

KG
KR
JS

Albany Selectmen's Meeting Minutes

Albany, New Hampshire
April 12, 2023 at 5:30 p.m.



1. Call to Order: Chair K. Golding called the meeting to order at 5:33 p.m.

This meeting may be viewed or streamed at:

https://youtube.com/playlist?list=PLE32cPKZXM4_W1ba2XKkjQH6Flf_gx5AI

2. Pledge of Allegiance: Chair K. Golding led the meeting in The Pledge

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

3. New Business:

A. Approval of March 29, 2023 Selectmen's Meeting minutes

Chair K. Golding made a motion to approve the minutes of the March 29, 2023 Selectmen's Meeting, as presented. Selectperson J. Spofford seconded.

Motion passed: 2-0-1.

B. Approval of April 12, 2023 consent file

__Review & Sign manifest(s) in the amount of \$4,410.58 and \$68,060.31 this includes an accounts payable and payroll manifest for 4/5 and 4/12/2023

__Review, discuss and approve Gravel Tax Warrant for M7, L58

__Review, discuss and approve Petition for Pole License from Consolidated Communications

__Review, discuss and approve/sign Notice of Intent to Excavate at M7, L58 for 2023

__Review, discuss and approve/sign Timber Tax Warrant for M9, L92 and M8, L68 – review tax rate for cut

Selectman K. Robitaille made a motion to approve the April 12, 2023 consent file, as presented. Selectperson J. Spofford seconded. Motion passed: 3-0-0.

C. Review and discuss National Flood Insurance Program (NFIP) community responsibilities and name a community administrator/contact

The Board reviewed the letter from the NFIP. The Planning Board is tasked with community responsibilities. The TA will fill out the paperwork and return and will cc: the Planning Board

D. Review & discuss organization of the Board of Selectmen for 2023 including, but not limited to: Chair/Vice Chair, Representative on Planning Board & ConComm, Representative to NCC and TAC Committee

K Golding made a motion to nominate Jennifer Spofford as Chair. K. Robitaille seconded. Motion passed: 3-0-0

K. Golding made a motion to nominate K Robitaille as Vice Chair. J. Spofford seconded. Motion passed: 3-0-0.

K Golding made a motion to nominate Kelly Robitaille as the Selectemen's Representative to the Planning Board. J. Spofford seconded. Motion passed: 3-0-0

K. Golding made a motion to appoint J. Spofford as Chair of BOS, K. Robitaille as Vice Chair of BOS, and to appoint K. Robitaille as Selectmen's Representative to the Planning Board. J. Spofford seconded. Motion passed 3-0-0

The Board discussed the Conservation Commission's request to have a Selectmen's Representative on their Commission. The Town Administrator noted that RSA 673:7,I in part states "...no more than one appointed or elected member fo the planning board shall serve on the conservation commission, the local governing body, or a local land use board as defined in RSA 672:7." Therefore K. Robitaille could not serve in this capacity and J. Spofford and K. Golding do not have availability to serve. The Board will continue to review the ConComm's minutes and will help in any way they can, but there will not be a selectmen's representative on the ConComm.

E. Review, discuss, and nominate a Health Officer for the Town of Albany

Selectperson K. Golding noted that we haven't had a lot of action on the health officer side, but that being said we really need someone who can go out and inspect and provide written documentation of findings. Selectperson K. Golding started asking around and our current Building Permit Administrator is the Health Officer for the Town of Conway and the Town of Eaton and he is willing to serve Albany in that capacity.

Selectperson K. Golding made a motion to nominate David Pandora as the Health Officer for the Town of Albany. Chair J. Spofford seconded. Motion passed: 3-0-0.

The Town Administrator noted that Albany really is to the point that we need to consider having a Code Enforcement Officer. The TA is fielding 2 – 3 land use complaints weekly, some of which really need more investigation

than she can provide. Selectperson K. Golding noted that it wasn't in the budget for 2023 but we should definitely look into that for 2024.

F. Review, discuss and approve/deny re-appointment of Sean Wadsworth, Mike Steward and Kevin Tilton as members of the Conservation Commission upon the recommendation of the ConComm

Selectperson K Golding made a motion to re-appoint Sean Wadsworth, Mike Steward and Kevin Tilton as members of the Conservation Commission. Chair J. Spofford seconded. Motion passed: 3-0-0

G. Review, discuss and approve/deny appoint of Robert Parrish as Albany's representative to the Local River Management Advisory Committee

Selectperson K. Golding made a motion to appoint Robert Parrish as Albany's representative to the Local River Management Advisory Committee. Chair J. Spofford seconded. Motion passed: 3-0-0.

