

# Albany Selectmen's Meeting Minutes

Albany, New Hampshire  
August 12, 2020 at 5:30 P.M.



1. **Call to Order:** Chairman Hiland called the meeting to order at 5:38 p.m.

The meeting may be 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 Hiland led the meeting in the Pledge.

3. **Attendance: In Person:** Chairman R. Hiland, Selectperson C. Ryan, member of the Chapel Committee, P. DonKonics and Town Administrator, K. Collins, Town Clerk/Tax Collector, D. LeBlanc will join the meeting for a Non Public Session, Carroll County High Sheriff, D. Richardi will attend briefly  
**By Phone:** Selectman J. Ferris, and resident and Chairman of the Chapel Committee, D. Solomon

4. **New Business:**

- A. **Approval of August 5, 2020 minutes, including one set of sealed Non Public Session minutes.**

Selectperson Ryan made a motion to approve the August 5, 2020 Selectmen's Meeting minutes, including one set of sealed Non Public Session minutes, as presented. Selectman J. Ferris seconded. Any Discussion? TA will add a sentence clarifying Selectmen's Ferris idea that the USFS should be picking up the tab for patrols. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

- B. **Approval of August 12, 2020 consent file**

\_\_Review & Sign manifest in the amount of \$ 17,997.08

\_\_Review, discuss and approve/deny Sign Permit Application for Map 6, Lot 111

Selectman Ferris made a motion to approve the consent file as presented. Selectperson Ryan seconded. Discussion: The monthly statement for Colemans was \$13K, there was also an bill for street lights and the Sheriff's monthly bill. The sign permit is for Mr. Packard.

**Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

**5. Town Administrators Report:**

**A. Abatement of original Fadden timber cut bill and warrant and review, approval and sign corrected timber warrant and bill**

So the original bill was calculated with the incorrect rate. The TA worked with Rick Evans from DRA Timber and fixed the bill. There is an abatement and a new bill for a motion, vote and signature.

Chairman Hiland made a motion to approve the abatement for the original timber tax bill and warrant. 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 approve the new yield tax levy. Selectperson Ryan seconded.

**Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

**B. Review and discuss email from GOFERR regarding most recent grant submission**

The GOFERR denied the payroll that got approved on the last grant. They did approve the thermometer though. The Board is okay with not pursuing this.

**C. Review, discuss and authorize additional deed waivers from tax deeding and additional payment plan (see exhibits 5, C, 1-4)**

Chairman Hiland made a motion to ask the TC/TX asking that she pursue the court order from Small Claims Court for M3, L60-20. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

**D. Review and discuss notice from IRS**

We were notified that two February payroll tax amounts were paid late. Due to COVID they are waiving the penalties

**E. Review and discuss setting the rate of stipend for attendance at ZBA meetings**

The Planning Board members receive \$35 per meeting, including the Secretary. The ZBA members are currently at \$25 per meeting. I checked with my predecessor and she budgeted for \$25 per meeting for two meetings.

Chairman Hiland's recommendation is pay this out at the budgeted \$25 for the rest of the budget year and then he will make a motion to increase

it to \$35 per member/per meeting. Selectman Ferris and Selectperson Ryan agree to this plan.

**F.** New – The Town Administrator had a question about a building permit for a Wildwood Pump Station. The Town Administrator noted that the renewal is right on the permit. It is \$25 within one month of expiration, after that it is a square footage charge. After that you are supposed to file a whole new permit package and pay the fee. Only the BOS can abate this. The TA noted that she did send this to the Building Permit Administrator and he did not feel comfortable making a decision and asked her to take it to the Board. Ms. Valladares may want to re-do the whole packet so she could do a one year renewal, if necessary.

## **6. APPOINTMENTS:**

### **A. Meet with Peter DonKonic to review Report of the Chapel Committee**

The Board reviewed the written report, as read into the record of the meeting by Mr. DonKonic. See attached written report. Chairman Hiland noted that Mr. DonKonic had suggested approaching town counsel about dissolving the Historical Society. It is a registered 501c3. Mr. DonKonic may have a town meeting warrant article regarding this matter for 2021. The Town Administrator suggested asking the town counsel if we can spend legal funds on a separate 501c3. Chairman Hiland asked Mr. DonKonic if he is willing to provide any information they have on the Historical Society. **The Town cannot dissolve the Historical Society, the only way to dissolve the Society if there are members of the Society left, they can vote to dissolve it.** We will need the by-laws and articles of incorporation to send to the attorney. Mr. DonKonic and others are willing to assist with this at no charge. Mr. DonKonic asked if the Board is still meeting weekly. Chairman Hiland noted that we intend to have (3) meetings in September and (2) meetings in October.

