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Albany Selectmen's Meeting Minutes

Albany, New Hampshire
May 12, 2021 at 5:30 P.M.

- 1. Call to Order:** Chairman J. Ferris 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:** The Chairman led the meeting in The Pledge
- 3. Attendance: In Person:** Chairman J. Ferris, Selectperson K. Golding, Town Administrator K. Collins **By Phone:** Planning Board Chair, S. Wadsworth (with his minor son)

4. New Business:

A. Approval of April 28, 2021 Selectmen's Meeting minutes

Chairman Ferris made a motion to accept the minutes of the April 28, 2021, as presented. Selectperson Golding seconded. Roll Call Vote: Chairman Ferris – aye; Selectperson Golding -aye. **Motion passed 2-0-0.**

B. Approval of May 12, 2021 consent file

__Review & Sign manifest in the amount of \$ 3,288.81, this includes payroll and accounts payable for 5/5/2021.

__Review & Sign manifest in the amount of \$ 7,089.03, this includes payroll and accounts payable for 5/12/2021

__Review, discuss and approve/deny building permit for M3, L61-22 for a new mobile home at 148 Golden Oaks in Piper Meadows

__Review, discuss and approve/deny building permit for M9, L156 a new home at 50 Moat View

__Review, discuss and approve/deny building permit for M2, L10 for a 14 x 14 x 20 foot A-frame style shed/workshop on Chinook Trail

Chairman Ferris made a motion to accept the consent file of May 12, 2021, as presented, Selectperson Golding seconded. Roll Call Vote: Chairman Ferris – aye; Selectperson Golding – aye. **Motion passed 2-0-0.**

C. Review and discuss resignation of Selectman Rick Hiland on 5/3/2021

Selectperson Golding made a motion to accept Rick Hiland's resignation from the position of selectman, with regrets. Chairman Ferris seconded. Roll Call

Vote: Chairman Ferris – aye; Selectperson Golding aye **Motion passed 2-0-0.**

The Selectmen thanked Rick Hiland for all his hard work and going above and beyond anything that was even remotely required. Discussion took place regarding all that Selectman Hiland did for the community and how much the Board appreciates his service. The Board signed a letter thanking him for his years of service.

The Board also discussed their process for appointing a resident to serve this term until the next regular town election in March 2022. The Town Administrator will post on the website and run an ad in the Conway Daily Sun requesting that any resident who is interested in being considered for the vacancy put their interest in writing explaining their credentials and why they are interested in serving. We will run it one time, in the Conway Daily Sun, on a Saturday. It was also suggested that we request that Mrs. Solomon put something in her column regarding the opening.

D. Review and discuss policy moving forward for building permits for mobile homes in mobile home parks (residential vs. commercial)

This has come up in reference to whether building permits for additional mobile homes in Piper Meadows/Golden Oaks should be a residential permit or a commercial permit. Both the Town Administrator and the Building Permit Administrator would like the Selectmen to clarify this process for them.

Selectperson Golding questioned whether the building permit for Piper Meadows should be residential or commercial. Selectperson Golding checked with the Building Inspector in Conway and emailed Fire Chief in Conway and they both stated it is a residential use and it should be a residential permit. Any mobile home building permit will be done on a residential building permit.

E. Review and discuss process for town Fire Wardens

Fire Warden Jonathan Powers is moving from Albany to Center Conway and generally this position is held by a resident. Chairman Ferris requested that this be placed on the agenda for discussion.

Selectperson Golding asked if it is necessary that the Warden live in Albany. She would like to see Johnathan continue to serve. Chairman Ferris suggested running a one day ad for a resident to serve as Fire Warden with the ad for the selectmen and if we do not have any interest from a resident the Board can then consider keeping Mr. Powers in the position.

F. Review, discuss and sign COBRA Premium Relief (HealthTrust) Acknowledgment & Election form

This form was emailed directly to Rick Hiland when he was a selectman and we need to sign off on HealthTrust acting as our COBRA administrator. Chairman Ferris signed the form.

5. Town Administrators Report:

A. Review and discuss town meeting notice (June 8, 2020 @ 4:00 p.m.)

The Town Administrator received written legal opinion from Attorney Steve Buckley with NHMA's legal inquiry. The Selectmen cannot change the time of the meeting from the posted warrant. RSA 40:4 allows the Moderator to postpone the meeting under very specific circumstances, which do not apply here. Attorney Buckley notes the Moderator could open the meeting at 4:00 p.m. and then recess it until a later time. Selectperson Golding notes that it is better to just stick with the posted time and Chairman Ferris agrees.

B. Set meeting dates for June and July 2021

The Town Administrator provided calendars for June and July with proposed meeting dates. The Board will meet on June 9, June 23, July 14 and July 28. The Selectmen's meetings will start at 5:30 p.m.

C. Review and discuss replacement of Town credit card

The Town's last credit card was issued under the former selectman's name and social security number and it was destroyed the day he resigned. The Town Administrator has spoken to the Treasurer about obtaining a new town credit card.

