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# Albany Selectmen's Meeting Minutes

Albany, New Hampshire

March 23, 2022 at 5:30 p.m.



This meeting may be streamed at [www.TownHallStreams.com](http://www.TownHallStreams.com)

- 1. Call to Order:** Chairperson K. Golding called the meeting to order at 5:33, p.m.
- 2. Pledge of Allegiance:** Chairperson K. Golding led the meeting in The Pledge.

**In Attendance:** Chairperson K. Golding, Selectperson J. Spofford, Selectman K. Robitaille, Town Administrator K. Collins, residents Dorothy Solomon, Marc Mills and one other.

### **3. New Business:**

#### **A. Approval of March 2, 2022 Selectmen's Meeting minutes**

*Selectman K. Robitaille made the motion to accept the minutes of the March 2, 2022 Selectmen's Meeting, as presented. Selectperson J. Spofford seconded. Motion passed: 2-0-1*

#### **B. Appoint Chair and Vice Chair for Board of Selectmen**

*Selectman Robitaille made a motion to appoint Kathleen Golding as Chair, and Jennifer Spofford as Vice chair. Selectperson Spofford seconded. Motion passed: 3-0-0.*

#### **C. Approval of March 23, 2022 consent file**

\_\_Review & Sign manifest(s) in the amount of **\$28,546.46, \$7,804.60 and \$2,060.71**, this includes payroll and accounts payable for 3/9/2022, 3/16/2022 and 3/23/2022.

\_\_Review, discuss and approve/deny Application for Driveway Permit for Map 7, Lot 130 on Tabor Circle

\_\_Review, discuss and approve/deny Residential Building Permit for a shed at 3971 Kancamagus Highway, Map 13, Lot 3

\_\_Review, discuss and approve/deny Residential Building Permit for 2-bay garage at Map 11, Lot 7, 9 Hillside Road

*Chairperson K. Golding made a motion to approve the March 23, 2022 consent file, as presented. Selectman K. Robitaille seconded. Motion passed: 3-0-0.*

- D. Review, approve and sign the 2022 MS-232 Report of Appropriations Actually Voted**  
*Chairperson K. Golding made the motion to approve and sign the 2022 MS-232, as presented. Selectman K. Robitaille seconded. Motion passed: 3-0-0.*
- E. Review, discuss and approve/deny Application for Property Tax Credit/Exemptions for 2521 NH Route 16 (Veteran's Tax Credit)**  
The Town Administrator noted that the application does not meet the requirements of the Option Veteran's Tax Credit under RSA 72:28 V for dates served. She has prepared a letter outlining that.  
*Chairperson K. Golding made the motion to deny the Veteran's Tax Credit based on the fact that the applicant does not qualify under RSA 72:28, V Selectperson J. Spofford seconded. Motion passed: 3-0-0. The Selectmen signed the application.*
- F. Review, discuss and approve/deny request for abatement for resident on Passaconaway Road**  
The Town Administrator noted that the application was not timely and our Assessor recommends denial. The Town Administrator has sent the applicants an application and worksheet for the Elderly Exemption.  
*Chairperson K. Golding made a motion to deny the abatement as untimely. Selectman K. Robitaille seconded. Motion passed: 3-0-0.*
- G. Review, discuss and approve contract for Assessing Services for 2022 with Northtown Associates (tabled at 3/2/2022 meeting).**  
The Board has reviewed the agreement, the letter from the Department of Revenue Administration and the answer provided by Jason Call.  
*Chairperson K. Golding made a motion to approve and sign the 2022 contract for assessing services with Northtown Associates. Selectman K. Robitaille seconded. Motion passed: 3-0-0.*
- H. Review and discuss Town's Investment Policy as required by State Statute.**  
The Board reviewed and discussed the Town's Investment Policy and has no changes at this time.  
*Chairperson K. Golding made the motion to review and approve the current Investment Policy. Selectman K. Robitaille seconded. Motion Passed: 3-0-0*
- I. Review, discuss and approve Maintenance Agreement for Copier in TC/TX office w/Porter Office Machines**  
The Board reviewed the Service Agreement with Porter Office Machines and signed said agreement.

*Chairperson K. Golding made the motion to approve and sign the Service Agreement with Porter Office Machines. Selectperson J. Spofford seconded. Motion passed: 3-0-0.*

**J. Review, discuss, approve and re-appoint Chuck Merrow as Deputy Treasurer on Treasurer, Kathy Carrier's recommendation**  
*Chairperson K. Golding made a motion to re-appoint Chuck Merrow as the Deputy Treasurer per Treasurer Kathleen Carrier's recommendation. Selectman K. Robitaille seconded. Motion passed: 3-0-0.*

**K. Review, discuss, approve and re-appoint Ronald Ryan as a member of the Zoning Board of Adjustment (withdrawn)**  
The Town Administrator noted that Mr. Ryan is not interested. The Board appreciates Mr. Ryan's past service. The TA will send an email to Sam Farrington, notifying him that Mr. Ryan is not going to serve and see if he will call an organizational meeting and speak to members about any new candidates for member or alternate.

