



Albany Selectmen's Meeting Minutes

Albany, New Hampshire March 20, 2019

Call to Order: At 5:04 p.m., Chairman Hiland called the Selectmen's meeting to order.

Pledge of Allegiance: All present joined in the Pledge of Allegiance.

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
 Town Administrator: Kathy Golding (excused - vacation)
 Public: Dorothy Solomon

Reorganization of the Select Board: Chairman Hiland asked who would like to be the Chairman for the upcoming year. *Selectman Ferris made a motion to nominate Selectman Hiland to be Chairman for the upcoming year, Selectperson Ryan seconded the motion, and Selectperson Ryan and Selectman Ferris were in favor and Selectman Hiland abstained. (2 - 0 - 1)* Chairman Hiland then asked for a nomination for Vice Chairman for the upcoming year. *Selectperson Ryan made a motion to nominate Selectman Ferris to be Vice Chairman for the upcoming year, Chairman Hiland seconded the motion and all were in favor. (3 - 0 - 0)*

New Business:

- **Approval of the March 6 minutes:** *Selectman Ferris made a motion to approve the March 6 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor (3 - 0 - 0).*
- **Approval of consent file:** *Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor (3 - 0 - 0).*

Signed payroll checks and vouchers	\$2,801.43
Approved accounts payable invoices	\$4,099.43
Reviewed & signed previously approved accounts payable & issued checks	\$103,914.18 Warrant Article deposits & Winter maintenance costs

Review & Approve MS-232	Appropriated Budget to NH DRA
Approve request for leave	Town Administrator - vacation

- **Winter Road Maintenance Policy:** A public hearing has been scheduled for March 27 Select Board meeting to hear and approve the policy.
- ***Chairman Hiland made a motion to approve and adjust the recommended lines in the approved budget to reflect the amendment made to the bottom line of the budget totaling \$1,727.00 and approved by the Legislative Body at Town Meeting, Selectman Ferris seconded the motion and all were in favor (3 – 0 - 0).***
- **Re-Appoint expiring Board Members:** *Chairman Hiland made a motion to reappoint Peter Carboni to the Planning Board for 3 year term (2022), Selectman Ferris seconded the motion and all were in favor (3 – 0 - 0).*
Chairman Hiland made a motion to reappoint Ron Ryan to the Zoning Board of Adjustment (ZBA) for 3 year term (2022), Selectman Ferris seconded the motion and all were in favor (3 – 0 - 0).
- **Selectperson Ryan noted that we should get in the habit of reviewing our Rules of Procedure on an annual time frame:** Chairman Hiland mentioned that he was working on new section of the Rules of Procedure for a procedure that committee, commission and boards can use to communicate to the Select Board with regards to enforcement issues, complaints and suggestions. There seemed to be a disconnect in this area and this should go a long way to improve this. Chairman Hiland will draft and propose a draft policy at a future meeting. All present thought it was a good idea.
- ***Selectperson Ryan made a motion to authorize the Select Board Chairman to have the authorization to run the day to day Selectman’s Office functions per the description in the current Rules of Procedure, Selectman Ferris seconded the motion and all were in favor. (3 – 0 – 0)***
- **Building Permit Administrator:** Chairman Hiland informed the Board that the title of “Code Enforcement Officer” involves much more than what has been asked of the current Code Enforcement Officer, Peter Carboni. Chairman Hiland met with Peter about this and Peter would like to continue in his current capacity and it was decided to create the position of “Building Permit Administrator” which is a better title for the job that Peter does for the Selectmen. Chairman Hiland and Peter Carboni will draft a job description that defines Peter’s job function for approval at a future Select Board meeting. ***Chairman Hiland made a motion to appoint Peter Carboni to the position of Build Permit Administrator for a term until replaced, Selectperson Ryan seconded the motion and all were in favor (3 – 0 - 0).*** The Select Board acknowledged the fine job that Peter Carboni has done on behalf of the Selectmen in the past and thanked him.

Town Administrator Report:

Albany Selectman's Office closing (Town Administrator on Vacation) has been posted on the front door and on the Town's website. A note posted on the door that Chairman Hiland & phone number will be on call for anyone who needs help.

Valley Vision - they claim that they did not have Albany on their schedule for video of our Town Meeting even though it has always been automatic in past years. Our Town Administrator called them to confirm on February 26. Did it possibly slipped through cracks or a miscommunication by someone??

