



# Albany Selectmen’s Meeting

## Minutes

Albany, New Hampshire

October 10, 2018

**Call to Order:** At 5:04 p.m., Chairman Hiland called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**Attendance:**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: None

**New Business:**

- **Approval of the October 3 minutes:** *Selectperson Ryan made a motion to approve the October 3 minutes as submitted, Selectman Ferris seconded the motion. Chairman Hiland called the motion to a vote. Chairman Hiland and Selectperson were in favor. Selectman Ferris abstained (2-0-1).*
- **Approval of consent file:** *Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor (3-0-0).*

Signed payroll checks and vouchers	\$1,068.35
Approved accounts payable invoices	\$8,288.72
Reviewed & signed previously approved accounts payable & issued checks	\$6,989.53
Reviewed & signed quarterly payroll report	
Reviewed & signed quarterly unemployment report	
Signed warrant for General Election	
Reviewed & approved two building permits	Map 6 Lot 111 Map 6 Lot 132
Signed Workers’ Compensation	

Notice of Compliance	
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- **Approval of the Federal Land Access Program application and support letter:** *Selectperson Ryan made a motion to move forward with the Federal Lands Access Program (FLAP) funding application process, to write a letter of support from the Select Board and to include placing the necessary Warrant Article(s) on the 2019 Warrant for the 2019 Albany Town meeting for the Legislative Body approval for the matching funds and related authorities. The motion was seconded by Selectman Ferris. With no further discussion Chairman Hiland called the motion to a vote. The vote was unanimous (3-0-0).*

**Town Administrator Report:**

Department of Revenue Municipal Advisor, Michelle Clark called to review the MS-4 (Revised Revenue Report). She adjusted a few figures from current state reports she received. She uploaded the revised report to the tax rate setting portal. There should be a preliminary tax rate soon.

The Health Officer has inspected a lot in Piper Meadows and reported on a trash build up. A letter has been drafted and hand delivered and mailed to the occupants. They have five days to clean up and remove the trash.

The grant for the generator has been approved. The generator may be installed now. Field Electric will be contacted to set a date for installation.

Cersosimo Lumber Company was contacted to meet with the Selectmen regarding damage to Passaconaway Rd. as a result of the heavy logging trucks. Cersosimo has a new representative who took the place of Pete Howland. Eric will meet with Pete to review the information on Passaconaway Rd. and will call back.

The Record Retention Committee will meet on October 30 at 5:00 p.m.

Another building permit application for a new home has been submitted. That makes three in the past two weeks.

The Federal Land Access Program funding application is in process. Support letters are coming in. The plan is to finalize the application tomorrow and submit it by the end of the day.

**APPOINTMENTS: NONE**

**Old Business:**

- Emergency Management/Operations Plan – meeting changed to November 20 and November 27 at 5:00 p.m.
- Town Hall – building & parking lot maintenance-crack sealing scheduled for October 18, weather pending.
- State Bridge Aid – application filed and received by NHDOT – waiting
- Generator purchase/grant – grant application submitted – approval has been received and the generator will be scheduled to be installed.
- QuickBooks Pro transformation – in process
- Chapel Committee/Historical Society – Selectman Ferris reported Dorothy Solomon researched grants to review . Ray Desmarais inspected the chapel and will come up with two estimates. One with upgrades keeping the historical value intact and one with general upgrades.
- Security/Fire system upgrade and evaluation – scope of work to be drafted – in process.
- Transportation Alternatives Program (TAP) – submitted - waiting
- Federal Land Access Program (FLAP) – application to be submitted tomorrow.
- Business Roundtable meeting – TBD (October) – no action taken.
- Records Retention Committee meeting– October 30 at 5:00 p.m.
- Road Standards update – HEB submitted a proposal of \$3,000.00 to draft a set of road standards. Chairman Hiland thought they were just going to review what was already drafted and make recommendations. Selectman Ferris did not think a lot of money should be spent on this. Chairman Hiland and Selectperson Ryan agreed. Chairman Hiland will meet with Curtis to finalize the current draft of the standards.
- Winter road maintenance policy – in process.
- Cable TV contract (2021) – waiting for copy of contract – the Board discussed the need for broadband in our area.
- Cersosimo Lumber – Eric will contact the office.
- Treasurer’s office – no action taken.
- Claim Linx – Chairman Hiland will research the budget law to see if the Town can create a fund for the self-insuring of the health insurance deductible and co-pays. Chairman Hiland also requested the Town Administrator to contact Tom Quigley for an rough estimate of the insurance premium costs with the same or similar coverage that the Town currently provides (CIGNA) and the administration fees to administer the program in order to switch coverage to his recommended plan so that the Select Board can better visualize the process, costs and savings to the taxpayers. The Select Board needs to also determine how to properly fund the self-insurance portion.
- NH State Surplus – Chairman Hiland will continue to stop by on occasion to see what office furniture may be offered.
- North Country Council – need volunteer to serve as Albany Commissioner

- NH Municipal Association Annual Conference – Selectperson Ryan cannot attend. Chairman Hiland will attend on Wednesday only. Selectman Ferris was unsure if he could attend. The Town Administrator may attend.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— Town Counsel will be drafting a letter.
- Route 16 – 2219 NH Route 16 – fire cleanup update – a letter sent to bank – Chairman Hiland asked the Town Administrator to reach out to the bank as they are now the landlords, to inform them of our camping ordinance. The Board has been lenient while the tenants have moved through this process and they do not want to allow them to be able to stay in their camper on the property through another winter.

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

**Planning Board – Rick-** Chairman Hiland reported Sean Wadsworth has taken the Secretary position and is doing a good job of organizing the computer. The Planning Board is still reviewing the subdivision regulations and have discussed the driveway permit regulations and the approval process.

**ESAA – Rick** – October 15 will be a special Board of Directors meeting to approve the proposed new bylaws. On November 5 at the Fryeburg American Legion hall, a meeting of all Selectmen and Town Managers from all surrounding towns in the region that support the airport will be held for a final vote of approval. The ESAA Annual Meeting will follow this approval meeting with financial and board reports for 2018.

**Conservation Commission – Cathy** – nothing to report

**School Board – Joe** – the Albany School Board and the SAU 9 budget committee are scheduled to meet on November 13.

**Other:** none

**Correspondence:** E-mail and reports from Theresa Kennett regarding the Mount Washington Regional Committee on changes to Albany’s demographics

**Public Comment:** none

**Next Meeting:** October 17 at 5 PM

**Adjournment:** At 5:45 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor (3-0-0).

RH\_\_\_\_  
CR\_\_\_\_  
JF\_\_\_\_

Respectfully Submitted,

Kathleen Golding  
Town Administrator