

KG  
KLR



# Albany Selectmen's Meeting Minutes

Albany, New Hampshire  
January 10, 2024 at 5:00 p.m.

This meeting may be viewed or streamed at:

[https://youtube.com/playlist?list=PLE32cPKZXM4\\_W1ba2XKkiQH6Fif\\_gx5AI](https://youtube.com/playlist?list=PLE32cPKZXM4_W1ba2XKkiQH6Fif_gx5AI)

**1. Call to Order:** Chair K. Golding called the meeting to order at 5:00 p.m.

**In Attendance:** Chair K. Golding, Selectman K. Robitaille, Town Administrator K. Collins and videographer

**Absent:** Selectman J. Drouin

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

**3. New Business:**

**A. Approval of December 27, 2023 Selectmen's Meeting minutes**

*Chair K. Golding made a motion to accept the minutes of the December 27, 2023 Selectmen's Meeting, as presented. Selectman K. Robitaille seconded. Motion passed: 2-0-0.*

**B. Approval of January 10, 2024 consent file**

Review & Sign manifest(s) in the amount of \$49,798.47, \$8,507.21, \$3,989.05 and \$2,206.20 this includes an accounts payable and payroll manifest for 12/31/2023 (2), and 1/3 and 1/10/2024

Review and approve/deny Driveway Permit for M7, Lot 120-1 Bald Hill Road

Review and approve/deny Residential Building Permit for Map 1, Lot 2-2 20 Ferncroft Road for a solar array

Review and approve/deny Residential Building Permit for Map 9, Lot 54, 1454 Passaconaway Road for updates to mobile home

*Selectmen K. Robitaille made a motion to approve the January 10, 2024 Consent File, as presented. Chair K. Golding seconded. Motion passed: 2-0-0.*

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

**A. Review and discuss complaint to Sheriff's Department regarding possible illegal dumping on High Street**

The Town Administrator has reached out to the Road Agent, asking him to help her identify the owner of this property so that a letter can be sent to him/her requesting that they clean up their property.

**B. Review and discuss email about removing the old Darby Field Inn sign**

The Town Administrator discussed this with the Road Agent and since the sign was a private sign, it was not installed by the town and it is not on a town road, he recommends that the town not remove it. The Selectmen agreed that the Town cannot remove a private sign.

**C. Review and discuss December filing of tax lien**

The Board briefly reviewed the duplicate filing of the 2023 tax lien and how the tax collector intends to rectify the situation

**D. Review and discuss updated 2024 draft budget and warrant**

The Board reviewed the draft budget and warrant. Bill at Valley Vision approached Chair K. Golding requesting that the Valley Vision petitioned warrant article be moved to the operating budget. Chair K. Golding agreed to place the amount received in the previous calendar year into the following year's operating budget. Chair K. Golding instructed the TA to create an account under "Culture and Recreation" and to put the amount from the franchise fees (rounded to the nearest dollar) in 2023 into the 2024 draft operating budget. Selectman K. Robitaille agrees. In addition to using 12/31/2023 fund balance to return monies removed for 5/1/223 flood damage repairs to roads and funding the Road Maintenance warrant article, the Chair would like to offset any increase to the operating budget with 12/31/2023 fund balance. There was also some discussion regarding moving some of the Cemetery Operating budget to the warrant article and using the Cemetery ETF.

**E. Review and discuss updating information for National Flood Insurance Program (NFIP)**

The TA noted that last year the Board earmarked the Chair of the Planning Board as the Town Rep for NFIP, however, after reviewing the scope of responsibilities he believes this should be tasked to the Town Administrator. The Board of Selectmen requested that the Town Administrator be the representative for the NFIP. The TA will take care of updating the documentation

**F. Review and discuss 2024 3% COLA, effective date**

The Town Administrator asked the selectmen when they would like to 2024 COLA to be effective. An employee asked when it would take effect, since last year it took effect on 1/1. Chair K. Golding noted that we could either make a retroactive payment ack to 1/1 after town meeting or do it in the next payroll. The Board instructed the TA to make the payment in the next payroll back to 1/1.

**5. APPOINTMENTS/PUBLIC HEARING**

**6. Old Business:**

**A. Chapel/Historical Society** – Review and discuss email update on Chapel deed clearing process from Town Attorney. Attorney Serge believes the case will be wrapped up in early 2024.

**7. NH DOT Project 29597 NH Rte 16** – The Town Administrator received an email from J. Ayotte/DOT Project Manager. Project Manager Ayotte has been in touch to ask the selectmen how they felt about holding an additional public informational meeting after a selectmen's meeting in either March or April 2024. The TA noted that March will be tough as it is town meeting and audit season. The Board agreed April looked better but Chair K. Golding noted that she would not be running so it will be Selectman Robitaille and perhaps Selectman Drouin if he runs for the rest of the term J. Spofford vacated (one year). TA suggested checking with Selectman Drouin at the 1/24/2024 meeting to see if April works for him. She will email Project Manager J. Ayotte and let him know we will be in touch.

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

**A. Planning Board – Selectman K. Robitaille** – January meeting was cancelled.

**B. Other:** Selectmen K. Robitaille asked TA if she plans to stay employed with the town despite reaching a milestone birthday in 2024? The Town Administrator noted that it was her intention to stay at least through full social security eligibility age which would be December of 2025, but anything can happen. There was some general discussion regarding hiring a part time AA so that TA could start training. Chair K. Golding strongly feels that this will be a full time position as she believes the current TA can do it in 26 hours a week due to many years of experience. Selectman K. Robitaille asked Chair K. Golding if she would make herself available for interviews and she said she would.

**9. Correspondence:**

**A. Review and discuss draft minutes of January 2, 2024 Conservation Commission Meeting**

The Board will review the minutes of the 1/2/2024 CC meeting.

**B. Review and discuss letter from Charter Communications regarding Upcoming Changes**

The Board reviewed the notice of upcoming changes from Charter Communications

**10. Public Comment:** none

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

**A. Non Public Session under 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.

*Chair K. Golding made a motion to go into Non Public Session at 5:30 p.m. Selectman K. Robitaille seconded. Roll Call Vote: Chair K. Golding – aye; Selectman K. Robitaille – aye.*

The Board voted to send a letter to the owner of 1510 Passaconaway Road regarding alleged zoning violations.

*Chair K. Golding made a motion to leave Non Public Session at 5:54 p.m. and seal the minutes. Selectman K. Robitaille seconded. Roll Call Vote: Chair K. Golding – aye; Selectman K. Robitaille – aye.*

**12. Next Meeting:** Wednesday, January 24, 2024 at 5:30 p.m.

**13. Adjournment:** *Chair K. Golding made a motion to adjourn at 5:55 p.m. Selectman K. Robitaille seconded. Motion passed: 2-0-0.*

Submitted by:  
Kelley A. Collins  
Town Administrator