Administrator. Chairman Hiland recommended we ask the owner to complete an application form with appropriate maps. The Chair asked this be included under old business.

H. Review and discuss proposed medical office building, 180 residential units, and commercial development property in Conway (see plan).

Chairman Hiland would like to call Chief Solomon and just see what he thinks and how it would affect our emergency services, if at all, as we contract with Conway Village. The Chair asked this be included under old business.

I. Review, discuss, approve and sign Assessing Contract for 2020 Statistical Update

The contract is with Northtown Associates, LLC our long term Assessor, Jason Call. Chairman Hiland's only concern is the October 5th date. The TA notes that is probably the best we can do in the year of a town wide update.

Selectman Ferris made a motion to approve and sign the Assessing Contract. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

J. Review and discuss email inquiry into abating a LUCT from March 2019 and draft answer, for BOS approval and signature

The TA received an email forwarded from TC/TX regarding a LUCT that was issued in March 2019. The Selectmen reviewed the draft response prepared by the TA and signed it.

5. Town Administrators Report:

A. Review, approve and authorized Chair to sign MS60A, Auditor Option and Schedule

Selectperson Ryan made a motion to authorize the Chair to sign the MS60A. Selectman Ferris seconded. . **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

B. Status update on memo to Planning Board re: 1787 NH Route 16 (this has been placed on the PB Agenda for 6/8/2020 (6/8/2020 PB Meeting was canceled).

C. Review and discuss whether we will be applying for CARES Act or FEMA grants due to COVID-19.

The Town Administrator noted that they have applied for the CARES Act money through GOFERR and that the Town does not have enough that qualifies for a FEMA grant.

Chairman Hiland got a call from Tim Sorgi from the School Board to see if they could get all their members here for an in-person meeting. There is nothing budgeted for a camera or for the monthly fee to hold meetings in the larger meeting room. The TA did note that we might be able to apply under the GOFERR grant but there is no guarantee that equipment would be covered for an additional meeting room as we have already submitted for the lap top and conference calling equipment for the current meeting room.

6. APPOINTMENTS: there are no appointments

7. Old Business:

A. Appointments to Town Boards & Commissions: Planning Board, ZBA, Conservation Commission

**B. Town Fees & Fines Review & Update: Sign, Building Permits, etc.
Chairman Hiland noted we need to set aside some time for this.**

C. Select Board meetings: – decide on when to go to 2 meetings per month

D. NH State Surplus – in process

- E. **NH State Bridge Aid** – Drake Hill Rd bridge - in process
- F. **Chapel Committee/Historical Society** – D. Solomon has nothing to report, except the check went to the incorrect address and has not been returned to the town yet.
- G. **Federal Land Access Program (FLAP)** – in process – waiting on MOA
- H. **Business Roundtable meeting** – TBD
- I. **Cable TV contract (2021)** – in process
- J. **Route 16 Moulton property** – in process
- K. **110 Golden Oaks Rd** -waiting for ownership documentation
- L. **Vendor/Vending cart ordinance** – Chairman Hiland asked Selectperson Ryan if this “camping wood” can, or should, be put in that ordinance. One of our problems is that our Zoning Ordinance does not include a definition of a business. The TA will draft a letter for the Board’s signature asking them to stop selling camping wood. Selectman Ferris feels that if they’re selling cord wood that’s a business but if it’s a mom and pop thing, is that a business? Selectman Ferris will talk to the Legal Department at NHMA about this issue.

M. **Library cards:** Vouchers design

8. Other Business (and Board reports):

- A. **Planning Board** – There was no meeting on June 8, 2020 they canceled
- B. **NHMA – Selectman Hiland** – There is a Board of Director’s meeting on the 19th of June
- C. **Carroll County Broadband – Selectman Hiland** – They are almost ready to launch the survey.
- D. **Conservation Commission – Selectperson Ryan** – Nothing new this week.
- E. **School Board – Selectman Ferris** –
- F. **Other:**

We have someone who has left messages and TA has responded. She is upset that there is a chain across the road where Moat View ties into Abenaki. The Town has not closed that but the Abenaki Association has closed it for the summer – they leave it open in the winter. The Abenaki Association owns that portion of the road and the gate.

Selectperson Ryan was on the Planning Board at the time and the people that did the Moat development were concerned about traffic. In the late 80s the fire department had a key. Moat View is a town road only up to the gate.

Selectman Ferris made the Board aware that he resigned from the School Board, effective May 29, 2020

9. Correspondence:

- A. Review and discuss letter from Charter Communications
The Board reviewed the letter from Charter regarding programming
- B. Review and discuss Conway Public Hearing Notice for 4840 sf railroad car storage/event building with associated infrastructure
The Board reviewed the Conway Public Hearing Notice. That is down by Northway Bank on North Main Street.
- C. Review State of NH – DOT Temporary logging driveway permit
The Board reviewed the State of NH temporary logging driveway permit
- D. Review and discuss whether we have any interest in the budget plan with White Mountain Oil
The Board is not in the favor of entering into a budget for oil

10. Public Comment: no public comment

11. Next Meeting: June 17, 2020 at 5:30 PM at Albany Town Hall

12. Non-Public Sessions:

#1 RSA 91-A:3, II (b) the hiring of a public employee

Selectman Hiland made a motion to go into Non Public Session under RSA 91-A:3, II (b) at 6:50 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

The Town Administrator, K. Collins and Town Clerk/Tax Collector DeAnn LeBlanc were in this Non Public Session.

Selectperson Ryan thanked the TC/TX for putting her request in writing, she thought this was helpful.

Chairman Hiland made a motion to hire Kathy Golding as the Deputy Town Clerk Tax Collector from June 15, through August 15, (2 months) at \$1000 per month with time sheets submitted at the end of June, the end of July and the 15th of August, at which time she will be paid with the regular payroll. The candidate must also provide an executed W4 prior to starting. This agreement will be evaluated and extended only by vote of the Board of Selectmen. Selectman Ferris seconded the motion. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0**

Selectman Hiland made a motion to leave Non Public Session at 7:14 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

#2 RSA 91-A:3, II (c) request for payment plan for ticket, which potentially affect the reputation of a person, other than a member of the Board at 7:14 p.m.

Selectman Hiland made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 7:14 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

Selectman Hiland made a motion to deny the request for payment plan on the ticket and authorized the Town Administrator to send the letter of their decision. The payment must be in our office on or before June 30, 2020. Selectperson Ryan 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, and seal the minutes at 7:21 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0**

#3 RSA 91-A:3, II (c) potentially affecting the reputation of a person, other than a member of the Board

Selectman Hiland made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 7:21 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

The Board is in agreement to send a letter to the resident. The TA will send it both certified and regular mail.

Chairman Hiland made a motion to leave Non Public Session and seal the minutes at 7:35 p.m.. Selectperson Ryan seconded the motion. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0**

13. Adjournment:

Chairman Hiland made a motion to adjourn at 7:35 p.m. Selectman Ferris 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