

## **Minutes**

### **Albany NH Selectmen's Meeting**

**May 22, 2013**

At 3:30 p.m., the Selectmen's meeting was called to order. In attendance were Jack Rose, Sara Young-Knox and Kelly Robitaille. Also present were Lee Grant and June Johnson. The following business was conducted.

#### **Regular Business:**

- Reviewed & approved amended May 8 minutes-Sara made a motion to amend the minutes by deleting the last sentence under **Cyclists**. ~~Sara thought that might take away from the scenery.~~ Jack seconded the motion and all were in favor. Sara made a motion to approve the minutes as amended, Jack seconded the motion and all were in favor.
- Signed checks totaling \$7,538.55
- Reviewed & approved four pistol permits.
- Reviewed & approved one timber intent.
- Reviewed final 2012 auditor report.

#### **Audit Report:**

Jack made a motion to accept the final audit report for 2012, Kelly seconded the motion and all were in favor.

#### **Time Clock:**

Kelly made a motion to replace the time clock with the web based computer program that keeps an employee's time record, Sara seconded the motion and all were in favor.

#### **Planning Board Alternate:**

Kelly told the Board Matt Parker has stepped forward and would like to serve on the Planning Board. He thinks the Planning Board should meet Matt at their next meeting but asked what would happen if there were two candidates for the position. Jack noted there was room for two more alternate members.

#### **Zoning Board of Adjustment:**

Sara made a motion to appoint Lee Grant to the Zoning Board of Adjustment for a three year term, Jack seconded the motion and all were in favor.

**Use of Town Hall:**

Jack asked to use the town hall today, at 5:00 p.m. to host an informational meeting on the Tri County Transit public transportation and the changes that are happening this summer. Sara made a motion to allow Jack to use the town hall at no fee, Kelly seconded the motion and all were in favor.

Jack informed the Board that as of July there will be five day a week dial-a-ride available for Conway, Albany and Madison from 8:00 a.m.-5:00 p.m. Also being reinstated is the scheduled bus service between Memorial Hospital and West Ossipee one day a week. As of now it will be on Tuesdays but Jack is arguing to alternate between Tuesdays and Thursdays each week. The buses will be garaged at the Memorial Hospital

Jack asked to use the town hall Wednesday, May 29 at 5:00 p.m. He and June Johnson are putting together a meeting to begin planning the 6<sup>th</sup> annual town picnic. Sara made a motion to allow Jack and June to use the town hall at no fee, Kelly seconded the motion and all were in favor.

**Job Description:**

Jack previously asked Kathy to obtain a job description for a Town Administrator from the Local Government Center. It is a general description but Jack feels it fits the town position better than Administrative Assistant. Jack then asked Kathy to combine the LGC job description with her current job description. Jack would like permission to forward the combined job description to Jae Whitelaw, town counsel. Sara didn't think the job title should be changed. She would like to see the job description first. Jack replied the Administrative Assistant job description does not fit. Sara would like to look at it first. Jack told Sara a lot of the functions come under Administrator and not Administrative Assistant. Sara would like to compare the two job descriptions. Kathy will obtain a job description for Administrative Assistant from the Local Government Center. Sara asked what towns have Administrators and what town have Administrative Assistants? Jack replied he did not know. Sara said she didn't know where there was a big call to change things. Kelly thinks there needs to be clarification on what is being done and we should not be concerned with what other towns are doing. Sara would like to know what the function is. Kathy will forward the Administrator job description obtained from Local Government Center to Sara and Kelly. She will also obtain a job description

for the Administrative Assistant position from the Local Government Center for review.

**Dave Dascoulias:**

Dave came before the Board to discuss different lighting options for the town hall parking lot. The light that was standing in the parking lot had fallen over exposing live wires. Dave came and made the wiring safe. Dave suggests spending extra money for an LED fixture as it will save money over time. He notated LED light will not illuminate as far as what was there previously. Dave suggested to have two LED fixtures. Sara would like to see a light that would illuminate the entrance driveway as it is very dark when leaving town meeting every year. Dave will look at the light that is currently illuminating the American flag in front of the chapel. Maybe he can use the wiring from there and add another fixture. Sara made a motion to have Dave submit an estimate, Kelly seconded the motion and all were in favor.

**Town Hall sign:**

Jack asked the AA to get an estimate from Gemini sign to repaint the current town hall sign.

**Cemeteries:**

Kelly asked the AA to get in touch with Kim Guptill to make sure the cemeteries have been maintained for the Memorial Day weekend. He would also like to have a meeting to discuss the needs of the cemeteries.

**Campers:**

Sara would like residents to know about Albany's ordinance regarding camping trailers. It says, "only one registered and road worthy recreational vehicle may be stored on a lot. For purposes of this paragraph, a "pickup camper" shall be considered to be a registered vehicle. No recreational vehicle shall be used for living, sleeping or housekeeping purposes for more than sixty (60) cumulative days per calendar year and then only if a manufacturer installed self-contained wastewater system is utilized."

**Yard Sales:**

The Selectmen would also like to remind people of the yard sale ordinance which says, "**YARD SALE:** The activity of selling or offering for sale items of household or personal property numbering six (6) or more, on display, on the

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SYK\_\_\_\_  
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lot on which the owner of the lot resides, provided that such activity occurs on no more than fifteen (15) days in the aggregate during any calendar year. Any use that exceeds this limitation shall be deemed a commercial use that must meet all requirements for commercial uses. The term “Yard Sale” shall include garage sales, porch sales, tag sales and other sales that meet the above definition.”

At 4:15 p.m., Kelly made a motion to adjourn, Sara seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Administrative Assistant

DRAFT