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Albany Selectmen's Meeting Minutes

Albany, New Hampshire
December 8, 2021 at 5:30 p.m.

This meeting may be streamed at www.TownHallStreams.com

1. Call to Order: Chairperson Golding called the meeting to order at 5:30 p.m.

In Attendance: Chairperson K. Golding, Selectperson J. Spofford, Town Administrator K. Collins, and resident K. Robitaille

2. Pledge of Allegiance: Chairperson Golding led the Meeting in The Pledge.

3. New Business:

A. Approval of November 17, 2021 Selectmen's Meeting minutes

Chairperson K. Golding made a motion to accept the minutes of the November 17, 2021 Selectmen's Meeting, as presented. Selectperson J. Spofford seconded. Motion passed: 2-0-0.

B. Approval of December 8, 2021 consent file

__Review & Sign manifest(s) in the amount of \$ 170,036.52, \$125,169.62 and \$ 182,403.37, this includes payroll and accounts payable for 11/24/2021, 12/1/2021 and 12/8/2021.

__Review, approve and sign Driveway Permit for M9, L24-2 Passaconaway Road

Chairperson K. Golding made a motion to approve the December 8, 2021 Consent File, as presented. Selectperson J. Spofford seconded. Motion passed: 2-0-0.

C. Review, discuss, approve and sign abatement for property taxes for M6, L123

The Board reviewed the abatement for M6, L123, as presented. Chairperson Golding made a motion to approve the abatement for M6, L123 as submitted. Selectperson Spofford seconded. Motion passed 2-0-0.

D. Review, discuss, approve Veteran's Tax Credit for M9, L106

The Board reviewed the PA-29, Application for a Veteran's Tax Credit. Chairperson Golding made a motion to approve the Veteran's Tax Credit for the 2022 tax year. Selectperson Spofford seconded. Motion passed: 2-0-0.

E. Review and discuss abatement request for M9, L106

The Board reviewed the abatement request for M9, L106.

Chair K. Golding made a motion to deny the abatement for 2021. Selectperson Spofford seconded. Motion passed: 2-0-0. The Veteran's Tax Credit was not filed timely for the 2021 tax year.

F. Review, discuss and sign NH DRA Equalization Assessment Data Certificate

The Board reviewed and signed the NH DRA Equalization Assessment Data Certificate and the Town Administrator (TA) will upload to the DRA Equalization portal, as requested.

G. Accept Robert Nadler's resignation from the position of Selectman and appoint his temporary replacement. Someone will need to run for this position in March 2022.

Chairperson K. Golding made a motion to accept the resignation of Robert Nadler from the position of Selectman and Conservation Commission, effective immediately, with regret. Selectperson J. Spofford seconded. Motion passed: 2-0-0.

The Board expressed their deep appreciation for everything that Mr. Nadler has contributed to the Town. The Board signed a letter of appreciation to Rob Nadler.

Chairperson K. Golding made a motion to appoint Kelly Robitaille to the position of Selectman, effective immediately, until the March 2022 town elections. Selectperson Spofford seconded. Motion passed; 2-0-0.

Chairperson Golding has full confidence in Mr. Robitaille's ability to serve the Town. Mr. Robitaille noted that if Rob returns and wants to run in March he will not run. He would like to see Rob continue as a selectman if he can.

The appointment form was signed and Mr. Robitaille was sworn in by Chairperson K. Golding.

H. Review, discuss and approve, sign 2022 contract for Sanders Searches

The Board reviewed the 2022 contract with Sanders Searches who conducts all the CCRD searches for the Town's liening and deeding.

Chairperson K. Golding made a motion to approve the contract for 2022 for Sanders Searches. Selectperson Spofford seconded. Motion passed 3-0.

I. Review, discuss and approve proposal for upgrade hardware & software for town offices

The Town Administrator contacted several companies for a proposal on IT services with an eye towards cybersecurity. Block 5 declined to quote.

Certified Computer Services (CCS) and Northledge Technologies provided written proposals for the Board's review.

