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JD  
RH



# Albany Selectmen's Meeting Minutes

## Albany, New Hampshire

### June 12, 2024 at 4:00 p.m.

This meeting may be viewed or streamed at:  
[https://youtube.com/playlist?list=PLE32cPKZXM4\\_W1ba2XKkjQH6Flf\\_gx5AI](https://youtube.com/playlist?list=PLE32cPKZXM4_W1ba2XKkjQH6Flf_gx5AI)

1. **Call to Order:** Chair K. Robitaille called the meeting to order at 4:00 p.m.  
  
**In Attendance:** Selectmen J. Drouin, R. Hiland, Chair K. Robitaille, Town Administrator K. Collins, Videographer A. Hayward
  
2. **Pledge of Allegiance:** Chair K. Robitaille led the meeting in The Pledge
  
3. **New Business:**
  - A. **Approval of May 22, 2024 Selectmen's Meeting minutes and June 4, 2024 Non Public minutes**  
*Selectman R. Hiland made a motion to approve the minutes of the May 22, 2024 Selectmen's meeting and the June 4, 2024 Non Public Session, as presented. Chair K Robitaille seconded. Motion passed: 3-0-0.*
  
  - B. **Approval of June 12, 2024 consent file**
    - Review & Sign manifest(s) in the amount of \$119,197.12, \$9,791.09 and \$10,476.73 this includes an accounts payable and payroll manifests for 5/29, 6/5 and 6/12/2024
    - Review, discuss and approve/deny residential building permit for closet and mechanical room at 1549 Passaconaway Road
    - Review, discuss and approve/deny residential building permit for a mudroom at 1549 Passaconaway Road
    - Review, discuss and approve/deny renewal of a residential building permit remodel/replacement of rotten portions of 10 Red Path Road
    - Review, discuss and approve/deny residential building permit for remodel/enlargement of front porch/entry at 72 Tabor Circle
    - Review, discuss and approve/deny Local Approval for Construction of Individual Sewage Disposal System for Map 9, L 139 on Moat View Drive
    - Review, discuss and approve/deny Residential Building permit to remodel salon at 1952 NH Route 16 into a (3) bedroom single family residence*Selectman R. Hiland made a motion to approve the 6/12/2024 consent file, as presented. Selectman J. Drouin seconded. Motion passed: 3-0-0.*
  
  - C. **Review, discuss and approve/deny residential building permit for carport at 72 Tabor Circle**  
*Selectman R. Hiland made a motion to deny the residential building permit for the carport at 72 Tabor Circle as the application does not meet Town of Albany Zoning Ordinance setback requirements of 25 feet from all property lines. Selectman Drouin seconded. Motion passed: 3-0-0.*

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**D. Review , discuss and name (2) private roads in the Chocorua View Estates subdivision from recommendations from owner(s)**

Selectman R. Hiland made a motion to table this item until such time as Mr. Penni submits additional choices of names for the half circle within the development, as NH E9-1-1 will not approve any name with "Piper" in it. Chair K. Robitaille seconded. **Motion passed: 3-0-0.**

**E. Review, discuss and adopt the 2024 updated Local Hazard Mitigation Plan as approved by FEMA (sent out under separate cover) tabled at 5/22/2024 Selectmen's Meeting**

R Hiland read the following resolution:

Whereas, the Town of Albany has historically experienced severe damage from natural hazards, and it continues to be vulnerable to the effects of those natural hazards profiled in this Plan, resulting in loss of property and life, economic hardship, and threats to public health and safety; and

Whereas, the Town of Albany has received Approved Pending Adoption (APA) status from the Federal Emergency Management Agency (FEMA) for its Hazard Mitigation Plan update 2024 under the requirements of CFR 201.; and

Whereas, public and committee meetings were held between September 7, 2022 and May 17, 2023, regarding the development and review of the Hazard Mitigation Plan 2024 and

Whereas the Plan specifically addresses hazard mitigation strategies and plan maintenance procedures for the Town of Albany; and

Whereas the Plan recommends several hazard mitigation actions/projects that will provide mitigation for specific natural hazards that impact the Town of Albany with the effect of protecting people and property from loss associated with those hazards and

Whereas adoption of this Plan will make the Town of Albany eligible for funding to alleviate the impacts of future hazards; now therefore, be it

Resolved by the Select Board:

- 1.The Plan is hereby adopted as an official plan of the Town of Albany;
- 2.The respective officials identified in the mitigation action items of the Plan are hereby directed to pursue the implementation of the recommended actions assigned to them;
- 3.Future revisions and plan maintenance required by 44 CFR 201.6 and FEMA are hereby adopted as a part of this resolution for five (5) years from the date of this resolution;
- 4.The Emergency Management Director shall present an annual report to the Select Board on the progress of the Plan's action items

And

Several public meetings and committee meetings were held between September 7, 2022 and May 17, 2023, regarding the development and review of the Albany Hazard Mitigation Plan Update 2024. The Albany Hazard Mitigation Plan Update 2024 contains potential future projects to mitigate hazard and wildfire damage in the Town of Albany.

The Selectboard, acting as the Emergency Management Director, desires that this Plan be accepted by the Department of Natural and Cultural Resources (DNCR) as a Community Wildfire Protection Plan, having adhered to the requirements of said plan.

The Select Board approves the Albany Hazard Mitigation Plan Update 2024 and understands that with approval by DNCR, this Plan will also serve as a Community Wildfire Protection Plan.

