



Albany Selectmen's Meeting Minutes

Albany, New Hampshire June 26, 2024 at 4:30 p.m.

This meeting may be viewed or streamed at:

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

1. Call to Order: Chair K. Robitaille called the meeting to order at 4:30 p.m.

In Attendance: Chair K. Robitaille, Selectmen J. Drouin and R. Hiland, Town Administrator K. Collins, Videographer A. Hayden

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

3. New Business:

A. Approval of June 12, 2024 Selectmen's Meeting minutes

Selectman R. Hiland made a motion to approve the minutes of the June 12, 2024 Selectmen's Meeting. Chair K. Robitaille seconded. **Motion passed: 3-0-0.**

B. Approval of June 26, 2024 consent file

__Review & Sign manifest(s) in the amount of \$5,069.35 and \$7,914.07 this includes an accounts payable and payroll manifests for 6/19 and 6/26/2024

Selectman R. Hiland made a motion to approve the June 26, 2024 consent file, as presented. Selectman J. Drouin seconded. **Motion passed: 3-0-0.**

C. Review & discuss June 30, 2024 revenue and expenditure reports

The Board reviewed the 6/30/2024 expenditure and revenue reports. Selectman R Hiland does not think there was enough money in the budget to make it through the year. Specifically, Selectman R. Hiland thinks PB and ZBA will be over spent. Town Administrator noted that the Board did budget less than requested for PB, but that was after reviewing expenditures for last 5 years and noting that the PB never spent more than 47% of budget, annually. Board also agreed that if PB did have more expenditures they could be easily covered within the budget.

D. Review update from Code Enforcement Officer (CEO) of inspection of 9 Hillside Road

The Board reviewed the email update from the CEO regarding his inspection of an alleged zoning violation at 9 Hillside Road. He found no violation. Selectman R. Hiland suggested communicating with owner that no point, in the future, should the space over the garage be used as dwelling space. Selectman R. Hiland would also like the CEO to go out and verify that the garage meets the 25 foot setback from the road (center line), as required by Town Zoning. If it is too close to road may have to go to ZBA for variance. Town Administrator noted that may be a problem as both the Building Permit Administrator and the Chairman of the Selectmen, at the time, approved the permit with the setbacks as noted. Selectman R. Hiland would like a letter sent to the owner of 9 Hillside Road explaining that he meets current zoning regulations but that

creating any living space over his garage would violate the “no detached ADU (Accessory Dwelling Unit)” portion of town zoning.

4. Town Administrator’s Report:

A. Review and discuss Town Administrator absence on Tuesday, July 2, 2024

The Board approved and signed the absenteeism form for the TA’s day off on July 2, 2024. The Board is ok with TA making up the time and not using vacation if she has work she can do from home.

B. Review & discuss updated Job Description for Town Administrator

The Board reviewed, approved and adopted the updated TA job description

Selectman R. Hiland made a motion to adopt the updated TA job description, Selectman K. Robitaille seconded. Motion passed: 3-0-0.

C. The Planning Board Chair asked to send a boundary line adjustment to the town attorney for a review. *Selectman R. Hiland made a motion to allow PB Chair to run questions about a boundary line adjustment past the Town Attorney. Chair K. Robitaille seconded. Motion passed: 3-0-0.*

5. APPOINTMENT – none

6. Old Business:

A. NH DOT Project 29597 NH Rte 16 – nothing new on project

B. Review and discuss bank reconciliations for March, April & May 2024 *(tabled at 6/12/2024 meeting)*

The Board reviewed and initialed the bank reconciliations for March, April and May 2024

C. Review, discuss and approve naming (2) private roads in the Chocorua Estates, LLC subdivision *(tabled at 6/12/2024 meeting)*

Selectman R. Hiland made a motion to name the road coming in off Drake Hill as Majestic View Road and the half circle off Majestic View Road as Burton Circle. Chair K. Robitaille seconded.

Motion passed: 3-0-0.

The TA will notify NH E 9-1-1 and the owner of the original subdivision, as well as the Town Assessor.

7. Other Business (and Board reports):

A. Planning Board – no meeting this week

B. Conservation Commission – no meeting this week

8. Other:

9. Correspondence:

A. Review & discuss letter from owner of Sunny Brook Cottages regarding NH DOT Project #29597 and the lack of notice for recent meeting

— KR
JD
RH

The Board reviewed the letter from the owner of Sunny Brook Cottages. It was not the Town's meeting. NH DOT was responsible for sending out the notices and this is not the only meeting that will be held. No final plan has been developed and it is very early on in the process. The Board would like to meet with NH DOT and NCC to distill some of this information. The TA has reached out to the NH DOT Project Manager, Jason Ayotte, to see if he has responded to this letter.

B. Review & discuss notice of two Upcoming Changes from Charter Communications

The Board reviewed the (2) notices of upcoming changes from Charter Communications

C. Review & discuss letter introducing new Municipal Funds Coordinator for Tri County CAP

The Board reviewed the letter from the new Municipal Fund Coordinator for Tri County CAP

D. Review & discuss email from Joe Jurisic with REVEL Race Series

The Board reviewed the email from the Organizer of the REVEL Race Series regarding a complaint the town received with regard to access to their property during the race. Would like to meet with organizer and Nancy Spaulding

10. Public Comment: none

11. Non Public Session under RSA 91-A:3, II as necessary – none

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

13. Adjournment: *Selectman R. Hiland made a motion to adjourn at 5:17 p.m. Chair K. Robitaille seconded. Motion passed: 3-0-0.*

Submitted by
Kelley A. Collins
Town Administrator