Chairperson K. Golding made a motion to enter into a contract with Certified Computer Solutions (CCS) to update and upgrade the Town's computer system. Selectperson Spofford seconded. Motion passed 3-0.

4. Town Administrator's Report:

A. Review, discuss and approve revision/update to Assistance Levels for monthly shelter allowances

The Town Administrator (TA) provided an update to the Assistance Levels for monthly shelter based on the Carroll County HUD rental data.

Chairperson K. Golding made a motion to approve the updated monthly shelter allowances, as submitted. Selectperson J. Spofford seconded. Motion passed 3-0-0.

B. Review and discuss request to put Exemption for Solar Energy Systems on the 2022 Warrant

The TA received an email from a resident requesting that the Board consider placing this exemption on the Warrant for Town Meeting consideration.

The Board took this request under advisement. The TA will agenda under Old Business for the next meeting (12/29/2021).

C. Review and discuss proposed 2022 budget

The TA provided the Board with a very early rough draft of the proposed 2022 budget. Chairperson Golding would like the TA to compress the data to show less line items for printing in the Town Report. We pay by the page and it is not necessary to include this much detail.

5. APPOINTMENTS:

A. Meet with Mr. David Smolen/Director, Conway Public Library
Mr. Smolen was unable to attend the meeting due to the weather.

6. Old Business:

A. Chapel/Historical Society – The Town Attorney is working on clearing the deed to the chapel for the Town

B. Federal Land Access Program (FLAP) – Town Administrator has emailed both the Program Manager, Jacinda Russell, and the Town's Engineer, Josh McAllister on 10/21/2021, 11/15/2021 and again on 12/6/2021.

7. Other Business (and Board reports):

A. **Planning Board** – Chairperson Golding – meets next Monday

B. **Conservation Commission** – Selectman Nadler –

C. Other:

Discuss issuing keys: The Town Administrator (TA) has a request from another Cemetery Trustee to issue a key to the front door and the small conference room (where cemetery files are stored). Chairperson K. Golding notes that each Committee/Commission/Board gets issued one key and they share. The TA will let the Trustee know that the other Trustee has been issued a key.

Chairperson K. Golding asked if the Sheriff's Department has reached out for the keys to town hall that the Board approved. The TA noted they have not but she will contact the Sheriff's Department.

Tamworth Health Officer: The TA let the Board know that due to the changes in requirements for training for health officers, Tamworth has reached out to see if Albany has any interest in sharing a health officer. The Board noted they may be interested but we have a serving HO.

Access to WebSite: The TA has received an email request to put "Alzheimer Support" information on the Town's website. The Board does not want non-town agencies on the website.

8. Correspondence:

A. Review and discuss notice of 3rd Quarter Franchise payment from Charter Communications

The Board reviewed the notice of 3rd Quarter Franchise payment.

B. Review and discuss notice of 2021 Return of Surplus from NH HealthTrust

The Board reviewed the notice of 2021 Return of Surplus from NH HealthTrust.

C. Review and discuss Notice of Potential Regional Impact from the Town of Conway at 1657 White Mountain Highway – demolition and re-build of restaurant

The Board reviewed the Notice of Potential Regional Impact from the Town of Conway.

D. Review and discuss Notice from NH DES of a Shoreland Permit Application at Map 6, Lot 73, 1995 NH Route 16

The Board reviewed the Notice from NH Department of Environmental Services of a Shoreland Permit.

9. Public Comment: none

10. Next Meeting: December 29, 2021 at 5:30 PM at Albany Town Hall

The TA noted that Chief Solomon from Conway Village Fire and John Eastman the Director of Conway Recreation & Parks will attend the

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December 29th BOS meeting.

11. Non-Public Sessions: as necessary

12. Adjournment: *Chairperson Golding made the motion to adjourn the meeting at 6:28 p.m. Selectperson J. Spofford seconded. Motion passed: 3-0-0.*

Submitted by:
Kelley A. Collins
Town Administrator