



Albany Selectmen's Meeting Minutes

Albany, New Hampshire
October 21, 2020 at 5:30 P.M.

1. **Call to Order:** Chairman Hiland called the meeting to order at 5:31 p.m.

Note: This meeting may be streamed at www.TownHallStreams.com and to participate you may call 1-480-660-5317. Use conference code 540682

2. **Pledge of Allegiance:** Chairman R. Hiland led the meeting in the Pledge
3. **Attendance: In Person:** Chairman R. Hiland, Selectman G. Zeiders and Town Administrator K. Collins **By Phone:** Selectman J. Ferris (in the room alone) and Dorothy Solomon/Chair of Chapel Committee and resident.

Chairman R. Hiland welcomed new Selectman G. Zeiders

4. **New Business:**

- A. **Approval of October 7, 2020 Selectmen's Meeting minutes.**

Selectman Ferris made a motion to accept the October 7, 2020 Selectmen's Meeting minutes, as presented. Chairman R. Hiland seconded. Any discussion/errors or omissions? There being none.... **Roll Call Vote:** Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. **Motion passed 3-0-0.**

- B. **Approval of October 21, 2020 consent file**

Review & Sign manifest in the amount of \$ 34,338.40, this includes manifest items from 10/21/2020

Review, approve and authorize Chair to sign Resident Pistol/Revolver License

Review, discuss and approve building permit for M11, L29 to replace existing 16 x 24 shed on existing foundation

Selectman Ferris made a motion to approve the consent file, as presented. Selectman Zeiders seconded. Any discussion? Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. **Motion passed 3-0-0.**

- C. **Review, discuss and set a date to meet with Sean Wadsworth/Chairman of Planning Board to discuss Capital Improvement Plan (CIP)**

Chairman Hiland stated that there should be a rep from the Selectboard, the Town Administrator and perhaps TC/TX should participate. Selectman G. Zeiders is willing to take this one. The TA will notify Chairman Wadsworth that Selectman Zeiders is the BOS rep. The TA noted that she is available for a day meeting.

D. Review and discuss request to change 12 Easy Avenue to a Bald Hill address

The Town Administrator (TA) provided the Board with the email string between both her and the owner, as well as, between her and E-9-1-1. The TA recommends waiting to see what E-9-1-1 recommends after their field visit. The E 9-1-1 field rep will be out tomorrow to review and make their recommendation on a street number.

E. Review and discuss letter from a person whose car was towed from Piper Trail over Columbus Day weekend.

The Board reviewed the letter from the person whose car was towed from Piper Trail over the holiday weekend. The TA noted that she had spoken to Deputy Rowe about this and several cars were towed, partly because they were on private property and the owner of the property wanted them towed. Chairman Hiland noted that we have parking requirements and he feels strongly that we should support the work of law enforcement.

Chairman Hiland made a motion to deny this request and the next request for abatement. Chairman Ferris seconded. Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. **Motion passed 3-0-0.**

F. Review and discuss appeal email of Violation #1862

The Board reviewed the email that Sheriff Richardi received requesting an appeal of Violation #1862.

See motion above

G. Town Clerk/Tax Collector wages.

Chairman R. Hiland made a motion to pay Cathy Ryan the same scale as the former Town Clerk/Tax Collector, as it was approved as part of the 2020 budget by Town Meeting. Selectman J. Ferris seconded. Roll Call Vote:

Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. **Motion passed 3-0-0**

H. Chairman Hiland made the Board aware that there is some CARES Act grant money available for election \$2027.12 total with \$337.84 match from the town and the grant is \$1,689.21 for the cost of processing absentee ballots.

Chairman Hiland made a motion to accept the unanticipated revenue grant for the reimbursement rate for absentee ballots mailed and/or processed for both the primary and general election in 2020. Total expenditure of \$2027.12 with the town match of \$337.84 and grant match of \$1689.21 and to authorize Selectman G. Zeiders to sign and initial the grant documents. Selectman G. Zeiders seconded. Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. Motion passed 3-0-0.

5. Town Administrators Report:

A. Review and discuss request for time off for Town Administrator

The Town Administrator will be out 11/9 through 11/20/2020 due to a death in her family and a need to travel out of State. The Board approved the TA's time off request and signed the appropriate form.

B. Review and discuss putting out Request for Proposals (RFPs) for Audit services

The TA has drafted an RFP for auditing services for 2020, 2021 and 2022 with an option to add three additional one-year terms for 2023, 2024 and 2025. The Board reviewed the RFP. *Chairman Hiland made a motion to authorize the TA sending out the RFP for auditing services. Selectman J. Ferris seconded. Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. Motion passed 3-0-0.*

6. APPOINTMENTS: none

7. Old Business:

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

- Review & discuss appointment of candidate to vacant position on the Planning Board

Chairman Hiland made a motion to appoint Curtis Coleman as a full voting member of the Planning Board. Selectman J. Ferris seconded. Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. Motion passed 3-0-0.

