



Albany Selectmen's Meeting Minutes Albany, New Hampshire April 3, 2019

Call to Order: At 5:06 p.m., Chairman Hiland called the Selectmen's meeting to order.

Pledge of Allegiance: All present joined in the Pledge of Allegiance.

Attendance:

Selectman Members present: Rick Hiland, Cathy Ryan and Joe Ferris
Town Administrator: Kathy Golding (excused - sick)
Public: Dorothy Solomon

New Business:

- **Approval of the March 20 minutes:** *Selectman Ferris made a motion to approve the March 20 minutes as submitted, Selectperson Ryan seconded the motion; Selectman Ferris made motion to amend the minutes under School Board Report by removing "next School Board meeting May 14th at 5:30PM.", seconded by Selectperson Ryan and all were in favor of the amendment (3 - 0 - 0). With no further discussion or corrections the motion as amend was called for a vote and all were in favor of the amended minutes (3 - 0 - 0).*
- **Approval of the March 27 minutes:** *Selectman Ferris made a motion to approve the March 27 minutes as submitted, Selectperson Ryan seconded the motion, with no discussion, errors or omissions Selectman Hiland and Selectperson Ryan were in favor of the motion to approve the minutes as presented and Selectman Ferris abstained as he was not present for that meeting (2 - 0 - 1).*
- **Approval of consent file:** *Selectman Ferris made a motion to approve the consent file for April 3, 2019 as presented, Selectperson Ryan seconded the motion and all were in favor (3 - 0 - 0).*

Signed payroll checks and vouchers	\$850.95
Approved accounts payable invoices	\$12,282.57

Reviewed & signed previously approved accounts payable & issued checks	\$29,222.55
Sign Violation Letter	Map 8 Lots 1 & 2
Sign Letter to Spectrum	Regarding 1 Year contracts on renewal in 2021 & request a meeting
Review & Approve 1 Excavation Permit	Map 10 Lot 19

- **Winter Road Maintenance Policy:** A public hearing was held on March 27 and with the customary policy to wait for Selectman Ferris to be present for the vote. *With no changes from the Public Hearing Selectperson Ryan made a motion to approve the Winter Road Maintenance Policy as presented at the Public Hearing, Selectman Ferris seconded the motion, with no further discussion all were in favor (3 - 0 - 0).*
- Chairman Hiland would like to attend the NHMA NEW Hard Road to Travel Workshop on April 26. Selectman Ferris wants to attend also and will let Town Administrator know after he checks his schedule.

Town Administrator Report:

- Executive Councilor Mike Cryans is scheduled to meet with Selectmen on May 1 at 5:15 PM.
- Chuck Merrow will be in on Thursday to continue work on QuickBooks Pro with the Town Administrator.
- Emailed AJ's Seal Coating to schedule sealing parking lot in May after the spring cleanup and sweeping is complete (and snow is gone!).
- Carroll County Commissioner meeting with Selectmen – Ken Robichaud will get back to Town Administrator with a date and time.
- Josh McAllister will get back to Town Administrator with a date and time for meeting attendance regarding Street Standards review and update.
- Conway Recreation – Lilli Gilligan, John Eastman and Tom Holmes will be in next Wednesday to discuss the cost of Conway Recreation.
- Computer Port – Tom will be in next week to start the computer & software upgrade and independent internet connection for Town Clerk/Tax Collector's Office.
- Town Administrator – updated - NHMA Municipal Officers Directory has been updated for 2019.
- Health Officer will attend the annual spring Health Officer workshop on May 22nd.

APPOINTMENTS: None

Old Business:

- **QuickBooks Pro** – in process – completion date of June 30, 2019.
- **Treasurer's Office** – in process – completion date of September 1, 2019.
- **NH State Surplus** – in process – do we need furniture and/or office equipment for Treasurer's office? – we will check & make list of needs.
- **Town Clerk Office** – setting up independent internet connection to eliminate the need to have the Selectman's Office computer on in order to operate their computers. To be completed with the above computer upgrade & Treasurer's office set-up.
- **Town Hall – building & parking lot maintenance** – waiting for additional quotes – schedule AJ's for sealing of parking lot in May.
- **NH State Bridge Aid** – application filed and received by NHDOT – waiting – Town Administrator will contact NH DOT to check status. See email note from Chris Fournier (HEB) below.
- **Chapel Committee/Historical Society** – no action taken – in process.
- **Security/Fire system upgrade and evaluation** – waiting for additional quotes.
- **Federal Land Access Program (FLAP)** – submitted – waiting
- **NH DOT LAP Certification** – April 9 8:30am – 4 PM - (Kathy Rick & Joe)
- **Northern Borders Regional Commission grant** – waiting for filing period to open - after reading manual & requirements, Albany did not qualify for any provisions of the Grant. Selectman Hiland mentioned to Selectperson Ryan that the Conservation Commission may qualify for a grant that would need 50% matching funds for parking area or entrance to Town Forest.

- **Business Roundtable meeting** – TBD –
- **Road Standards update** – in process – set up meeting with HEB – contact HEB for a current contract and scope of work & questions on original quoted prices.
- **Winter road maintenance policy** – a public hearing was held and the policy was approved at today's meeting – see new business above.
- **Cable TV contract (2021)** – waiting for copy of proposed contract - letter making known that we will only renew one year at a time & request meeting.
- **North Country Council** – need volunteer to serve as Albany Commissioner
- **Broadband Initiative meeting** – information gathering mode – in process
- **NCIC – 2219 NH Route 16** – April 15 cleanup – with winter as it has been we may need to work with these folks by extending a week or so. TBD
- **Meeting with State Representatives and Senator** – TBD (May)
- **Meeting with County Commissioners** – TBD (April)
- **Meeting with Governor's Executive Councilor** – May 1

- **Water Companies** – discuss cancelling account due to excessive charges for fuel adjustment and invoicing fee - look for alternative bottled water companies and get prices, service and quality information.
- **Enforcement Policy (Boards, Commissions, Committees)** - Selectman Hiland distributed a draft copy for review and approval at next meeting to be included in the Rules of Procedures.
- **Policy for Petitioned Warrant Article Requirements** – from questions at 2019 Town Meeting - Selectman Hiland will draft a policy to be reviewed and worked on at future meetings.

Other Business (and Board reports):

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

NHMA – Rick - None

Conservation Commission – Cathy – reported on meeting on April 3 – working on a ground water recommendation.

School Board – Joe – next School Board meeting April 9th at 5:30PM. Reorganization of the Board and adoption of Rules of Procedure.

Other: None

Correspondence:

- E-mail from Chris Fournier (HEB Engineers) regarding RED listed bridges and their status. - Town Administrator will contact NH DOT to find out status of our Drake Hill Road RED listed bridge. We may need to look at some remediation repairs at some point down the road to preserve the bridge until we have the money to fix or replace with Bridge Aid.

Public Comment: None

Next Meeting: April 10 at 5 PM

Adjournment: *At 6:04 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor (3 – 0 - 0).*

Respectfully Submitted,

Rick Hiland - Chairman
Acting Secretary