



Albany Selectmen's Meeting Minutes

Albany, New Hampshire
March 27, 2024 at 5:30 p.m.

This meeting may be viewed or streamed at:

https://youtube.com/playlist?list=PLE32cPKZXM4_W1ba2XKkjQH6Fif_gx5AI

1. **Call to Order:** K. Robitaille called the meeting to order at 5:34 p.m.

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

In Attendance: Selectmen K. Robitaille, J. Drouin, and R. Hiland, Town Administrator K. Collins, Videographer L. Slitt

3. **New Business:**

A. **Review and discuss organizing Selectboard (i.e. Chair, Vice Chair, other assignments)**

Selectman R. Hiland made a motion to appoint Kelly Robitaille as Chair. Selectman J. Drouin seconded. Motion passed: 2-0-1 (Selectman K. Robitaille abstained)

Chairman K. Robitaille made a motion to appoint J. Drouin as Vice Chair. Selectman R. Hiland seconded. Motion passed: 2-0-1 (Selectman J. Drouin abstained)

The Board agreed that Chair K. Robitaille will continue as the ex-officio member of the Planning Board and Selectman R. Hiland will continue as a member of the Zoning Board of Adjustment

B. **Approval of March 12, 2024 Selectmen's Meeting minutes**

Chair K. Robitaille made a motion to approve the minutes of the March 12, 2024 Selectmen's Meeting, as presented. Selectman J. Drouin seconded. Motion passed: 2-0-1

C. **Approval of March 27, 2024 consent file**

__Review & Sign manifest(s) in the amount of **\$17,486.10 and \$49,057.39** this includes an accounts payable and payroll manifests for 3/20, and 3/27/2024 and 4/3/2024

__Review, discuss, approve/deny Residential Building Permit for single family home at 2065 NH Route 16

__Review, discuss, approve/deny Residential Building Permit for 60x60 agricultural storage building at Map 7, Lot 52

__Review, discuss, approve/deny Residential Building Permit to convert deck to sun room at 89 Mountain View Drive

__Review, discuss, approve Residential Building Permit for single family home at 1997 NH Route 16, permit expired in January 2024

Selectman R. Hiland made a motion to approve the consent file, for discussion. Chair K. Robitaille seconded.

Discussion: The Town Administrator noted that on the building permit for 2065 NH Route 16 there is an existing shed that the Building Permit Administrator noted is less than 25' from the property line (as required by Town Zoning Ordinance). She asked the Board if they want to make moving the shed to meet the 25' set back a condition of approving the building permit.

Selectmen R. Hiland made a motion to amend the approval of the consent file to include a condition of moving the shed to meet zoning setbacks for the building permit for 2065 NH Route 16. Selectman J. Drouin seconded. **Motion passed: 3-0-0.**

Chairman R. Robitaille called for a vote on the original motion. **Motion passed: 3-0-0.**

D. Review, discuss and approve the following appointments:

1. Peter DonKonics & Keith Croto – reappointment to Zoning Board of Adjustment
2. Chuck Merrow – reappointment as Deputy Treasurer (upon recommendation of Treas)
3. Katelyn Quint – reappointment as Deputy Town Clerk/Tax Collector
4. Kelley Collins – reappointment as Welfare Director
5. Sean Wadsworth & Curtis Coleman – reappointment to Planning Board

Selectman R. Hiland made a motion to appoint P. DonKonics and K. Croto to the ZBA, to appoint C. Merrow as Deputy Treasurer, to appoint K. Quint as Deputy Town Clerk/Tax Collector, to appoint K. Collins as Welfare Director and to appoint S. Wadsworth and C. Coleman to the Planning Board. Selectman J. Drouin seconded. **Motion passed: 3-0-0.**

E. Review, discuss and sign letter re: lowering Route 16 speed limit per vote of Town Meeting

The Selectmen signed the letter/proclamation that passed at the March 12, 2024 Town Meeting. The TA will distribute the letter and provide S. Wadsworth with a copy. S. Wadsworth has also asked that it be sent to The Daily News.

F. Review monthly bank reconciliations per recommendation of Auditors

The Auditors have requested that the selectmen review the monthly bank reconciliations. The Town Administrator provided the January and February 2024 bank recs for Board review. The Board reviewed the January and February 2024 bank reconciliations.

