



Albany Selectmen's Meeting Minutes

Albany, New Hampshire
 May 31, 2023 at 5:30 p.m.

1. Call to Order: Chair J. Spofford called the meeting to order at 5:30 p.m.

This meeting may be viewed or streamed at:

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

2. Pledge of Allegiance: Chair J. Spofford led the meeting in The Pledge.

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

3. New Business:

A. Approval of May 10, 2023 Selectmen's Meeting minutes

Selectperson K. Golding made a motion to accept the minutes of the May 10, 2023 Selectmen's Meeting, as presented. Selectman K. Robitaille seconded.

Motion passed: 3-0-0.

B. Approval of May 31, 2023 consent file

__Review & Sign manifest(s) in the amount of **\$16,020.89, \$100,646.43 and \$95,500.59** this includes an accounts payable and payroll manifest for 5/17, 5/24 and 5/31/2023

__Review, discuss and approve/deny a Commercial Building Permit Application for 1297 NH Route 16 with conditions

__Review, discuss sign permit for Habitat for Humanity at 2443 NH Route 16

__Review, discuss, approve/deny Local Approval for Construction of an Individual Sewage Disposal System at 10 Red Path Road

__Review, discuss, approve/deny Retailer Dealer License and Registration for Albany Auto Tire and Transmission at 1297 NH Route 16 – Suite B

__Review, discuss, approve/deny residential building permit for a 24'x48' equipment shed at 118 Abenaki Way

Selectperson K. Golding made a motion to accept the consent file of May 31, 2023, as presented. Selectman K. Robitaille seconded. Motion passed: 3-0-0

C. Review, discuss and approve/deny driveway permit for Map 3, Lot 71 (see letter)

The Town Administrator noted that the driveway permit for Map 3, Lot 71 is for access from a private right of way, established as part of a subdivision process with the Planning Board in 2003. As such, the Road Agent does not issue driveway permits from private ways. After looking at the approved subdivision the conditions note that the access for Lot 4 (Map 3, Lot 71) is to come from the .73 acre private right of way. This is not what the driveway permit proposes.

Selectperson K. Golding made a motion to send a letter to Ms. Croto noting the conditions of the 2003 approved subdivision. Chair J. Spofford seconded.

Motion passed: 3-0-0.

D. Review & discuss MS 535

The Board reviewed the MS 535

E. Review, discuss, approve and sign letter to owner of 56 Ridge View Drive re: drainage issues with their property (at Road Agent's request)

The Town Administrator noted that the Road Agent asked the Selectmen to correspond with the owner 56 Ridge View Road regarding drainage from that property that caused damage to the Town road during the May 1, 2023 rain event. The TA did consult with NHMA legal department and it was noted that there are statutes for recouping the cost of repairs from private landowners. The Road Agent is just hoping that the owner will address this so it does not happen again. The Board signed a letter to the homeowner.

F. Review, discuss, approve and sign contract for security system monitoring with CentrAlarm

The Board reviewed, approved and signed the contract for security monitoring.

G. Review, discuss, approve and sign renewal for health insurance with HealthTrust, effective 7/1/2023 (this is within the NTE number provided for 2023 budget)

The Board reviewed, approved and signed the renewal for health insurance, effective 7/1/2023

H. Review, discuss, approve and sign the Warrant for the 1st Issue 2023 Property Tax Bills

The Board reviewed, approved and signed the Warrant for the 1st Issue 2023 Property Tax Bills. The due date will be 7/5/2023.

I. Review & discuss the residential building permit submitted for Hikers Haven, LLC located at 10 Red Path Road (see Building Permit Administrator's email)

The Board reviewed the building permit for Hikers Haven Property and the recommendations of the Building Permit Administrator. *Selectperson K. Golding made a motion to send the owner a letter asking for additional information with regard to building materials and that if they want approval for the addition they will need to go to the Zoning Board of Adjustment for a Variance for the non-conformity. Chair J. Spofford seconded. Motion passed: 3-0-0.*

The Town Administrator will send the owner a letter.

J. Review & discuss appointment of Rep to MWVEC

The TA pointed out that Sara Young-Knox resigned from this position last year and we have not had a representative since then. The Board is ok with the MWVEC appointing an at-large member, if they can find one to serve.

