



# Albany Selectmen's Meeting

## Minutes

Albany, New Hampshire

October 3, 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 and Cathy Ryan. Joe Ferris (excused)

Town Administrator: Kathy Golding

Public: Dorothy Solomon

**New Business:**

- **Approval of the September 26 minutes:** Selectperson Ryan made a motion to approve the September 26 minutes as submitted, Chairman Hiland seconded the motion and all were in favor (2-0-0).
- **Approval of consent file:** Selectperson Ryan made a motion to approve the consent file as presented, Chairman Hiland seconded the motion and all were in favor (2-0-0).

Signed payroll checks and vouchers	\$1,373.65
Approved accounts payable invoices	\$8,167.64
Reviewed & sign previously approved accounts payable & issued checks	\$76,160.80

- **Discuss the purchase of the cold weather kit for the generator:** Chairman Hiland suggested the purchase of a cold weather kit for the generator that is to be installed once the EMPG funding is approved. It was not part of the original quote but may be worthy in severe cold weather. Selectperson Ryan agreed. Chairman Hiland made a motion to purchase the cold weather kit in the amount of \$300.00 for the generator, Selectperson Ryan seconded the motion and all were in favor (2-0-0). The funds will be taken from the Emergency Management line item in the municipal budget.

**Town Administrator Report:**

Vicky Ayer, Department of Revenue, Assessing Division, visited the office to get updates on the assessing in Albany. The Department of Revenue reviews the work of Albany's assessor. Vicky was also updated on new buildings on commercial properties for 2018.

A request was e-mailed for support letters for the application for the Federal Land Access Program funding application. A follow up phone call will be made on Tuesday. The application is due October 15.

Another building permit application has been submitted for a new home. An E-911 address has also been applied for. That would make three E-911 addresses applied for in one week.

Chuck Merrow will be in tomorrow to do more work on the QuickBooks program.

A message was left with Cersosimo Lumber to set up an appointment with the Board of Selectmen for October 24.

### **APPOINTMENTS: NONE**

#### **Old Business:**

- Emergency Management/Operations Plan – October 24 at 5 pm. Chairman Hiland noted June Garneau forwarded a list of grant eligible radios. It will be forwarded to Heidi at Homeland Security for review.
- Town Hall – building & parking lot maintenance- AJ's Black Top Sealcoating is scheduled to crack seal the Town Hall parking lot on October 18, weather permitting.
- State Bridge Aid – application filed and received by NHDOT – waiting
- Generator purchase/grant – grant application submitted – waiting for final approval
- QuickBooks Pro transformation – in process
- Chapel Committee/Historical Society – Dorothy reported on a productive chapel meeting. Topics discussed were things that can or should be done to the chapel to keep it historical, or just basic repairs. They will prepare to bring a warrant article to the electorate in March. The Committee will be researching the Registry of Deeds for the transfer of the chapel to the Town of Albany. It was understood there may have been restrictions on what can be done to the chapel. Next discussed, was the numerous historical artifacts in the chapel and what can be done with them. Dorothy plans to reach out to David Smolen, Conway Library, to see if the artifacts may be moved to their historical room. Chairman Hiland suggested finding someone who is still active on the Historical Society to step up as Treasurer to oversee the remaining funds in the Society's account.

- 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) – in process – Chairman Hiland met with Josh McAllister, HEB Engineers to go over the FLAP application and what was agreed upon with Curtis Coleman, Jim Innes and John Kamb. Josh will assist and review the final application before submission. Chairman Hiland asked Josh to review his estimate from the TAP application and change any TAP wording to FLAP.
- Business Roundtable meeting – TBD (October) – no action taken
- Records Retention Committee meeting– TBD (October) – no action taken
- Road Standards update – in process – Josh, HEB Engineers is reviewing.
- Winter road maintenance policy – in process.
- Cable TV contract (2021) – waiting for copy of contract.
- Cersosimo Lumber – a call was placed to set up a meeting on October 24.
- Treasurer’s office – no action taken
- Claim Linx – the Board discussed the suggestions given to them last week by Tom Quigley. Chairman Hiland does not feel comfortable outsourcing the health insurance to the spouse’s benefit health insurance for many reason discussed. He would feel more comfortable with the Town sponsoring with ClaimLinx administering the policy should we decide to change programs. Selectperson Ryan agreed and would like to look into the options from there. Chairman Hiland wants to look into how to fund the health savings account for self-funding the deductibles & co-pays within the Municipal Budget NH RSAs and set it up properly so future Boards do not have problems. This will all have to be decided by a vote of the Legislative body at the Annual Town Meeting in March.
- NH State Surplus – in process – Chairman Hiland will keep an eye on the inventory.
- North Country Council – need a volunteer to serve as Albany Commissioner
- NH Municipal Association Annual Conference – Cathy will check her schedule to see if she can go.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— Town Counsel questioned the junk from the pictures. Chairman Hiland replied a lot of it was hidden because of the tall grass and he took the pictures across Rt 16 so as not to go onto the property.
- Route 16 – 2219 NH Route 16 – fire cleanup update – a letter was sent to bank – no reply as of yet.

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

**Planning Board – Rick-** next meeting October 8 at 7 pm.

**ESAA – Rick** – nothing to report.

**Conservation Commission – Cathy** – a meeting was held last night. Cort Hansen has finished putting up the dog waste signs. He may put a few more up in the parking lot and move a few others to make them more visible. They received a report of a recliner that was left in the parking lot. Before anything had been discussed, Mike Steward picked it up and brought it to the transfer station. The Commission thanked Mike for his fast action. The Commission discussed what to do in these situations. They decided for now, it only happens once in a while and they will put up with it, but if it becomes habitual, they will take action. Chairman Hiland suggested putting up a sign to say, no dumping, \$1000.00 fine. The fine could be approved at a public hearing at a Selectmen’s meeting. Sean Wadsworth has started working on the water conservation plan. In 1991, North Country Council did a comprehensive report on it. Upper Saco Valley Land Trust had also done a report. Sean will contact them to see if they may have it in digital format and proceed from there. Alternate Austen Bernier stepped down from the Commission as he is moving to New Mexico for the winter. There are a few other people in the wings to step up. The Commission is waiting to make it official before approach the Selectmen for a formal vote.

**School Board – Joe** – next meeting November 13 at 5:30 pm

**Other:** Chairman Hiland would like to protect the generator with jersey barriers. He also suggested hiring someone local to shovel the generator out as well as all the doors and emergency exits doors to the Town Hall for the winter months due to more people requesting the use (rental) of the Town Hall. Selectperson Ryan is not opposed to that.

**Correspondence:** None

**Public Comment:** None

**Next Meeting:** October 10 at 5 PM

**Adjournment:** At 5:52 p.m., Chairman Hiland made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor (2-0-0).

Respectfully Submitted,

Kathleen Golding  
Town Administrator