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Albany Selectmen's Meeting Minutes

Albany, New Hampshire
July 15, 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 and you may participate by calling 1-480-660-5317. Conference code: 540682

2. **Pledge of Allegiance:** Chairman Hiland led the meeting in the pledge.
3. **Attendance:** **In Person:** Chairman R. Hiland, Selectperson C. Ryan and Town Administrator, K. Collins **By Phone:** Selectman J. Ferris and Resident/Chapel Committee Chair, Dorothy Solomon

4. **New Business:**

- A. **Approval of July 1, 2020 minutes**

Selectman Ferris made a motion to accept the minutes of the July 1, 2020, 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 July 15, 2020 consent file**

__Review & Sign manifest in the amount of \$ 42,796.73

Selectman Ferris made a motion to accept the consent file of the July 15, 2020, as presented. Selectperson Ryan seconded. There is a payment for \$31K for the quarterly payment to the fire department and \$5K for Coleman. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

- C. **Review, discuss, approve, building permit for 136 Ferncroft Road**

The Board reviewed the building permit for Ferncroft Road, which has been approved by, and signed off on, by the Building Permit Administrator, Peter Carboni. Selectman Ferris made a motion to approve the building permit as presented. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

D. Review and discuss reviewing the Town's Emergency Operations Plan – this needs to be done annually

Our EOP was completed in July of 2019 and we need to review it annually. Selectperson Ryan notes that we need to update the Health Officer and Deputy Health Officer on the current plan. The Board and TA will review the document for any other updates. Chair asked the TA to put this under Old Business.

E. Review and discuss Conway Fire Department statistics for Albany for the period from 4/1 through 6/30/2020

The Board reviewed the statistics.

F. Review and discuss code enforcement on M3, L32

There are 4 or 5 unregistered vehicles in the yard and they are selling fire wood out front. Chairman Hiland thinks the Board should send these folks a letter. TA will prepare a letter for the BOS to sign.

G. Review and discuss participating in Ten Year Plan with North Country Council

Chairman Hiland noted we received a notice from the North County Council that it is that time of the year again to put in for anything we think we need. The widening of Route 16 with rumble strips is scheduled for sometime in the next 10 years. Selectperson Ryan asked if we should look at having something done at the intersection of Route 113 and the Wildwood Development intersection, especially now that the Waldorf School Property is allegedly for sale. We have until August 28, 2020 to put something in for the 10 year plan. Katie Lamb is the new transportation planner there.

H. Review, discuss and approve/deny request for abatement of "camping in prohibited area" ticket

The TA received a camping ticket with no payment but a note. Chairman Hiland made a motion to turn this over to the Sheriff's Department for further action and collection. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

I. Review, discuss and sign off on DRA form regarding use of PA-28 forms

The Board reviewed and signed off on not requiring the use of the PA-28 Department of Revenue Administration inventory form.

5. Town Administrators Report:

A. Review and discuss receipt of \$115,246 from the Department of the Interior and a \$1,900 check from School Care as a premium holiday for

the period ending 6/30/2019. The TA made the Board aware that we have received both of these payments.

B. Update that TA has sent an email to Mr. Walsh and Mr. McVicar regarding the parking ordinance in Albany. Also emailed Deputy Rowe as the Sheriff's Department will be doing the enforcement. The Board reviewed the emails. In addition, the Chair asked the TA to remind them that enforcement for parking on private property would have to be called in by the private landowner

C. GOFERR (Cares Act) Grant part 2 was submitted yesterday in advance of July 15, 2020 deadline. The TA emailed the grant to GOFERR yesterday. She noted that she did get an error on the email and resent today.

6. APPOINTMENTS: none

7. Old Business:

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

Chairman Hiland received an email from the Chairman of the ZBA, Andy Davis, about the availability of an alternate and a full member to the ZBA for their next meeting. Chairman Davis would like the Board to appoint Keith Croto as an Alternate Member of the ZBA. Selectman Ferris made a motion to appoint Keith Croto as an alternate member of the ZBA. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

The Board requested that the TA notify Andy Davis to get Mr. Croto sworn in before 7/29/2020.

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

Chairman Hiland is still working with Peter Carboni on this.

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 – Chairman asked Ms. Solomon the status on getting the work done for the Chapel. Mr. Desmarais has received the deposit and we would like to get the work started. Mrs. Solomon will give Mr. Desmarais a call.

