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# Albany Selectmen's Meeting Minutes

Albany, New Hampshire  
May 27, 2020 at 5:30 P.M.



1. **Call to Order:** Chairman Hiland called the meeting to order at 5:30 p.m.

The meeting may be live streamed at [www.TownHallStreams.com](http://www.TownHallStreams.com) and you may participate by calling 1-480-660-5317 Conference Code: 540682

2. **Pledge of Allegiance:** Chairman led the group in the pledge

3. **Attendance:** In person: Chairman Hiland, Selectperson Ryan, Town Administrator K. Collins, Town Clerk/Tax Collector, DeAnn LeBlanc By Phone: Selectman Ferris and Dorothy Solomon

4. **New Business:**

- A. **Approval of May 20, 2020 minutes**

Selectman Ferris made a motion to accept the May 20<sup>th</sup> minutes as presented. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0.**

- B. **Approval of May 27, 2020 consent file**

\_\_Review & Sign manifest in the amount of \$247,169.46

\_\_Review, discuss and approve building permit for M10, L14 High Street for (3) storage containers for residential use

Selectman Ferris made a motion to approve the consent file, as presented. Selectperson Ryan seconded. Chairman Hiland noted that there is a school payment in here, payment for recreation services and solid waste service to Conway and 50% deposit for door repairs and painting at Chapel. The building permit is for storage units that are for residential storage only for mowers and gardening supplies. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0.**

- C. **Review & discuss appointment of a Deputy Town Clerk/Tax Collector**

Ms. LeBlanc would like to appoint Kathy Golding as her Deputy until she can hire and train someone. This is to replace Ms. Paraspolo who resigned last week. She is unsure what the primary will bring and she is behind from not

having a Deputy for the last couple of months. She is also concerned what would happen, if something happens to her and no one is trained. Chairman Hiland asked how many hours a week, etc. Ms. LeBlanc noted that Mrs. Golding wants \$1000/month. Selectman Ferris asked if she would take an hourly rate? Mrs. LeBlanc did ask her if she wanted to come to this meeting. If anyone knows anyone who might be interested, please send them her way. It is not any easy position to fill. It is very little pay for a lot of responsibility and a lot of training. Chairman Hiland is not a proponent of the flat rate but would support an hourly rate. The Town Clerk/Tax Collector is anticipating a lot coming at her for the elections. She is pretty far behind. What is not under control is piles of filing, emails that she hasn't had time to respond to. She is dealing with the public and appointments. She has been operating with ½ of the manpower and lost even more time when Megan was here training her as well as trying to keep up with things. Chairman Hiland asked her to talk to Mrs. Golding and see if she would be open to an hourly rate. Selectman Ferris noted that in the meantime we can run the ad. TA will put it on the website and NHMA's website. Mrs. Solomon asked Mrs. LeBlanc to call her at home so that she can get the details for her article.

#### **5. Town Administrators Report:**

- **Review and discuss inquiry regarding use of 1787 Route 16.**

The Town Administrator (TA) explained that she had an inquiry about renting the above property and running a business. She referred it to the Planning Board Chair and Vice Chair. The Planning Board Chair suggested she bring it to the Selectmen. Chairman Hiland made a motion that this is Planning Board's responsibility and that we send them a memo to do their job, include the back-up documentation. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0.**

- **Review and discuss changes required to GOFERR grant**

Chairman Hiland signed the required document and the TA corrected the one number required. This will be resubmitted tomorrow.

- **Review and discuss update on status of office equipment (copy machine and security camera)**

The TA has requested a quote on replacing the drum on the copy machine/printer (the drum is shot) as well as pricing a new or used one. She has also requested a quote to replace one security camera, which is failing.

- **Review and discuss M14, L34 and L35 merger status**

The Town Administrator briefly discussed a request she had to potentially return M14, L35 to (3) separate lots, if they were involuntarily merged. The entire lot is only .54 acres so it is non-conforming now and would only be increasingly non-conforming in further divided. Unfortunately, under RSA 674:39-aa the burden of



proof is on the Town to prove it was not involuntarily merged. The TA has sent the information to our Assessor, Jason Call, to see if he can shed some light on this. She will report back to the Board with next steps.

## **6. APPOINTMENTS:**

### **7. Old Business:**

A. **Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission

B. **Town Fees & Fines Review & Update:** Sign, Building Permits, etc.

C. **Select Board meetings:** – decide on when to go to 2 meetings per month

D. **NH State Surplus** – in process

E. **NH State Bridge Aid** – Drake Hill Rd bridge - in process

F. **Chapel Committee/Historical Society** – Mrs. Solomon is the Chair of the Chapel Committee and Mr. DesMarais is ready to start the work on the Chapel (repairs to front door and painting). Chairman Hiland noted that in the manifest there is a check for the 50% down and he also needs the signed contract.

Selectman Ferris made the made a motion to authorize Chairman Hiland to sign the contract for the work approved in WA # 16 and #17 from the 2020 Warrant.

Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye;

Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0.**

G. **Federal Land Access Program (FLAP)** – in process – waiting on MOA

H. **Business Roundtable meeting** – TBD

I. **Cable TV contract (2021)** – in process

J. **Route 16 Moulton property** – in process

K. **110 Golden Oaks Rd** -waiting for ownership documentation

L. **Vendor/Vending cart ordinance** – in process

M. **Library cards:** Vouchers design

### **8. Other Business (and Board reports):**

A. **Planning Board** – no meeting

B. **NHMA** – Selectman Hiland – no meeting. There is a policy meeting on Friday for upcoming policies for the legislative session

C. **Carroll County Broadband** – Selectman Hiland – still working on the survey

D. **Conservation Commission** – Selectperson Ryan – nothing today

E. **School Board** – Selectman Ferris – second Tuesday in June

F. **Other:**

(Add in Joe resigned?)  
will do so 6/10 mtg

### **9. Correspondence:** none

### **10. Public Comment:** no public comment

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**11. Next Meeting: June 3, 2020 at 5:30 PM at Albany Town Hall**

**12. Non-Public Sessions: none**

**Adjournment:** Selectman Ferris made the motion to adjourn at 6:15 p.m.  
Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye;  
Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0.**

Respectfully submitted by:  
Kelley A. Collins  
Town Administrator