**4. Town Administrator's Report:**

**A. Review and discuss expenditure of American Rescue Plan grant funds for additional laptop for live-streaming meetings and cleaning up wiring in TX/TC office (see written Estimates 10065 & 10072 from CCS)**

The Town Administrator explained that in order for Valley Vision to live stream our meetings they need access to a laptop. While they could use the Town's current laptop, that means the TA will not have the use of said laptop for Selectmen's meetings. She recommends purchasing an additional laptop or having the Supervisor's keep their's in town hall for said use. In addition, there is a rat's nest of wires and hardware under the Town Clerk/Tax Collector's desk and it needs to be straightened out. Valley Vision also notes that their recording of meetings will be better with an ethernet connection and there is a quote for that, as well.

*Chairperson K. Golding made the motion to approve all of the hardware/software estimates, as presented. Selectperson J. Spofford seconded. Motion passed: 3-0-0.*

**5. APPOINTMENTS:** none

**6. Old Business:**

**A. Chapel/Historical Society –** The Town Attorney is working on clearing the deed to the chapel for the Town. The Town Attorney provided an email outlining status of this project.

**B. Federal Land Access Program (FLAP)** – Town Administrator has emailed both the Program Manager, Jacinda Russell, and the Town’s Engineer, Josh McAllister on 10/21/2021, 11/15/2021, 12/6/2021, 2/28/2022 and have a phone call scheduled for 3/2/2022. The phone call on 3/2/2022 was re-scheduled for 3/16/2022 in order to include representation from US DOT’s GeoTech team, Josh McAllister from HEB Engineering and the Town’s Road Agent, Curtis Coleman. The Town Administrator noted that her and Josh McAllister from HEB participated in a phone meeting on 3/16/2022 and the outcome was that US DOT would like the Town to meet with the Fire Department, Sheriff’s Department and USFS to determine if the closing of Passaconaway Road is feasible in any way.

The Board of Selectmen agreed to allow the Town Administrator to reach out to a representative of Conway Fire, the CC Sheriff’s Department, the School District (transportation person), USFS, the Town Engineer and the Town Road Agent, to meet face-to-face to discuss the feasibility of any kind of closure of Passaconaway Road during a repair of the “Narrows”.

**C. Review, discuss and approve pole license for Consolidated Communications** (this was tabled from 3/2 meeting in order to obtain legal advice)

The Town Administrator received legal advice from Matt Serge and has sent the most recent Resolution and blank pole license application to Consolidated. No response yet.

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

**A. Planning Board – Chairperson Golding –**

**B. Carroll County Broadband Committee – Co-Chair of CCBC, R.**  
Hiland provided the Town with a copy of the Feasibility Study that they commissioned.

**C. Other:**

**8. Correspondence:**

**A. Review email from Charter Communications regarding Upcoming Changes (price increases)**

The Board reviewed the notice of Upcoming Changes from Charter

**B. Review email from Charter Communications regarding Upcoming Changes (discontinuance of carrying Channel CR! Russia)**

The Board reviewed the notice Upcoming Changes from Charter.

**C. Review and discuss letter from NH Dept of Transportation re: scheduled roadway improvement project on Route 15 and subsequent survey**

The Board reviewed the notice from NH DOT and the TA has provided a copy to the Town's Road Agent.

**D. Review email from Charter Communications regarding Programming Change**

The Board reviewed the notice of Programming Change from Charter.

**E. Review and discuss email from NHMA regarding Governor's recommendation to suspend Rooms & Meals tax for the summer and impact on Town's revenue and therefor potential tax rate.**

The Board reviewed the Notice from NHMA. The Town Administrator did provide some impact for the Board.

The Board would like the TA to send a letter to our State House and Senate representatives to let them know that the Town needs that revenue to keep the tax rate stable.

**F. Review and discuss email from Charter Communications regarding upcoming changes – temporary reduction of prices.**

The Board reviewed the notice of Upcoming Changes from Charter

**D. Public Comment:** Mr. Marc Mills and another resident attended the meeting to discuss the use of the property next door to him on NH Route 16. Mr. Mills notes that the property (M6, L91 at 2038 NH Route 16) does not meet the Town's zoning for a buildable lot size of 2 acres and that it should not be grandfathered as there is no existing building on the lot. The Town Administrator noted that the previous Board of Selectmen sent Mr. Mills a letter, almost a year ago, in response to his complaints about the owner placing shed(s) on this property. The Board included a copy of a NH DES approval for construction of a septic system from 1991 and a copy an approved driveway permit from the State of NH DOT. There was also discussion regarding the fact that the lot is a pre-existing, non-conforming lot (i.e. it pre-existed town zoning ordinances and does not conform to current zoning requirements)

The current Board of Selectmen would like the TA to provide them with a copy of the complaint and letter regarding this property.

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**9. Next Meeting: April 13, 2022 at 5:30 PM at Albany Town Hall**

**10. Adjournment: Chairperson K. Golding made a motion to adjourn the meeting at 6:31 p.m. Selectmen K. Robitaille seconded. Motion passed: 3-0-0.**

Submitted by:  
Kelley Collins  
Town Administrator