### **B. Meet with Sheriff Domenic Richardi regarding patrols of Lower Falls on summer weekends.**

The Board and the Sheriff discussed increasing the patrol at Lower Falls by dedicating one patrol (4 hours) to that area on summer weekends. Discussed the possibility of adding the patrol for the summer and decreasing the patrol in November and/or December to save some funding. Chairman Hiland also made the Sheriff aware that there will be some “no parking” signs added to Ferncroft in the next couple of weeks.

Sheriff Richardi mentioned that he appreciated the letter of support his agency received from the Selectmen. He did share it with his officers and he did not see this coming, but appreciates the vote of confidence.

**7. Old Business:**

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

**B. Town Fees & Fines Review & Update:** P Carboni is back from vacation and R. Hiland will be meeting with him to review the fees.

**C. Select Board meetings:** – Review September calendar and set meeting dates. The Board set the date for September and October meetings and asked that TA notify Boards and Committees of deadlines for agenda for each meeting. The September meetings will be 9/2, 9/16 and 9/30 and the October meetings will be 10/7 and 10/21.

**D. NH State Surplus** – in process

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

**F. Chapel Committee/Historical Society** – in process

**G. Federal Land Access Program (FLAP)** – Review, discuss and authorizing the signing of the FLAP grant MOA

Last Thursday Selectman Hiland got an email reminding him that the MOA is due. They want to do the geological sampling in September and if we are still interested we need to send the executed Memo of Agreement (MOA) back. Chairman Hiland reminded the Board that HEB thought it would be \$500K to rebuild the road. The Feds thought it would be \$1.3 million. This geological study will tell us more about what it will cost to do the road. It is also written into this MOA that anything that isn't spent on this will get credited to the next phase. We are down to 17.55% as our share.

TA asked if the MOA has been vetted by the Town Counsel? It has. Our portion is \$21,060. Will need a motion to sign the agreement and a motion to withdraw the funds from the Highway Expendable Trust.

Selectman Ferris made a motion to authorize Chairman Hiland to approve and sign the MOA for the FLAP grant. Selectperson Ryan seconded.

**Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

Selectperson Ryan made a motion to expend \$21,060, from the general fund, and ask the Trustee of Trust Funds to withdraw and pay the Town the same \$21,060 back to the general fund from the Expendable Trust fund, designated for this purpose. Selectman Ferris seconded.

**Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

**H. Business Roundtable meeting** – TBD

**I. Cable TV contract (2021)** – Email sent to John Maher requesting a meeting in September, no response.

**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)**
- O. **Review and discuss reviewing the Town’s Emergency Operations Plan** – this needs to be done annually

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

- A. **Planning Board – Selectman Ferris** – see email regarding Planning Board’s request for Selectmen to consider making driveway permit process part of the Building Permit process  
Chairman Hiland asked Selectman Ferris to please explain why that makes sense. From the Selectmen’s point of view they would know when the building permit is being issued. **It was pointed out that generally, a driveway permit is obtained long before a building permit as the owner would likely need access for septic, clearing, and then building.** Chairman Hiland is in favor of turning it back over to the Planning Board. We need the planning board to draft a policy and tell us how they want this to work.
- B. **NHMA – Selectman Hiland** – nothing right now
- C. **Carroll County Broadband – Selectman Hiland** – still in the middle of the survey – extended to the end of the month.
- D. **Conservation Commission – Selectperson Ryan** – Cort Hansen has answered the inquiry from CVFD water and sewer department regarding any chemicals being used by the farmers who are leasing the town forest land(s).
- E. **Other:**

**9. Correspondence:** none

**10. Public Comment:** Dorothy Solomon noted that Peter DonKonics did an excellent job on the Chapel Report. The Board wholeheartedly agrees.

**11. Next Meeting:** August 19, 2020 at 5:30 PM at Albany Town Hall

**12. Non-Public Sessions:**

#1 Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee

Chairman Hiland made a motion to go into NP Session under RSA 91-A:3, II (b) at 7:15, Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland

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

Selectman Ferris made a motion to leave Non Public Session at 8:05 p.m. Chairman Hiland 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 immediately preceding Non Public Session for 60 days. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

Chairman Hiland made a motion to accept the resignation of Deputy Town Clerk/Tax Collector, Kathy Golding, effective immediately on August 12, 2020, with regrets. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**


Selectman Ferris made a motion to accept the resignation of Selectperson Ryan, effective 8/13/2020, reluctantly. Chairman Hiland seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – abstained; Selectman Ferris – aye. **Motion passed: 2-0-1**

The TC/TX per her letter of 8/12 makes the recommendation to appoint Cathy Ryan as Deputy Town Clerk Tax Collector, effective 8/13/2020

Chairman Hiland made a motion to appoint Cathy Ryan as Deputy Town Clerk, effective August 13, 2020, at a rate of \$20 per hour. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 2-0-1**

### **13. Adjournment:**

Chairman Hiland made a motion to adjourn at 8:15 p.m. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0**

 RH  
\_\_\_\_ CR  
\_\_\_\_ JF

Submitted by:  
Kelley A. Collins  
Town Administrator