

Albany Selectmen’s Meeting Minutes Albany, New Hampshire March 18, 2020



Call to Order: At 5:36PM, Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance: Chairman Hiland led everyone in the Pledge.

Attendance:

Members present: Joe Ferris – by telephone on speaker phone, Rick Hiland, Cathy Ryan
 Town Administrator: none
 Public: None

NOTE: Chairman Hiland noted that due to Selectman Ferris being on remote speaker phone, all votes will be by roll call.

New Business:

- **Approval of March 11 minutes:** *Selectman Ferris made a motion to approve the March 11 minutes as presented, Selectperson Ryan seconded the motion, a roll call vote was taken, and all were in favor. (3-0-0) Joe – aye Cathy – aye Rick - aye*
- **Approval of the March 18 consent file:** *Selectman Ferris made a motion to approve the March 11 minutes as presented, Selectperson Ryan seconded the motion, a roll call vote was taken, and all were in favor. (3-0-0) Joe – aye Cathy – aye Rick - aye*

Review & sign manifest	\$66,598.33
Review & approve MS-232	Appropriated budget as approved
Review & approve Health Trust policy, agreements and authorization	Policy & Authority Resolution
Review & Approve 1 Pistol Permit	Concealed Carry Permit

- **Per Rules of Procedure – Authority:** *Selectman Ferris made a motion to give the authority to run the day to day operations of the Town Offices to the Select Board Chairman per our Rules of Procedure, seconded by Selectperson Ryan and a roll call vote was taken and all were in favor. (3-0-0) Joe – aye Cathy – aye Rick - aye*
- **Town Hall Rentals during the COVID-19 emergency declaration:** *Selectman Hiland made a motion to not rent out the Town Hall to anyone until further notice due to the COVID-19 emergency declaration and the future p[ossible need to use as an emergency shelter/facility, seconded by Selectman Ferris and a roll call vote was taken and all were in favor. (3-0-0)*

Joe – aye Cathy – aye Rick – aye

- **Closure of Town Hall due to emergency declaration:** *Selectman Hiland made a motion to close Town Hall until further notice due to the COVID-19 emergency declaration and to assist people on-line and by appointment, seconded by Selectman Ferris and a roll call vote was taken and all were in favor. (3-0-0) Joe – aye Cathy – aye Rick - aye*

Town Administrators Report: None

APPOINTMENTS: Rescheduling the appointments with David Smolen and Conway Library Trustees at a later date.

Old Business: No action taken on any of the items under old business.

- **Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission,
- **Town Fees & Fines Review & Update:** Sign, Building Permits, etc.
- **Select Board meetings:** – decide on when to go to 2 meetings per month
- **2020 Budget – MS 232:** sign & load to DRA portal
- **NH State Surplus** – in process
- **NH State Bridge Aid** – in process
- **Chapel Committee/Historical Society** – in process
- **Federal Land Access Program (FLAP)** – in process
- **Business Roundtable meeting** – TBD
- **Cable TV contract (2021)** – in process
- **Route 16 Moulton property** – in process
- **110 Golden Oaks Rd** - waiting for ownership documentation
- **Vendor/Vending cart ordinance** – Selectperson Ryan - in process
- **Library cards:** – in process
- **Bald Hill Road – stakes in ROW:** no action taken.

Other Business (and Board reports): No action taken on any of the items under other business.

Planning Board – Selectman Hiland –

NHMA – Selectman Hiland –

Carroll County Broadband –

Conservation Commission – Selectperson Ryan –

School Board – Selectman Ferris –

Other: Regarding the COVID-19 virus – the Select Board has been monitoring daily the statewide situation, have attended several conference calls, attended the webinar, and are receiving the daily reports from NH HHS and NH Emergency Management. We will keep a vigilant eye on what is happening currently and in the future. We took some precautions for voting and School District/Town Meeting with having provisions (hand wipes, gloves, etc.) available,

cleaning/disinfecting tables and chairs, and reminding folks to wash hands, cover mouth when coughing/sneezing, using common sense and taking personal responsibility for themselves etc.

Correspondence: None

Public Comment: None

Next Meeting: It was decided that the next meeting will be at the call of the Chairman.

- **Other Business:** Discussion on whether the Town should purchase telephone conference unit with microphones, and a service to facilitate a meeting conference due to the COVID-19 emergency declaration and abiding by the NH RSA 91A regarding meetings and the NH Attorney General recommendations. It was mentioned that the unit would cost approximately \$284, the extra microphones at \$133, and the conferencing service would run approximately \$12 -\$20 per month. Selectman Ferris recommended the PolyCom 2 unit as he has used this particular unit at work, and it works well. ***Selectman Ferris made a motion to authorize the Chairman to purchase a PolyCom 2 conference unit with 2 additional microphones and a conferencing service to facilitate conference calling not to exceed \$600, seconded by Selectperson Ryan and a roll call vote was taken, and all were in favor. (3-0-0) Joe – aye Cathy – aye Rick - aye***
- **Adjournment:** ***Motion to adjourn at 5:58 PM by Selectman Ferris, second by Selectperson Ryan, and a roll call vote was taken, and all were in favor. (3-0-0) Joe – aye Cathy – aye Rick - aye***

Respectfully submitted,

Rick Hiland
Selectman – Chairman
Acting Secretary