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Albany Selectmen's Meeting Minutes

Albany, New Hampshire
December 28, 2022 at 5:30 p.m.

This meeting may be viewed or streamed at:

<https://www.youtube.com/channel/UCWTUwTLWsTlivkVVcQPGU1g>

- 1. Call to Order:** Chair K. Golding called the meeting to order at 5:30 p.m.

In Attendance: Chair K. Golding, Selectperson J. Spofford, Selectman K. Robitaille, Town Administrator, K. Collins and Videographer L. Slit

- 2. Pledge of Allegiance:**

- 3. New Business:**

- A. Approval of December 14, 2022 Selectmen's Budget Work Session minutes**

Selectman K. Robitaille made a motion to approve the minutes of the December 14, Selectmen's Budget Work Session, as presented. Selectperson J. Spofford seconded. Motion passed: 3-0-0.

- B. Approval of December 28, 2022 consent file**

__Review & Sign manifest(s) in the amount of **\$44,214.92 and \$28,261.43**, this includes payroll and accounts payable for 12/21 and 12/28//2022

__Review, discuss and approve/deny Veteran's Tax Credit for Map 9, Lot 145

Selectman K. Robitaille made a motion to approve the consent file of the December 28, 2022, as presented. Selectperson J. Spofford seconded.

Discussion: Veteran's Tax Credit. Applicant is resident of Portsmouth and gets Tax Credit(s) in Portsmouth therefore he does not qualify in Albany, at this time.

Chair K. Golding made a motion to deny the Veteran's Tax Credit and approve the rest of the consent file. Selectman K. Robitaille seconded.

Motion passed: 3-0-0.

- C. Review, discuss, approve and sign maintenance agreement for 2023 with Porter Office Machines for (3) copy machines)**

The Board reviewed and approved the annual maintenance agreement for the (3) copy machines with Porter Office Machines.

Chair K. Golding made a motion to approve and sign the maintenance agreement for the (3) copy machines with Porter Office. Selectman K. Robitaille seconded. Motion passed: 3-0-0.

4. Town Administrator's Report:

A. Review, discuss and vote on any 2022 encumbrances into 2023 (matching funds for LHMP update grant and annual alarm maint)

Chair K. Golding made a motion to encumber the following funds from 2022 into 2023:

Matching funds for LHMP update (Emergency Management 4290.04) in the amount of \$5,833

Annual Alarm Maintenance (Town Hall Security 4194.09) in the amount of \$643.50

Selectman K. Robitaille seconded. Motion passed: 3-0-0.

B. Review and discuss recommendation to budget \$15,000 under tax deeding/legal and use 12/31 fund balance to offset this amount as it was encumbered from 2021 to 2022 and still unexpended. May want to consider doing the same with some part of the Chapel encumbered legal fees

The Town Administrator noted that based on preliminary emails with the Town Attorney she thinks we should definitely budget the \$15,000 for Legal/Tax Deeding and then offset it with \$15,000 in revenue from December 31, 2022 unassigned fund balance as that amount will drop into unassigned fund balance because we encumbered it from 2021 to 2022 and did not expend it.

C. Review and discuss draft letter for Selectmen to send to properties tax deeded on 12/8/2022

The Board of Selectmen reviewed the letter to be sent, approved and signed the ten letters to owners whose property they took by tax deed for non-payment of 2019 taxes.

D. Town Administrator would like to order checks in 2022

The Town Administrator got an estimate for printing of checks. We will need them sometime in 2023. A quantity of 500 is \$821 without shipping and a quantity of 1000 is \$1031 without shipping. The Board approved the TA purchasing check from 2022. She noted she would send the order tonight, before she leaves.

5. APPOINTMENTS/PUBLIC HEARING - none

6. Old Business:

- A. Chapel/Historical Society** – The Town Attorney is working on an affidavit for the Court on what the Town has done to try to locate members of the Church that deeded the Chapel to the Town.
- B. Federal Land Access Program (FLAP)** – Josh McAllister/Engineer with HEB sent to US DOT program manager on 10/3/2022

7. Other Business (and Board reports):

- A. Planning Board – Chairperson Golding –**
- B. Other:**

8. Correspondence:

- A. Review and discuss update to hourly rate for Town Attorney to \$230/hour**

The Board reviewed the letter notifying the Town of the increase in hourly rate for town attorney.

- B. Review and discuss Charter Communications notice of Upcoming Changes (rate increases)**

The Board reviewed the notice from Charter Communications of Upcoming Changes

- C. Review and discuss NH DOT's notice of one-time Bridge Payment in the amount of \$45,441.18**

The Board reviewed the notice of a one-time Bridge Payment from the State of NH in the amount of \$45,441.18. TA noted that this money cannot be put into the CRF or ETF but must be expended on maintenance of municipal bridge(s). She has sent a copy to Curtis Coleman.

- D. Review and discuss letter from NH DOT regarding safety measures for Route 16**

The Board reviewed the more formal letter from William Lambert at NH DOT regarding speed survey and safety measures for NH Route 16.

9. Public Comment: none

10. Non Public Session under RSA 91-A:3, II as necessary

- A. Non Public Session under RSA 91-A:3, II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

Chair K. Golding made a motion to go into Non Public Session under RSA 91-A:3, II (a) at 6:00 p.m. Selectman K. Robitaille seconded. Roll Call Vote:

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Chairman K. Goldin – aye, Selectperson J. Spofford – aye, Selectman K. Robitaille – aye.

The Board discussed the compensation of a public employee

Chair K. Golding made a motion to leave Non Public Session and seal the minutes for 90 days at 6:15 p.m. Selectman K. Robitaille seconded. Roll Call Vote: Chairman K. Goldin – aye, Selectperson J. Spofford – aye, Selectman K. Robitaille – aye.

11. Next Meeting: January 11, 2023 at 5:30 PM at Albany Town Hall

The Board will be meeting with the Chair of the Planning Board and the Chair of the Conservation Commission to review their 2023 proposed budgets

12. Adjournment: Selectman K. Robitaille made a motion to adjourn at 6:15 p.m. Selectperson J. Spofford seconded. Motion passed: 3-0-0.

Submitted by: Kelley A. Collins/Town Administrator