4. Town Administrator's Report:

A. Review and discuss expenses associated with the 5/1/2023 rain event and status of potential FEMA declaration

The Town Administrator and Road Agent met with representatives from FEMA and NH Homeland Security and Emergency Management this morning to go over the damage assessment. The Road Agent took the Reps on a tour of the three sites where culverts were replaced. To-date the Town has spent \$66,000+ on repairs. The Town cannot access unassigned fund balance until we are in danger of over-expending the entire bottom line budget. What we can do though is hold a public hearing and then the Selectmen (as the agents to expend) may use the Highway Expendable Trust Fund for the funds and use 2023 unassigned fund balance (with the vote of the 2024 town meeting) to replenish the Highway ETF.

B. Review and discuss a preliminary meeting with Town Administrator, Selectman K. Robitaille and a Representative from North Country Council to meet with Jason Ayotte/NH DOT to discuss status of NH DOT Route 16 Proj #29597

Prior to holding another public forum regarding Project 29597 it is advisable for the Town Administrator, a selectman and perhaps a representative from North Country Council to meet with Jason Ayotte of NH DOT. Selectman K. Robitaille would prefer a Tuesday at 3:00 p.m. or later.

C. Review, discuss and approve or deny the request for waiver for a camping violation

The Town Administrator provided the Board with a copy of the request from the person who received a camping ticket last weekend, a copy of the town

ordinance and the correspondence between the person who got the ticket and Deputy Sheriff S. Rowe was reviewed.

Chair J. Spofford made a motion to deny Mr. Dubois request for a waiver from his camping violation. Selectperson K. Golding seconded. Motion passed: 3-0-0.

5. APPOINTMENTS/PUBLIC HEARING - none

6. Old Business:

A. Chapel/Historical Society –

B. Federal Land Access Program (FLAP) – Review and discuss email from USDOT Program Manager Jacinda Russell dated 5/23/2023. The Board would like to meet with the Road Agent to discuss next steps and what, if anything, the Town can do to improve this stretch of Passaconaway Road.

7. Other Business (and Board reports):

A. Planning Board – Selectman K. Robitaille – the next planning board meeting is Monday, June 12, 2023

B. Other:

8. Correspondence:

A. Review and discuss email from Kim Varney Chandler regarding her willingness to provide a presentation on Covered Bridges of NH

The Board reviewed the email from Ms. Varney Chandler. Chair J. Spofford suggesting forwarding this offer to the Library as this is a program perhaps better offered by them.

9. Public Comment: none

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

A. Chair J. Spofford made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 6:06 p.m. under NH RSA 91-A:3, 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 seconded.

Roll Call Vote: Chair J. Spofford – aye; Selectperson K. Golding – aye; Selectman K. Robitaille -aye.

The Board will be turning this matter over to the Town Attorney, Matthew Serge.

Selectperson K. Golding made a motion to leave Non Public Session at 6:19 p.m. and seal the minutes of the Non Public Session pending completion of any court action. Chair J. Spofford seconded. Roll Call Vote: Chair J. Spofford – aye; Selectperson K. Golding – aye; Selectman K. Robitaille – aye.

B. Chair J. Spofford made a motion to go into Non Public Session under RSA 91-A:3, II (c) at 6:19 p.m. under NH RSA 91-A:3, 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 seconded. Roll Call Vote: Chair J. Spofford – aye; Selectperson K. Golding – aye; Selectman K. Robitaille -aye.

No decision was made in Non Public Session.

Selectperson K. Golding made a motion to leave Non Public Session at 6:30 p.m. and seal the minutes of the Non Public Session. Chair J. Spofford seconded. Roll Call Vote: Chair J. Spofford – aye; Selectperson K. Golding – aye; Selectman K. Robitaille – aye.

11. Next Meeting: June 14, 2023 at 5:30 PM at Albany Town Hall

12. Adjournment: Chair J. Spofford made a motion to adjourn at 6:30 p.m. Selectman K. Robitaille seconded. Motion Passed: 3-0-0.

Submitted by:
Kelley A. Collins
Town Administrator