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

H. Business Roundtable meeting – TBD

I. Cable TV contract (2021) – Chairman asked about sending a notice to John Mayer and make a formal request to meet with them in September or October to discuss the franchise contract. TA will send out a copy of the contract to C. Ryan and J. Ferris. Chairman Hiland would like to shorten

the term to one year and discuss broadband with them. Chairman Hiland would like the request for a meeting emailed and mailed to Mr. Mayer.

- 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
- N. **Process for making town hall campus ‘no smoking’ (added at 6/10 meeting)** TA will design a sign, get pricing on signs
- O. **Review and discuss 2020 deed list (for 2017 unpaid taxes)**
Chairman Hiland asked for a little more time to review the information that the Town Administrator provided, on deeding. This includes a payment plan policy, sample letter and sample agreement. In addition, the Chair would like the TA to send the sample documents to town counsel for legal review.

8. Other Business (and Board reports):

- A. **Planning Board** – The Planning Board has asked J. Ferris to present to the BOS the possibility of having PB meetings in the big meeting room. Chairman Hiland noted that the camera is permanently mounted in the ceiling in this small conference room, plus he has looked into this to some degree and there will be an additional \$50 monthly fee, which is not budgeted. In addition, the current, permanently mounted, camera is not the right kind for the bigger room. Selectman Ferris says we should look into moving the camera out to the bigger room. Chairman Hiland noted that this camera is not made for that large room. Chairman Hiland also asked Selectman Ferris who is going to clean and disinfect that room and the bathrooms after public meetings. There was also some conversation regarding holding meeting in the parking lot. Again, the Chairman asked who would set up tables and clean and return them after a meeting. The Planning Board also had a discussion about building permits, and specifically, what constitutes a building permit.
- B. **NHMA – Selectman Hiland** – NHMA has just set a 3 day virtual annual conference and the policy voting will be in October before that.
- C. **Carroll County Broadband – Selectman Hiland** – The Carroll County Broadband Committee received some preliminary results on July 7 with regard to people participating in the survey. The Route 16 corridor has responded pretty well but we are lacking responses from Passaconaway Road. Chairperson Hiland did meet with the County Delegation to talk about broadband. The delegation all supported the legislation that has been submitted. Steve Knox is improving every day.
- D. **Conservation Commission – Selectperson Ryan** – They met last week. Most of the meeting was spent on the groundwater regulation.

They had a request from a non-profit that is conducting a survey on a plant species on town forest land.

- E. Other:** TA needs clarification on what to do with Department of State memo from NH regarding the tax forms due for the Albany Civic Group. Selectperson Ryan thinks that Kathy Golding may have some insight into this group.
Chairman Hiland asked Dorothy Solomon to speak to Peter DonKonics about the Historical Society. She will have Mr. DonKonics contact the TA.

Chairman Hiland would like to propose writing a letter of support and thanks to the Sheriffs Department and the State Police. Chairman Hiland made a motion to put together a short letter showing the Town's support. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**
Chairman Hiland will write the letter for the Board's signature.

9. Correspondence:

- A. Review and discuss 2 notices from Charter Communications (Spectrum)
The Board reviewed the notices
B. Review Carroll County Financial Statements for year ending December 31, 2018. The Board took this under advisement. The statements are available in the TA's office.

Tax Deeding – Chairman Hiland went back to this item under old business.

TA provided a policy on tax deed payment plan, Chairman Hiland asked that we have these prepared with Albany and then send it to town council and primex for review.

10. Public Comment: none

11. Next Meeting: July 22, 2020 at 5:30 PM at Albany Town Hall

12. Non-Public Sessions:

#1 Non Public Session under RSA 91-A:3, II (c) matters, which if discussed publicly may adversely affect the reputation of a person other than a member of the body or agency itself.

Chairperson Hiland made a motion to go into Non Public Session, Selectman Ferris seconded at 6:48 p.m. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

The decision made in Non Public Session was that the Town Administrator will send the property owner a letter reminding them that only one unregistered vehicle is allowed, on a property, per State Law.

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Chairman Hiland made a motion to leave Non Public Session and seal the minutes at 6:58 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

Chairman Hiland made a motion to seal the minutes of the proceeding Non Public Session. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

Adjournment: Chairman Hiland made a motion to adjourn at 7:01 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