

# Albany Selectmen's Meeting Minutes

Albany, New Hampshire  
September 16, 2020 at 5:30 P.M.



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

This meeting may be streamed at [www.TownHallStreams.com](http://www.TownHallStreams.com) and to participate you may call 1-480-660-5317. Use conference code 540682

2. **Pledge of Allegiance:** Chairman Hiland led the meeting in the Pledge
3. **Attendance: In Person:** Chairman R. Hiland and Town Administrator K. Collins. **By Phone:** Selectman Ferris (he is alone) and Dorothy Solomon/resident and Chairman of Chapel Committee (she is also alone)

4. **New Business:**

- A. **Approval of September 2, 2020 Selectmen's Meeting minutes.**

*Selectman Ferris made a motion to accept the minutes of the September 2, 2020 Selectmen's Meeting, as presented. Chairman Hiland seconded.*

*Chairman Hiland made a motion to amend the minutes page 2, under Town Administrators report. Regarding vote of town meeting don't have authority to waive the requirement. Chairman Hiland doesn't believe this was a vote of town meeting, it was a request of the Board of Selectmen. Selectman Ferris noted that the selectmen agreed to require human service agencies do the petition warrant article. This was a request for information from the Selectboard not a vote of town meeting. The Board agrees that they want petitions from the human service agencies.*

*Selectmen Hiland would like that paragraph amended to reflect this discussion.*

*Selectman Ferris seconded the amendment. Roll Call Vote: Chairman Hiland -aye; Selectman Ferris – aye. **Motion to amend passed 2-0-0.***

*Original motion was moved. Roll Call Vote: Chairman Hiland – aye; Selectman Ferris – aye. **Original Motion Passed 2-0-0***

- B. **Approval of September 16, 2020 consent file**

\_\_Review & Sign manifest in the amount of \$ 20,309.54, this includes manifest items from 9/10

\_\_Review & Sign manifest in the amount of \$152,248.74, this includes manifest items from 9/16/2020

\_\_\_ Review, discuss and approve Selectmen's Deed for 13 Von Hippel Lane

\_\_\_ Review, discuss and approve Sign Permit for 2072 NH Rte 16, M6, L85

Chairman Hiland has a couple of concerns on this sign permit. The applicant has 30 feet from center of road and the Town's requirement is 10 feet from travelled way. Chairman Hiland isn't sure that that meets the 10 feet if the road is 22 feet from the center line. He also needs to have safe site lines and he is wondering if the sign in the position the applicant wants to put it will allow for safe visibility to turn onto Route 16. Selectman Ferris suggest tabling it until they have a chance to review these items. Also, in the application the owner has listed a small LED lamp and on the picture it appears to be in the bottom of the sign and our ordinance requires that it be top down and completely shielded. The Board would like the Town Administrator to send a letter to the applicant to clarify these three items. The Board authorized the TA to write, sign and send the letter.

\_\_\_ Review, discuss and approve Building Permit for off-grid solar at M3,L7

\_\_\_ Review, discuss and approve Building Permit for off-grid solar at M11,L29 for the replace/repair of a bunkhouse

*Selectman Ferris made a motion to approve the consent file, as presented, except for the sign permit, which is tabled. Chairman Hiland seconded. Roll Call Vote: Chairman Hiland – aye; Selectman Ferris – aye. **Motion Passed 2-0-0***

**C. Review and discuss resignation of Planning Board Chair, Tara Taylor**

*Chairman Hiland made a motion to accept Mrs. Taylor's resignation from the Planning Board, with regret and thank her for her years of service. Chairman Hiland also asked the TA to prepare a letter thanking Mrs. Taylor. Selectmen Ferris seconded. Roll Call Vote: Chairman Hiland – aye; Selectman Ferris – aye. **Motion Passed 2-0-0.***

**D. Review and discuss Planning Board's request that Selectmen ask Profile Subaru to make an appointment to do a Site Plan Review of alleged development in the lot adjacent to their current business**

The Board reviewed the documentation from the Planning Board. The Board signed a letter to Mr. Petell asking him to make an appointment with the Planning Board for a site plan review. Chairman Hiland feels that this was actually an administrative function not necessarily enforcement but the letter has been prepared and is ready to go.

**5. Town Administrators Report:**

**A. Review and discuss Payroll Tax Deferral Program – opt out**

The Board reviewed the memo from New Business/Rhonda Rosand. The TA noted that we are not required to participate and at this time she recommends not participating. The Board of Selectmen agreed to opt out of the payroll tax deferral program for now.

**B. Review and discuss illegal dumping of construction debris that took place at the parking lot of the town forest**

The Board reviewed the photo of the alleged illegal dumping that took place over the weekend. The Chair of the Conservation Commission has, or will be asking, Curtis Coleman to pick the debris up and dispose of it properly and send the town an invoice. The Sheriff's Department would like the invoice as they have had pretty good luck identifying perpetrators of illegal dumping lately.

**C. Review and discuss update to COVID-19 policy**

The Town Administrator has updated the COVID-19 policy with regard to process for traveling outside the area and what the procedure would be if you answer yes to any questions on the screening form. The Board reviewed. The TA noted that she reviewed 3 other towns policies, as well as the recommendations of our insurance carrier, Primex. Selectman Ferris would like the word "voluntarily" deleted from the sentence: "Any employee, or elected official, who has regular contact with town offices (i.e. one or more days per week in town hall) and who answers "yes" to any question on the screening form, or who voluntarily travels outside of NH, VT, ME or MA, or who travels in public conveyances (i.e. plane, train, cruise ship, or bus) shall notify the Chairman of the Board of Selectmen, immediately, prior to returning to work or town hall."

