

Minutes-Amended

Albany NH Selectmen's Meeting

June 12, 2013

At 3:25 p.m., the Selectmen's meeting was called to order. In attendance were Jack Rose, Sara Young-Knox and Kelly Robitaille. Also present were Rob Nadler, Cort Hansen and Ed Foley. The following business was conducted.

Regular Business:

- Reviewed & approved June 5 minutes-Jack made a motion to approve the minutes as submitted, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$11,641.41.
- Reviewed & approved one "as-built" septic design.
- Reviewed & signed ordinance violation letters.
- Reviewed electrician estimate for outside lighting-the Board tabled this issue until they could get more information regarding the placement of the light fixture that will illuminate the driveway.
- Reviewed Local Government Center, Healthtrust, Inc. and Property Liability Trust public hearing letters of reorganization.
- Reviewed payment in lieu of taxes payment from Tin Mountain
- Administrative Assistant Report-see below
- Discuss reclassification of Administrative Assistant position-see below

Ed Foley:

Ed Foley introduced himself to the Board. He is part of the VFW here in Albany. He told the Board the VFW has always had a great rapport with Albany and if there is ever anything the town needs to call on them. He volunteered help with the picnic and offered the use of the gas grill located here at town hall adding the gas bottles were at Dick Wales' house down the street.

Ed requested some signage on the town hall property notating the VFW and their meeting time as the second Monday of each month. The sign expense would be taken care of by the VFW. After much discussion on the look and placement of the sign, it was decided Ed will have a draft made up for approval by the Board. Once approved the sign will be placed on a post near the municipal offices sign. Ed will return for approval.

Ed told the Board the VFW in Albany used to be very active with approximately 100 members. As the members have aged, the membership has dwindled to about 50. A few new members have joined recently. If it was not for the VFW's effect on congress and an excellent lobby in Washington, the Tilton VA hospital would not exist nor anything else. Ed said they focus their attention on the Tilton VA hospital but they also do what they can for local causes. Kelly asked Ed if he takes care of flags throughout town. Ed said that Ed McKenzie used to but he has passed away. Kelly had seen a few tattered flags and wondered if they would be replaced for Flag Day. Ed assured Kelly the flags would be replaced.

Ed then inquired as to the old tables in town hall being offered for the taking. The VFW could use them and Ed's son runs a ski and snowboard shop and could use them for a few weeks each year. Jack told Ed the Board felt the first option was that the tables should be offered to an Albany resident but if there were tables leftover afterward, he could certainly have them.

Administrative Assistant Report:

Mike Cline of Tin Mountain was contacted regarding his tabled septic design. He will be meeting with the Planning Board for a site plan review.

Granite State Glass said a hole cannot be cut in the security window because it is tempered. Jack thinks the current opening in the window is too large. Sara agreed saying the Board never approved of the ~~design~~ placement of the window. Kelly would like to see an automatic door closer be put on the office door. Jack agreed. Jack would also like to see the office windows replaced with something more secure. Sara noted that would have to wait until town meeting in order to appropriate the money. Jack thought something slide-able should cover the security window opening to make it smaller. Sara made a motion to look into the cost of a door closer and improvement to the security window. Jack motioned to move forth with the improvements, Kelly seconded the motion. ~~Jack and Kelly voted to move forth, Sara voted against it.~~ All were in favor.

JoJo Belleville of Department of Revenue, Assessing Division called to invite the Selectmen to a meeting that will be run by Director Steve Hamilton on what is involved in setting the county tax rate. The Selectmen are not interested in attending. The AA will attend.

The building permit application submitted by AMBIX has been approved by Peter Carboni, code enforcement officer.

Tom Barbour, former Selectman passed away on Sunday. The Board signed a condolence card for his widow, Arlene.

Reclassification of Administrative Assistant position:

Sara suggested the Board table any changes for now and consider doing some long-term strategic planning. As elected officials, she feels it is important that the Board is good stewards of the public's money, and she thinks the Board should take a good hard look at the present needs of the town and the future needs of the town, including personnel-paid, volunteer and elected as well as infrastructure needs.

Rob told the Board some of these issues came up when he participated on the Budget Advisory Committee. He thinks Kathy is extremely efficient and so efficient that the Board can just rubber stamp her work. The danger is that she does everything and you need to protect it. Sara told Rob she appreciates his comments and thinks the AA is not merely secretarial; it is administrative. That is why she doesn't think the name needs to change. Looking at the Local Government Center's (LGC) job description #14 says performs confidential clerical and secretarial duties for the board of selectmen regarding personnel and legal matters. If the job description was just secretarial they would've written it as secretarial. Sara added another line from the AA job description; #1 implements the directives and policies of the Board of Selectmen. Kelly read from the Town Administrator job description summary from the LGC; is responsible for overseeing the daily operation of the town. Administering personnel, financial, purchasing and operational policies under the jurisdiction of the Board of Selectmen and serving as a general resource to the citizens of the town. Sara noted there is no employees to oversee in Albany. She spoke to a woman at the LGC who said towns can do whatever they want as far as classifying a position and there is not much difference between the two descriptions. If town manager was being discussed it must be adopted at town meeting and is prescribed by law. Sara would like to change the current job description and make it clearer. She does not see the need to change the title. She quoted from the AA description under minimum qualifications, knowledge and level of competency commonly associated with the completion of an associate's or bachelor's degree. A secretarial job would not require that.

Jack said to look at the job summary difference. The AA provides assistance and administrative support to the Board of Selectmen. The TA is responsible for overseeing the daily operations of the town. Administering personnel, financial, purchasing and operational policies under the jurisdiction of the

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Board of Selectmen and serving as general resource to the citizens of the town. Jack feels the TA job description better suits the current position. Rob thought the Board agreed on the description and only disagreed on the titles. He suggested the Board forget about changing the title right now and come up with a job description that meets the Board's management style.

Kelly suggested removing the overseeing of personnel part. Rob said what about personnel that is contracted out. Sara disagreed they would be categorized as personnel and that was totally different.

Kelly said his issue was there were things Kathy does that are not in this job description. If we classify her as AA and she does her job accordingly, who will pick up the slack? Sara asked what duties were being performed that are not on the description. Kelly noted assisting the code enforcement officer. Sara replied on the current job description assisting the health officer is an item. Kelly stated if she is not going to be required to do the additional duties, she will have to be on the phone to a Selectmen to get direction. Kelly added he didn't know why changing the title was such an issue and he felt Kathy goes over and above what is required of an AA. Sara asked where Kathy goes over and above. Kelly replied Kathy can back off and do the minimum or she can take the responsibility to take care of town issues. Sara said not everything in the AA job description will be applicable and the Board would have to make it suit the town. Kelly once again noted the differences in the job summaries noting TA reflects a general resource to the citizens of the town whereas AA provides assistance to the Board, it sounds clerical. Sara asked to vote. Rob felt the job description was more important and the Board could put a title on it at the end, adding the pay should be based on responsibility. The responsibilities have been adding for the past four or five years. For instance, the Conservation Commission wasn't around then and now the AA has assisted the Commission in many ways ensuring proper procedure and spending of funds. Rob said his point is the job changes. Jack made a motion to change the Administrative Assistant title to Town Administrator and collectively the Board will put together a job description that suits everything she does, Kelly seconded the motion. Jack and Kelly voted in favor, Sara voted against.

At 4:25 p.m., Jack motioned to adjourn, Sara seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard

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Town Administrator