Valley Vision was informed that Town Meeting did not vote to approve their appropriation. They said that they will discontinue Channel 1301 in Albany immediately.

Town Administrator posted the approved budget, minutes and Town Report to the State tax rate setting portal.

Computer Port – all computers, software and components have been ordered.

System for Award Management – annual update completed.

Re-Appointments: Planning Board – Peter Carboni – term end 2022

ZBA – Zoning Board of Adjustment – Ron Ryan – term end 2022

APPOINTMENTS: None

Old Business:

- Town Hall – building & parking lot maintenance – waiting for additional quotes
- State Bridge Aid – application filed and received by NHDOT – waiting
- QuickBooks Pro transformation – in process – discussion about setting a time goal for completion of June 30, 2019 to be determined at the next meeting.
- Chapel Committee/Historical Society – no action taken – meeting on Saturday March 23 at 10AM.
- Security/Fire system upgrade and evaluation – waiting for additional quote
- Federal Land Access Program (FLAP) – submitted – waiting
- Northern Borders Regional Commission grant – waiting for filing period to open
- Business Roundtable meeting – TBD –
- Road Standards update – in process
- Winter road maintenance policy – a public hearing is scheduled for March 27.
- Cable TV contract (2021) – waiting for copy of proposed contract -

- Treasurer's office – in process – set time line or goal for completion at next meeting.
- NH State Surplus – in process – do we need furniture and/or office equipment for Treasurer's office? – we will check.
- North Country Council – need volunteer to serve as Albany Commissioner
- Broadband meeting – information gathering mode – Chairman Hiland brought the Board up to date on progress by he and Steve Knox (NCC Albany Rep) and that a date has been set for March 27 at 10 AM at the Albany Town Hall (open to any interested person) for an additional informational meeting with some interesting guest speakers from UNH Broadband Initiative and a representative from a Vermont 24 Town Broadband District (ECFiber) up and running in Vermont to share some of their information. The Carrol County Commissioners & Business Administrator have postponed their weekly meeting in order to attend. There is NH Legislation, SB103 that passed their Committee with a unanimous vote of "Ought to Pass" (OTP) with an amendment with the help of the NHMA. This legislation will help in the broadband efforts. Selectperson Ryan and Selectman Ferris were invited to attend. ***Selectman Ferris made a motion to show the Albany Select Board support for the broadband initiative effort that Steve Knox and Chairman Hiland have been pursuing on behalf of the Carroll County & Mount Washington Region, Selectperson Ryan seconded the motion and all were in favor. (3 - 0 - 0)***
- NCIC – 2219 NH Route 16 – April 15 cleanup – with winter as it has been we may need to work with these folks by extending a week or so. TBD
- Meeting with State Representatives and Senator – TBD (May)
- Meeting with County Commissioners – TBD (April)
- Meeting with Governor's Executive Councilor – TBD (April)
- Credit Card authorization signatures – how many – more than one?
- Water Companies – look for alternative bottled water companies and get prices, service and quality information.

Other Business (and Board reports):

Planning Board – Rick- next meeting April 8 at 7pm Chairman Hiland presented the proposed policy for communicating enforcement action, complaints and suggestions to the Board. Huttopia came before the Board for a small revision to their Site Plan Review and it was approved with conditions.

Conservation Commission – Cathy – next meeting April 3 at 6PM

School Board – Joe – next School Board meeting May 14th at 5:30PM. The SAU Executive Board meeting has been rescheduled for May 2.

Other: None

Correspondence:

- North Country Council – 2020 Regional Transportation Plan.
- Also a letter from the State of NH Dept. of Safety regarding the close out and reimbursement (\$3,337.50) of the EMPG Grant.

Public Comment: Dorothy brought some information from AARP regarding having an AARP representative come to our area/town to present a workshop for all and especially the elderly regarding telephone and internet fraud and scams & what to watch out for. Chairman Hiland said that it was an excellent idea and asked Dorothy to get more information.

Next Meeting: March 27 at 5 PM and Public Hearing on Winter Maintenance Policy

Adjournment: At 6:21 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor (3 – 0 - 0).

Respectfully Submitted,

Rick Hiland - Chairman
Acting Secretary