G. Review, discuss and sign the MS-232 Report of Appropriations Actually Voted

The Board reviewed and signed the 2024 MS-232 as prepared by the Town Administrator

H. Review, discuss and abate Yield Tax on Town Forest timber operation

The TA noted that the previous Board voted to waive the taxes on the timber operation that took place on the Town Forest on Bald Hill Road.

Selectman R. Hiland made a motion to abate the \$4,107.73 timber tax on the town forest timbering. Selectman J. Drouin seconded for discussion.

Discussion: Selectman Hiland asked if the logging operation should not have paid the taxes and then the net of taxes go to the ConComm. The TA noted that the logger T. Nolin and our Timber person, Pete Howland, stated that is how it generally works. But she also reminded the selectmen that the ConComm appeared before them in November and there was a unanimous vote to waive the taxes, so all the money goes into the ConComm account.

Chairman called for a vote, **Motion passed: 2-0-1. (Selectman Hiland abstained)**

4. Town Administrator's Report:

A. Review and discuss changing the time of selectmen's meetings from 5:30 to 4:30 p.m.

The Board agreed to move the selectmen's meeting back to 4:30 p.m., effective with the April 10, 2024 meeting

B. Review and discuss items brought up at 3/12/24 Town Meeting.

The Town Administrator noted that both of the issues with meeting videos have been rectified and she has received an answer from DRA re: Cemetery Funds

C. Review and discuss Town Administrator's absence from 3/28 – 4/7/2024

The TA reminded the Board that she will be out of state from 3/28 thru 4/7/2024. The Office will be closed and notices have been placed on the front door and the home page of Town's website.

D. Review and discuss installation of updated AED

The Town Administrator noted that the AED has arrived and now needs to be mounted to a wall in Town Hall. Any ideas on who could do this for us. Call Jake McKenzie see if he's interested in serving as a custodian and assisting with shoveling snow, light carpentry and repairs. If he is not interested the Board will considering advertising on the Town's website and or hiring a property management company.

5. APPOINTMENT – none

6. Old Business:

7. NH DOT Project 29597 NH Rte 16 – The 2024 Select Board will work with Project Manager, Jason Ayotte to schedule a public informational hearing sometime after April 2024. TA will reach out to Jason Ayotte with DOT to start looking at dates for their public hearing.

8. Other Business (and Board reports):

A. Planning Board – next meeting has been re-scheduled from April 8 2024 to April 22, 2024

B. Conservation Commission –

C. Other: Chairman Robitaille asked who has keys and who has alarm codes?

Selectman R. Hiland made a motion to call back all the keys and redistribute for sheriff's department. Selectman J. Drouin seconded for discussion.

Discussion: Chair K. Robitaille asked how long it has been since the building was re-keyed. The TA is not sure how long but did note that the previous Board had issued keys to the building to many of the deputy Sheriffs and the Assessor has a key to the building and the Selectmen's Office, the chair of each board or committee has . Selectman Hiland is not in favor of all these people having keys.
Selectman Hiland withdraw the motion to discuss at next meeting. Selectman J. Drouin withdrew his second.

9. Correspondence:

A. Review and discuss Intersection Study Report (Route 16 and Route 113) provided by HEB Engineering

The Board will review the Intersection Study provided by HEB Engineering. Chair K. Robitaille took a look at it and has been in contact with Nick at NCC. There is no clearcut plan there are some suggestions. Chair K. Robitaille asked Nick what the next steps are? Selectman R. Hiland had a question about the results of the traffic studies and they were done in Oct Nov and Dec but they should be done in July or a more heavy tourist traffic season. The Board thinks we need our Reps to legislate this. Selectman R. Hiland suggested getting Jeb Bradley to introduce some legislation by August. There might also be an opportunity thru Northern Borders for a grant. Michele at NCC should be able to help us with this. Selectman R. Hiland will invite Jeb Bradley to a meeting.

B. Review and discuss letter from Charter Communications re: 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 – none

12. Next Meeting: Wednesday, April 10, 2024 at 4:30 p.m.

13. Adjournment: *Chair K. Robitaille made a motion to adjourn at 6:24 p.m. Selectman J. Drouin seconded. Motion passed: 3-0-0.*

Submitted by:
Kelley A. Collins
Town Administrator