B. NH State Surplus – in process

C. NH State Bridge Aid – Drake Hill Rd bridge - in process

D. Chapel Committee/Historical Society – the front door has been repaired, the glass for it has been ordered. Per R. DesMarais the scraping and painting was slated to begin the week of 10/12/2020. Mr. DesMarais stopped by on Tuesday, October 20, 2020 and has been in touch with the painter. The crew as here all day on 10/20/2020 scraping the Chapel

- E. **Federal Land Access Program (FLAP)** – drilling has been completed and we have received the fully executed copy of the grant documentation
- F. **Cable TV contract (2021)** – waiting for draft. Chairman Hiland has an email into the person from Spectrum about negotiating the contract.
- G. **Route 16 Moulton property** – in process
- H. **110 Golden Oaks Rd** -waiting for ownership documentation (Chairman Hiland instructed the TA to take this off the agenda for now)
- I. **Library cards:** The Town received a draft Memo of Agreement (MOA). The Town received the bill for services for \$7200. Chairman Hiland sent an email requesting a breakdown for that amount. This bill was for 80 accounts at \$90 each. Last year's bill was 105 accounts at \$80. The Library's website says regular accounts are \$90, seniors are \$45 and all students in the district are at no charge. Chairman Hiland has some revisions to the MOA and it has been forwarded to all the selectmen. Chairman Hiland isn't interested in paying this invoice until we get a breakdown. He asked the TA to send another request for more information. Selectman G. Zeiders is in full agreement with the revisions to the MOA. Selectman J. Ferris has not had an opportunity to review Chairman Hiland's revisions yet.
- J. **Process for making town hall campus 'no smoking' (added at 6/10 meeting)** – Signs have been delivered, just need to decide on location. (this item is complete and TA is authorized to remove it from agenda)

Review and discuss reviewing the Town's Emergency Operations Plan – review, discuss and sign off on annual update, as prepared by TA.

Selectman Ferris made a motion to authorize the Chair to sign off on the update. Selectman Zeiders seconded. Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – aye; Selectman G. Zeiders – aye. **Motion passed 3-0-0.**

8. Other Business (and Board reports):

- A. **Planning Board – Selectman Ferris** – The Planning Board sent the selectmen an email which included the minutes of the planning board meeting where the PB made the motion that Profile MotorSports was not in compliance with the Town's Site Plan Regulations. Chairman Hiland noted that the Selectmen's Rules of Procedure require a vote of the Planning Board for enforcement, including a recommendation of enforcement action. The person in violation attended the meeting by phone and know they are not in compliance. Selectman Ferris noted that this is an expansion of the business as it is a second lot, it has been cleared and they are parking cars for sale on that lot. Selectman Ferris made a motion to send Profile MotorSports a letter notifying them that they are in violation of Site Plan Review regulations, and ask them to stop using the property until such time as they come into

compliance with Site Plan Review regulations. Motion failed for lack of a second.

Chairman Hiland suggested that this go back to the Planning Board for a vote and recommended enforcement action.

B. NHMA – Chairman Hiland – There was a BOD meeting and annual meeting, virtually, last Friday. Chairman Hiland was elected again as a director.

C. Carroll County Broadband – Chairman Hiland – there was a meeting on October 5, 2020 and they ran through everything that has happened since their February meeting, including legislation that has passed. HB 1111 passed back in March or April and this had to do with creating a communication district. It takes 2 years to create a district. They are not convinced that a district is required but since it takes two years they may start the process. The initial process is that Town Meeting has to authorize the selectmen to appoint two people to serve on a District committee. They are asking all the towns to see if they are willing to put this on the warrant to have the selectmen of each town to appoint two members of their community to serve on the committee. It would also have to go back to Town Meeting to approve participating in the District.

Selectman Zeiders made a motion to put an article on the warrant to authorize the Selectmen to appoint two members of the community to serve on the planning committee for a Broadband District. Chairman Hiland seconded.

Roll Call Vote: Chairman R. Hiland – aye; Selectman J. Ferris – abstained; Selectman G. Zeiders – aye. **Motion passed 2-0-1.**

D. Other: Parks & Recreation costs – Chairman Hiland

Chairman Hiland noted that over the last few years this bill has increased 120%. Yesterday the Treasurer, Chuck Merrow, and Chairman Hiland met with the Town Manager, Tom Holmes. Finance Director, Kathy Golding and P & R Director Eastman from Conway. Even though the bill says it is for recreation it actually includes parks, which also includes cemeteries. There is some question about the equalized valuation numbers they have used since 2012. There were some errors in the depreciation schedule and amortization tables, as well. Chairman Hiland would like this placed under old business, until it is resolved.

9. Correspondence:

A. Review & discuss notice from HealthTrust of Return of Surplus, in the amount of \$231.22 for health, dental and short term disability premiums.

The Board reviewed the notice of Return of Surplus from HealthTrust

B. Review & discuss “not to exceed” 2021 budget numbers for health, dental, short term and long term disability insurance premiums

The Board reviewed the not to exceed notice on 2021 premiums from HealthTrust

C. Review and discuss Notice of Continuation of Public Hearing for wireless communications facility from the Thornton Zoning Board of Adjustment

The Board reviewed the Notice from the Thornton ZBA.

D. Review and discuss 3rd Quarter Albany Fire/EMS statistics from Conway Fire.

The Board reviewed the 3rd Quarter 2020 statistics from Conway Fire.

Other:

Passaconaway Road – Selectman Zeiders looked at the undermining of Passaconaway Road. Selectmen Ferris said if it is bad we should make the road one lane there with cones. Chairman Hiland will look at it tomorrow and review with the Road Agent.

10. Public Comment: Dorothy Solomon regarding meeting for Chapel Committee in November - she wants to know if she can use this call in system for that Chapel Committee meeting. Chairman Hiland will assist D. Solomon in setting up and offered to come to town hall to run the system for the meeting if she needs him to.

11. Next Meeting November 4, 2020 at 5:30 PM at Albany Town Hall

12. Non-Public Sessions: as necessary

Adjournment: *Selectman G. Zeiders made a motion to adjourn at 6:49 p.m. Chairman Hiland seconded.* **Roll Call Vote:** Chairman R. Hiland – aye; Selectman J. Ferris – abstained; Selectman G. Zeiders – aye. **Motion passed 2-0-1.**

Submitted by:
Kelley A. Collins
Town Administrator