D. Review, discuss and give TA permission to have the auditors write off some old accounts

The Town has some old accounts, specifically, there is \$13,699.92 that is being carried as a receivable for welfare liens. All but one no longer live in town and the liens were either not paid or not released upon payment. There is also a \$243.99 difference in what we received in timber tax and what was due to us. This account is old and we do not know who the funds belong to.

Selectperson Golding made a motion to have the new auditors write off the welfare elderly liens and the money collected for timber cuts. Chairman Ferris seconded. Roll Call Vote: Chairman Ferris – aye; Selectperson Golding - aye. Motion passed 2-0-0.

6. APPOINTMENTS:

A. Meet with Planning Board Chair, Sean Wadsworth to review, discuss and approve renewing/extending the grant from NH DES for Ground Water Protection

Planning Board Chair, Sean Wadsworth, phoned in to request that the Board authorize the renewal/extension of the Ground Water Protection

Grant from NH DES and authorize him to sign the appropriate documents.

Chairman Ferris made a motion to extend the grant and authorize Sean Wadsworth to serve as the administrator. Selectperson Golding seconded.

Roll Call Vote: Chairman Ferris – aye; Selectperson Golding - aye.

Motion passed: 2-0-0.

Chairman Wadsworth noted that the Conservation Commission will be holding a Worksession on either 5/18/2021 or 5/25/2021 worksession for a presentation from the Saco River Alliance.

Chairman Wadsworth is requesting permission from the Selectmen to allow one member of the Saco River Alliance to attend the meeting. It appears from the responses Chairman Wadsworth has received that the meeting will be held on 5/25/2021 at 6:00 p.m.

Selectperson Golding made a motion to allow one member of the Saco River Alliance to attend the 5/25/21 presentation at 6 p.m.

Chairman Ferris seconded. Roll Call Vote: Chairman Ferris – aye;

Selectperson Golding - aye. Motion passed 2-0-0.

7. Old Business:

A. **Chapel Committee/Historical Society** – Will be holding a meeting to discuss the three written proposals for steeple repairs and maintenance.

B. **Federal Land Access Program (FLAP)** – Results of drilling were completed and report is being generated

C. **Cable TV contract (2021)** – Waiting for formal response from Charter on latest franchise agreement proposal – J. Maher emailed today and hopes to have a draft by the end of this week.

D. **Review, discuss, and approve contract for services for the Humane Society, for 2021** – Humane Society Executive Director made the changes requested by our insurance carrier, Primex and contract is ready to sign.

Selectperson Golding made a motion to approve the contract for services for the Humane Society for 2021. Chairman Ferris seconded. Roll Call Vote: Chairman Ferris – aye; Selectperson Golding - aye. **Motion passed 2-0-0.**

8. Other Business (and Board reports):

A. **Planning Board – Selectperson Golding** – There was a site plan review for Profile, Dale Patell GM and Wes Smith, engineer attended. The PB did waive a few requirements i.e. trees in the landscape which would hide their product. The waiver they got in 2012 was to be no closer than 10 feet from the ROW. The Road Agent reviewed this and the waivers were granted and their site plan review was approved, conditionally. Conditioned on getting the DOT permit for a driveway. The owner will be applying to ZBA for appeal from sign permit.

B. NHMA –

C. Carroll County Broadband –

D. Other: Selectperson Golding about re-opening Town Hall. Maybe put disinfecting wipes in the bathrooms and ask people to wipe down surfaces. The plan is still to require masks in the building. The Town Administrator did express her concerns that although the building itself will be opened, the Town Clerk/Tax Collector will still be open by appointment only and most of the walk-in traffic is for motor vehicle registrations. People may be disappointed if they come to town hall and cannot get their vehicle registered. The Board understands that TA's concern, but notes that we need to start somewhere.

9. Correspondence:

A. Review and discuss (3) emails from Charter Communications regarding upcoming changes

The Board reviewed the emails from Charter Communications.

B. Review 2020 Assessment as set by NH Department of Revenue Administration

The Board reviewed the letter regarding our assessed values for 2020.

C. Review and discuss notice from Carroll County regarding May 12, 2021 public hearings

The Board reviewed the notice.

D. Review and discuss email from Saco Headwater Alliance and email from Sean Wadsworth regarding a presentation regarding Ground Water Protection

The Board reviewed the invitation to attend the presentation from the Planning Board Chair, Sean Wadsworth

E. Review and discuss email from J. Spoffard regarding town meeting

The Board reviewed the email from Ms. Spoffard.

10. Public Comment: none

11. Next Meeting: May 26, 2021 at 5:30 PM at Albany Town Hall

12. Non-Public Sessions: as necessary

13. Adjournment: *Chairman Ferris made the motion to adjourn at 6:24 p.m. Selectperson Golding seconded. Roll Call Vote:* Chairman Ferris – aye; Selectperson Golding – aye. **Motion passed 2-0-0.**

Respectfully submitted by:
Kelley A. Collins/Town Administrator