H. Review, discuss, approve/deny appointment for Sheri Coleman as a member of the Zoning Board of Adjustment

Selectperson K. Golding made a motion to re-appoint Sheri Coleman as a member of the Zoning Board of Adjustment. Selectman K. Robitaille seconded. Motion passed: 3-0-0.

I. Review, discuss, approve/deny appointment for Joseph Ferris as a member of the Zoning Board of Adjustment *(this item was tabled by BOS at 3/29/2023 meeting) See "E" above.*

Selectperson K. Golding made a motion to appoint J. Ferris as a member of the ZBA, Chair J. Spofford seconded. Motion passed: 3-0-0

4. Town Administrator's Report:

A. Review and discuss error in 2021 with amount paid to Conway for Valley Vision. (WA passed at \$2700 and I only paid over \$2500)

The Town Administrator made the Board aware that she made an error in 2021 and only paid the Town of Conway \$2,500 of the approved \$2,700 petition warrant article. The Board is fine with the TA rectifying this error.

B. Review and discuss 1st Quarter 2023 expenditure and revenue reports vs. budget

The Town Administrator (TA) provided the Selectmen with a 1st Quarter 2023 expenditure and revenue report. She did note that revenues are much better than originally anticipated. For example: she budgeted \$350K in MV registrations and as of 3/31 the town has already collected \$178K.

The Town Administrator had the Board review, approve and sign two letters of alleged land use violations for 2642 NH Route 16 (Map 3, Lot 12) and 426 Drake Hill Road (Map 3, Lot 65). The letters went both certified and regular US mail.

5. APPOINTMENTS/PUBLIC HEARING - none

6. Old Business:

- A. Chapel/Historical Society** – Town Attorney has sent the cy pres petition and affidavit to Charitable Trust and will keep us updated
- B. Federal Land Access Program (FLAP)** – email was sent to the program manager at US DOT, Jacinda Russell, on 4/3/2023

7. Other Business (and Board reports):

- A. Planning Board** –
- B. Other:**

8. Correspondence:

- A. Review and discuss notice from USDA regarding Hale’s Location Wildfire Resiliency Project**

The Board reviewed the notice from USDA

- B. Review and discuss 1st Qtr Fire Department stats**

The Board reviewed the 1st Qtr 2023 fire department statistics

- C. Review and discuss SAU9’s email regarding installation of a 4” above ground water main on the border between the railroad property and Town of Albany’s property from the river for the purposes of irrigating the athletic fields at Kennett Middle School.**

The TA noted that she sent this email to the Conservation Commission because they generally have the jurisdiction over the Town Forest.

9. Public Comment: none

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

- A. Non Public Session under RSA 91-AL3 II (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Selectperson K. Golding made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 6:14 p.m. Chair J. Spofford seconded. Roll Call Vote: Chair

J. Spofford – aye; Selectman K. Robitaille – aye; Selectperson K. Golding – aye.

The Board reviewed and entered into a payment plan for the redemption of tax deeded property

Selectperson K. Golding made a motion to leave Non Public Session and seal the minutes at 6:25 p.m. Chair J. Spofford seconded. Roll Call Vote: Chair J. Spofford – aye; Selectman K. Robitaille – aye; Selectperson K. Golding – aye.

B. Non Public Session under RSA 91-A:3II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Chair J. Spofford made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 6:26 p.m. Selectperson K. Golding seconded. Roll Call Vote: Chair J. Spofford – aye; Selectman K. Robitaille – aye; Selectperson K. Golding – aye.

The Board reviewed an affidavit for ownership and voted to instruct the Assessor J. Call to use said affidavit.

Selectperson K. Golding made a motion to leave Non Public Session and seal the minutes at 6:40 p.m. Chair J. Spofford seconded. Roll Call Vote: Chair J. Spofford – aye; Selectman K. Robitaille – aye; Selectperson K. Golding – aye.

11. Next Meeting: April 26, 2023 at 5:30 PM at Albany Town Hall

12. Adjournment: Chair J. Spofford made a motion to adjourn at 6:42 p.m. Selectman K. Robitaille seconded. Motion passed 3-0-0.

Submitted by
Kelley A. Collins
Town Administrator