So moved by Selectman R. Hiland and seconded by Chair K. Robitaille. **Motion passed: 3-0-0**

**F. Review and sign appointment form for Selectman R. Hiland to serve as Representative to the Lower MWV Solid Waste District Committee (voted approval at 5/22 BOS meeting)**

The Board signed the appointment form. This was voted on at the 5/22/2024 meeting

**G. Review and discuss Resource Inventory & EOC Alert List for update to Emergency Operations Plan (EOP)**

Selectman R. Hiland made a motion to table the review of the Resource Inventory & EOC Alert List, Selectman J. Drouin seconded. **Motion 3-0-0.**

**H. Review and sign NH DRA form regarding inventories**

The Board will not be sending out inventory forms

**I. Review, discuss and sign NH DRA form Application for Reimbursement to Towns in which federal forest land is situated**

The Board reviewed the form and signed it.

**J. Review, discuss and sign agreement for property owners in Albany to continue to send septic wastes to North Conway Water Precinct Wastewater Treatment Facility**

The Board reviewed the document sent by North Conway Precinct Wastewater Treatment Facility. Selectman R. Hiland made a motion to enter into the agreement, as presented. Chair K. Robitaille seconded. **Motion passed: 3-0-0.**

**K. Review & discuss March and April bank account reconciliations as completed by Treasurer**

Selectmen K. Robitaille made a motion to table the review of the bank reconciliation, Selectman R. Hiland seconded. **Motion passed: 3-0-0.**

**L. Review, discuss and appoint David Pandora as Code Enforcement Officer for the Town of Albany**

Selectman J. Drouin made a motion to appoint David Pandora as the Code Enforcement Officer for Albany and to compensate him an additional \$100 per month, to be reviewed in 90 days, effective immediately. Chair K. Robitaille seconded. **Motion passed: 3-0-0.**

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

**A. Review and discuss May 31, 2024 expenditure and revenue reports**

The Board reviewed the expenditure and revenue reports thru May 31, 2024

**B. Review, discuss and approve TA's absence on 6/5/2024**

The Selectmen reviewed the absentee form. Selectman R. Hiland made a motion to allow the TA to have 6/5 2024 as a paid day off and not use vacation time. Selectman J. Drouin seconded.

**Motion passed: 3-0-0.**

**C. Review and discuss report of dog bite on May 29, 2024**

The Board reviewed the documentation of the dog bite on May 29, 2024. In addition, the Town Administrator noted that she has set up a meeting for the Board's July 10, 2024 meeting to interview a candidate for the position of Animal Control Officer.

**D.** Review, discuss and approve/deny Individual Sewage Disposal System “as built” for 1324 Bald Hill Road

Selectman R. Hiland made a motion to approve the ISDS “as built” plans for 1324 Bald Hill Road, Chair K. Robitaille seconded. **Motion passed: 3-0-0.**

**5. APPOINTMENT:** none

**Recess:**

Chair K. Robitaille made a motion to recess and 5:00 p.m. and reconvene at 5:15 p.m. Selectman R. Hiland seconded **Motion passed: 3-0-0.**

**6. Old Business: Chair K. Robitaille reconvened the meeting at 5:13 p.m.**

**A. NH DOT Project 29597 NH Rte 16** – The NH DOT Public Hearing on this project is set for 5:30 p.m. in the large Meeting Room, immediately following this Selectmen’s Meeting Jason Ayotte/Project Manager for NH DOT, notes there will be a lot of information tonight done in a kind of a workshop style. There will be a review impacts, improvements, and Mr. Ayotte noted his team did look at entire corridor. There may also be other funding sources for road rebuilding. NH Representative Mark McConkey and Nick Altonaga from NCC were also in attendance

On another matter Chair K. Robitaille asked if the town can enact limiting jake break use on Route 16. Project Manager Jason Ayotte suggested working Bureau of Traffic to post signs for this.

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

**A. Planning Board** – The Planning Board met on Monday, July 10, 2024, no draft minutes are available yet

**B. Conservation Commission** – Review draft minutes of 6/4/2024 meeting – The Board will review the draft minutes

**8. Other: The BOS swore in R Hiland as rep to Lower Mount Washington Valley Solid Waste District Committee (LMVSWDC).**

Selectman R. Hiland made a motion to ask NH DOT to remove rumble strips from the plan, Chair K. Robitaille seconded. **Motion passed: 2-1-0.**

- Rep Mark McConkey did get the 45 mph speed limit trailered onto another bill that will be voted on tomorrow.
- There may be more funds available for this Project #29597.
- Chair K. Robitaille noted that we need to put the improvement of the Intersection of Route 16 and 113 on the ten year pan. NCC will help us with the application which is due on July 13, 2024. The Town Administrator will work on this with NCC.

**9. Correspondence:**

**A. Review and discuss NCC Solicitation for 2027 – 2035 Ten Year Transportation Improvement Plan Projects**

The Board will review the North County Council Solicitation for 2027 – 2035 Ten Year Transportation Improvements.

**B. Review & discuss final Financial Report for year ending December 31, 2023**

The Town Administrator noted that she has hard copies for the selectmen's review or she can send the final document via email. The Board would all like an email copy.

**C. Review & Discuss 2023 Audit Management Letter**

The Board reviewed the 2023 Audit Management Letter.

**D. Review and discuss Charter Communications Quarterly Franchise Fee payment notice**

The Board reviewed the quarterly franchise fee payment in the amount of \$1,509.21 (with the payment received in March our year-to-date total is \$3,102.75)

**E. Review and discuss Charter Communications notice of upcoming change**

The Board reviewed the notice of upcoming change from Charter Communications

**10. Public Comment:** none

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

**12. Next Meeting:** **Wednesday, June 26, 2024 at 4:30 p.m.** This meeting will be followed at 5:30 pm with a Special Town Meeting

**13. Adjournment:** *Selectman R. Hiland made a motion to adjourn at 5:30 p.m. Selectman J. Drouin seconded. Motion passed: 3-0-0*

Submitted by  
Kelley A. Collins  
Town Administrator