*Chairman Hiland made a motion to include this paragraph into our COVID policy with the revision. Selectman Ferris seconded. Roll Call Vote: Chairman Hiland – aye; Selectman Ferris – aye. Motion passed: 2-0-0.*

**D. Review, discuss and set public hearing date for updates to violation fee schedule**

The Board reviewed updates to the fee schedule for Violations. These updates were recommended by Deputy Rowe, who works in town frequently. Any changes to the fee schedule will require a public hearing, which also requires 7 days notice and publication in a local newspaper.

*Chairman Hiland made a motion to take the changes, recommended by Sheriff, to our violations to a public hearing on September 30, 2020 at 6:00 p.m. at Town Hall. Selectman Ferris seconded. Roll Call Vote: Chairman Hiland – aye; Selectman Ferris – aye. Motion passed 2-0-0.*

**E. White Mountain Organic Growers – bankruptcy notice**

The Town Administrator notes that there is a way to file with the bankruptcy court to preserve our request for taxes, penalties and interest.

The TA asked permission to send this to Town Counsel for his review and assessment and possible filing. The Board unanimously agreed.

**6. APPOINTMENTS: none**

**7. Old Business:**

**A. Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission. Chairman Hiland noted that due to the resignation of Tara Taylor we need another person for the Planning Board

**B. Town Fees & Fines Review & Update:** See draft update to fees.

Chairman Hiland and Peter Carboni have met and reviewed our current permit fees as well as permit fees from some other local towns. The attached sheet are their recommended updates to our fee schedule. This adjustment in fees also requires a public hearing with notification and publication in a newspaper. The Board would like to hold these public hearings at the same time.

*Chairman Hiland made a motion to hold a public hearing on updating these fees on September 30, 2020. Selectman Ferris seconded. Roll Call Vote:*

*Chairman Hiland – aye; Selectman Ferris – aye. **Motion passed 2-0-0***

**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** – Nothing new on Chapel

Committee. TA noted that there were a couple of people in the Chapel for an hour or so on Tuesday.

**G. Federal Land Access Program (FLAP)** – MOA has been executed.

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

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

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

**K. Library cards:** Waiting to review draft MOU

**L. Process for making town hall campus ‘no smoking’ (added at 6/10 meeting)** – The “no littering” signs have been delivered and just need to be installed.

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

**N. Review and discuss letter sent to the owner of M3, L32 regarding possible land use code violations.**

The address we had for person who owns the property is the address we had in Florida. On that subject, Chairman Hiland is recommending letting that go to another meeting because much of the stuff has been removed.

Selectman Ferris is fine with that.

**O. Review and discuss holding Saco Valley Gem & Mineral Show in the large meeting room at town hall.** The BOS noted at their 9/2/2020 meeting that they would make a final decision on this at this meeting.

Chairman Hiland noted that Town Hall is all set up and cleaned for November elections and it would be a lot of work to take it all down, set it back up and disinfect. In addition, the Town Hall has still not been opened fully to the public. Selectman Ferris is in agreement with denying the use for now.

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

- A. **Planning Board – Selectman Ferris** - The Planning Board met on Monday, September 14, 2020. Driveway permits came up again and they are still leaving this to Curtis Coleman/Road Agent. The Planning Board is asking that any new driveway permit be emailed to the Chair and Secretary of the Planning Board.
- B. **NHMA – Selectman Hiland** – There is a Board Of Director’s meeting on Friday. The policy meeting should be set sometime in October.
- C. **Carroll County Broadband – Selectman Hiland** - They are looking to schedule a meeting the first week of October. It will be in Wolfeboro in the Great Hall. One of the Selectmen in Wolfeboro and a Wolfeboro resident and Chairman Hiland attended a meeting with Charter Communications with a Melinda Kenney (she is John Maher’s boss). They discussed broadband issue and she will also be addressing the contract situation with Albany.  
There was also a communication from Rob Koster with Consolidated Communications that there is a \$543 million appropriation for upgrading broadband in rural America
- D. Other: none

**9. Correspondence:**

- A. Review and discuss Assessing Officials 2021 Election Ballot  
The Board would like the Town Administrative to fill out the ballot
- B. Review and discuss NH Association of Assessing Official Scholarship Committee fundraising email. The Board reviewed the email.

**10. Public Comment:** Chairman Hiland would like to say that the election went very smoothly. The Deputy Town Clerk and Moderator did an excellent job running it and thank you to all the election workers who helped out.

**11. Next Meeting:** **September 23 , 2020 at 5:30 PM at Albany Town Hall**  
The Board is going to have a meeting next week to interview a perspective person who is interested in serving in the selectmen position vacated by Cathy Ryan – this will be done in non public session. We will be doing some minor agenda items.

**12. Non-Public Sessions:** as necessary

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

**13. Adjournment:** *Chairman Hiland Ferris made a motion to adjourn at 6:36 p.m. Selectman Ferris seconded. Roll Call Vote: Chairman Hiland – aye; Selectman Ferris – aye. Motion passed 2-0-0*

Submitted by:  
Kelley Collins  
Town Administrator