



# Albany Selectmen’s Meeting Minutes

## Albany, New Hampshire August 14, 2019

**Call to Order:** At 5:08 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: Dorothy Solomon, Peter Carboni and John Baptiste

**New Business:**

- **Approval of July 24 minutes:** *Selectman Ferris made a motion to approve the minutes as submitted, Selectperson Ryan seconded the motion and all were in favor (3-0-0).*
- **Approval of the 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	\$2,563.63
Reviewed & signed checks	\$132,407.42
Signed Tax Collector Deed	Map 8 Lot 46
Approved one building permit application	Map 9 Lot 153
Approved one vending cart permit	Map 7 Lot 65
Signed new signature cards	Bank of NH
Signed TAN documents	

**Amend Rules of Procedure:** Chairman Hiland read an amendment to the Selectmen’s Rule of Procedure;

**SECTION 12: SECURITY OF TOWN HALL & KEYS ISSUED**

Each Selectman shall receive a key to the main office door, the Selectmen’s office and the conference room along with a security code to disarm/arm the system. The same authorization will be given to the Town Administrator **and the Treasurer**. Authorized Board members to be key holders/security code holders to the main office door and the conference room are: Planning Board Chairperson, Planning Board Secretary,

Conservation Commission Chairperson, School Board Chairperson, Cemetery Trustee Chairperson and Supervisor of the Checklist Chairperson. The Town Clerk/Tax Collector and Deputy Town Clerk/Tax Collector shall receive a key and security code to the main office door and the Town Clerk/Tax Collector's office. Each key holder will sign an acknowledgement form that they have received keys. Once their term has ended, they must surrender their keys immediately. The security company will be contacted by the Select Board Chairperson or Town Administrator to delete the key holder's security code from the system. This amendment will be voted on at the next Selectmen's meeting per the Rules of Procedure.

**Town Administrators Report:**

A vending cart permit has been acquired for 1297 NH Route 16.

Sabrina (Moulton) Gratch contacted the office and would like to work with the Town in order to make the final cleanup of the property located at tax map 3 lot 30. The Selectmen will send Sabrina a certified letter requesting a formal cleanup plan and a timeline for completion.

The new Town Treasurer, Chuck Merrow, has begun making deposits and is working on a manifest policy and procedure to follow.

The annual NH Municipal Association class on Budget and Finance is to be held in September. Chairman Hiland and Treasurer Merrow would like to attend.

**APPOINTMENTS:**

**Peter Carboni (Building Permit Administrator):** the Board reviewed and revised the Building Permit Administrator job description.

**Pope Security:** John (Pope Security) gave the Selectmen an overview of the two estimates provided by Pope to upgrade the current security and fire system. A third estimate was to change the door locks to a card access system.

**Old Business:**

- **Building Permit Administrator Job Description-** see Peter Carboni above
- **NH State Surplus** – in process
- **Town Hall – building maintenance** – paint trim & moldings-in process
- **NH State Bridge Aid** – in process
- **Chapel Committee/Historical Society** – in process
- **Security/Fire system upgrade** – see Pope Security above
- **Federal Land Access Program (FLAP)** – in process
- **Business Roundtable meeting** – TBD
- **Road Standards update** – HEB Engineering - in process

- **Cable TV contract (2021)** – in process
- **North Country Council** – need a volunteer to serve as Albany Commissioner
- **Broadband Initiative meeting** – information gathering mode
- **Policy for non-profit petitioned warrant articles** - review draft
- **Route 16 Moulton property** – in process
- **110 Golden Oaks Rd.** -review Town Counsel's e-mail
- **Treasurer's duties** – in process
- **Vendor/Vending cart ordinance**: no action taken
- **Tax Deed & Property Auctions**: Review Town owned 13 Hurley Corner

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

**Planning Board – Rick-** the Planning Board met on Monday and discussed a previous decision that had been made. It will be revisited at their next meeting. A couple interested in property in Albany discussed the possibility of running their business and living on the property. They were asked to submit a plot plan of their proposal and to review Albany's zoning ordinances.

**NHMA – Rick** – webinars will be announced soon. Chairman Hiland attended a Zoning Board of Adjustment webinar and noted the ZBA must have rules of procedure.

**Conservation Commission – Cathy** – the meeting was cancelled due to no quorum.

**School Board – Joe** – an executive board meeting was held. The school calendar was revised. The strategic plan is expiring soon. The Board was asked for input for the Superintendent's goals and topics for a presentation to the SAU 9 Board. Albany will be receiving money back from SAU 9.

**Other:** Selectman Ferris noted one of the Sheriff Department's individual invoices showed less than the minimum four hours that Albany is paying for. The Selectmen would like to know when the four-hour shift begins. Is it when they leave Ossipee or when they enter Albany?

**Correspondence:** Town of Conway-Potential Regional Impact Notice  
NHDOT-Highway Block Grant Notice

**Public Comment:** None

**NonPublic Session RSA 91:A-3 II (c):** Welfare application

At 6:41 p.m., *Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (c), Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectperson Ryan, aye, Selectman Ferris, aye.*

At 6:48 p.m., *Selectman Ferris motioned to move into public session, seconded by Chairman Hiland, all were in favor. Roll call, Chairman Hiland aye, Selectperson Ryan, aye, Selectman Ferris, aye.*

At 6:49 p.m. it was determined that the minutes of both sessions shall not be publicly disclosed. *Chairman Hiland motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectperson Ryan, aye, Selectman Ferris, aye.*

**Next Meeting:** August 28 at 5:30 P.M.

**Adjournment:**

At 6:52 p.m., *Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor (3-0-0).*

Respectfully Submitted,

Kathleen Golding  
Town Administrator