



Albany Selectmen's Meeting Minutes

Albany, New Hampshire
August 7, 2024 at 4:30 p.m.

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This meeting may be viewed or streamed at:

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

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

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

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

3. New Business:

A. Approval of Selectmen's Meeting minutes for July 24, 2024 including (1) set of sealed Non Public minutes

Selectman R. Hiland made a motion to approve the minutes of the July 24, 2024 Selectmen's Meeting, including (1) set of sealed Non Public minutes, as presented. Chair K. Robitaille seconded. **Motion passed: 2-0-0.**

B. Approval of August 7, 2024 consent file

__ Review & Sign manifest(s) in the amount of \$6,891.70 and \$ 10,300.38 this includes an accounts payable and payroll manifests for 7/31 and 8/7/2024

__ Review, discuss and approve/deny Pistol Permit for owner of 48 Brookside Avenue

Selectman R. Hiland made a motion to approve the August 8, 2024 consent file, as presented. Chair K. Robitaille seconded. **Motion passed: 2-0-0.**

C. Review, discuss and approve/deny Veteran's Tax Credit for 2024 tax year for owner of 1664 Passaconaway Road

Selectman R. Hiland made a motion to approve the Veteran's Tax Credit for the 2025 tax year.

Chair K. Robitaille seconded. **Motion passed: 2-0-0.**

D. Review and discuss upcoming NH HSEM Emergency Management Director (EMD) training

The Board reviewed the notice for the upcoming NH HSEM EMD training. The Town Administrator (TA) noted that since the Selectmen are acting as EMD someone may be interested in attending the training.

E. Review and discuss files that are currently being held by law firm that has recently merged

The Board reviewed the notice from law firm that is holding cases for the Town and decided they did not need to retain those files. The TA has contacted the office to see how big the general legal file that they are holding is.

F. Review and discuss expenditure and revenue reports through July 31, 2024

The Board reviewed the expenditure and revenue report for January 1, thru July 31, 2024.

4. Town Administrator's Report:

A. Review & discuss TA transition

The Town Administrator noted that she has spoken to the legal inquiry line at NHMA, the Town Auditors, the NH Department of Labor and the Employment Hotline at NHMA and although she has received conflicting recommendations, she notes that her recommendation is that the town continue to treat her as a W2 employee through the end of 2024.

B. Review and discuss appointing Jacob McKenzie as a full member of the Conservation Commission, pending the resignation of Kevin Tilton.

The Town Administrator made the Board aware that Kevin Tilton resigned from the ConComm last evening as he has, or is, moving out of town. The ConComm voted to recommend moving Jacob McKenzie from an Alternate to Full Member of the ConComm.

Selectman R. Hiland made a motion to appoint Jacob McKenzie as a full member of the Conservation Commission effective immediately. Chair K. Robitaille seconded. Motion passed: 2-0-0.

5. APPOINTMENT – none

6. Old Business: none

7. Other Business (and Board reports):

A. Planning Board – The Planning Board meets next week

B. Conservation Commission – The ConComm met on Tuesday, August 7, 2024 but has not provided draft minutes yet

8. Other: none

9. Correspondence:

A. Review & discuss (2) notices from Charter Communications

The Board reviewed the (2) notices provided by Charter Communications

B. Review & discuss email from Jason Call re: Northtown Associates new trainee

The Board reviewed the notice from Northtown Associates re: their new trainee

10. Public Comment:

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

A. Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee to interview a candidate for Deputy TC/TX

Selectman R. Hiland made a motion to go into Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 4:46 p.m. Chair K. Robitaille seconded. Roll Call Vote: Chair K. Robitaille – aye; Selectman R. Hiland – aye.

The Board interviewed a candidate for Deputy Town Clerk Tax Collector that was recommended by the current Town Clerk/Tax Collector.



Selectman Hiland made a motion to leave Non Public Session at 4:53 p.m. Chair K. Robitaille seconded. **Roll Call Vote: Chair K. Robitaille – aye; Selectman R. Hiland – aye.**

Selectman R. Hiland made a motion to hire Tori Drouin as Deputy Town Clerk/Tax Collector at \$22/hour pending certification by NH DMV as a municipal agent and receipt of a log-in for the NH Election program, at which time her rate will increase to \$24/hour. Mrs. Drouin's start date will be August 19, 2024. Chair K. Robitaille seconded. **Motion passed: 2-0-0.**

B. Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee to interview a candidate for town administrator

Selectman R. Hiland made a motion to go into Non Public Session under RSA 91-A:3, II (b) the hiring of a public employee at 5:30 p.m. Chair K. Robitaille seconded. **Roll Call Vote: Chair K. Robitaille – aye; Selectman R. Hiland – aye.**

The Board interviewed a candidate for Town Administrator.

Selectman Hiland made a motion to leave Non Public Session at 5:55 p.m. Chair K. Robitaille seconded. **Roll Call Vote: Chair K. Robitaille – aye; Selectman R. Hiland – aye.**

Selectman R. Hiland made a motion to offer the position of Town Administrator to Alisa Haynes at a rate of \$27 per hour with a 90 day probationary period. A formal written review will be conducted at the end of the 90 day probationary period. Full health, dental, ltd, std, and life insurance will be offered at the expense of the Town. The holiday schedule (11 paid) and paid time off (PTO) schedule will be sent to applicant with conditional offer of employment letter. Chair K. Robitaille seconded. **Motion passed: 2-0-0.**

12. Next Meeting: Wednesday, August 14, 2024 at 4:30 p.m.

13. Adjournment: Selectman R. Hiland made a motion to adjourn the meeting at 6:00 p.m. Chair K. Robitaille seconded. **Motion passed: 2-0-0.**

Submitted by:
Kelley A. Collins
Town Administrator