

Minutes

Albany NH Selectmen's Meeting

June 5, 2013

At 3:35 p.m., the Selectmen's meeting was called to order. In attendance were Jack Rose, Sara Young-Knox and Kelly Robitaille. Also present were Lee Grant and June Johnson. The following business was conducted.

Regular Business:

- Reviewed & approved May 22 minutes-Jack made a motion to approve the minutes as submitted, Sara seconded the motion and all were in favor.
- Signed checks totaling \$7,807.99.
- Reviewed & tabled one septic design-Jack motioned to table this septic design for Tin Mountain because they have not been approved for a site plan review by the Planning Board yet. Sara seconded the motion and all were in favor. Tin Mountain will be informed.
- Reviewed & approved two timber intents.
- Reviewed & approved two excavation intents.
- Selectmen's duties-see below
- Administrative Assistant Report-see below

Administrative Assistant Report:

While performing spring cleanup around the property, the maintenance company Total Property Maintenance noticed the front of the chapel could use some upgrading. Owner, Jesse Martin estimated to bring in loam and reseed the lawn would cost \$800. Kelly thought this price was too steep. Sara thought the lawn was okay for now as we may need to put the money elsewhere by the end of the year. Jack agreed.

A building permit has been submitted by AMBIX for an electrical upgrade and partition installation. It is in the process of being approved by code enforcement officer Peter Carboni. AMBIX recently received a CBDG grant in which Albany was the applicant for them.

Jack asked if an estimate had been submitted for the parking lot lights yet. The AA replied no. Kelly told Jack the electrician was going to come back to look at the chapel to see if he could run wires and a fixture from the building rather than from a tree where an existing fixture is. Kelly will contact the electrician.

Jack reported the first picnic meeting had been held and asked June Johnson to talk about it. June told everyone the set up will be the same as last year. Steve Knox will be selling books on behalf of the Historical Society; June is in charge of getting the volleyball and net; Kathy Carrier has been contacted to take inventory of what is left over from last year and she will try to get another grill to use; Jack's duties will include getting the meats and ice and renting the tent. People whose last names begin with the letters A-M will be in charge of salads. People whose last names begin with the letters N-Z will be in charge of desserts. There will be no appetizers this year as there has been too much waste in years past. Kathy Carrier also thought McDonald's would be able to donate again this year.

Sara asked what tables would be used for the picnic? Jack said the price for tables in addition to the tent was not much more money and set up of the tables was included. It was just easier than lugging the tables from town hall.

Jack asked what was being done with the old tables in town hall. The AA replied Dan Sdankus had offered to take them for his campground. Sara thought there should be a bidding process for the tables. She didn't think it would be good practice to offer them to one person. Jack said they could be offered to the citizens of Albany to pick them up and take them away. He thought they should be offered for free. Sara made a motion to tell people the old tables are available and if anyone is interested, they may contact the Selectmen's office. Kelly seconded the motion and all were in favor.

Jack asked the AA if she had been utilizing the security window. She replied not all the time. She uses it if someone she did not recognize drove into the parking lot. Jack asked why. The AA replied it was very difficult to hear people through the glass because it was so thick. She thinks a hole needs to be cut in the center and a louver placed in the hole for a clearer sound. Jack motioned to get a quote for the cutting of a hole in the glass with a louver insert, Sara seconded the motion and all were in favor.

Jack distributed a directory containing information for community transportation services. This project was a joint effort between Carroll County Regional Coordination Council and North Country Council. He added they did a fantastic job and he wants to get them distributed to a variety of locations. If anyone needs to know what community transportation services are available, it is in this directory.

Mountain Meadow Riders:

Chip Henry and Colin Preece joined the meeting to get the Board's permission to cross town property in order to continue a snowmobile trail to connect with another existing trail. The proposed trail would come out on Passaconaway Rd. just before where the gate is closed for the winter, travel up to the covered bridge. Here it will connect to the existing trail and continue to Bear Notch Rd. It runs parallel with the river, never crossing it. Chip and Colin are working with the National Forest and would like to utilize some of their current logging roads and future logging roads as they have large timber cuts going on for the next four years.

Sara thought it may be difficult because of the Forest Service logging projects. Chip told Sara they are aware of the cutting and will work with them. Chip said they already have permission from two Albany property owners and now they needed the town's permission. Chip showed the Board a map of where the current trail lies and where the proposed connecting trail would be. Sara's concern was what the townspeople would want. A lot of people cross country ski in the area and may not like a skimobile trail. She did not feel comfortable giving a yes or no answer. Chip said he fully understood and they were just trying to get the ball rolling. This will be a long process. He added it could be very positive for the business economy in the area. Sara thought it sounded good but road agent Curtis Coleman should be asked for his opinion. A trail would pack down the snow making the melting process longer, possibly delaying the opening of the gate in spring. Sara said a public meeting could be held during a Selectmen meeting to ask the opinion of concerned citizens.

Kelly asked Chip and Colin what their timeframe was. Chip replied this is going to be a long process with the National Forest as they will be cutting for four years. Chip added eventually it may be possible to connect with a trail that goes over to Lincoln. This could compete with the northern skimobile trails, bringing more revenue to our part of New Hampshire. Kelly asked if it was possible to mark where the trail would be. Chip replied that the markings may be confused with logging operations. Kelly said he can't see where it would affect anyone because the trail would be coming out where the road gets blocked off for the winter.

Jack wants to show the map to Curtis. Kelly agreed, adding maybe there should be a time constraint. Albany could sign a one year agreement and if it is not good for us, then it doesn't get renewed. Chip said they could always go back into the forest if it was necessary. Sara said to put it in the paper, make it part of a Selectmen meeting, and see if anyone shows up.

Chip and Colin left the meeting.

Selectmen duties:

Sara told the Board she contacted the Local Government Center (LGC) for the job descriptions of an Administrative Assistant and Town Administrator. LGC referred Sara also to their publication, "Knowing the Territory." Last time the Board met Jack asked the AA to obtain these job descriptions. Sara said it is the Selectmen's duty, we are the managers. An employee doesn't manage their own position. We are also in charge of personnel policies. Jack asked Sara if she had something to stake for the record. Sara replied no she just was merely saying as a matter of policy that an employee should not research their own role. Sara added she didn't think the current position needed to be negated.

Jack said he was the one who initiated the whole thing. He felt justified in having the research done by the AA as worthwhile information was obtained to determine the future direction of where the town is going. Jack said he has read most of the information and feels there is no harm done. The AA had the time to do the research and has compiled information so the Board could make an intelligent decision. Jack does not share Sara's feeling that their duties were neglected. He thought the AA did a super job compiling the information. Kelly added he thought the Board was intelligent enough to know if the AA was snowballing them.

Sara thought the position is fine as it is now. Kelly thought it is not fine and the AA goes over and above her duties. Jack said he looked at the Administrative Assistant and put together with Town Administrator and all functions combined makes up the duties of a Town Administrator. Sara replied one of the duties noted in the LGC Town Administrator job description was performing office staff evaluations and Albany doesn't have staff. Jack said that job description doesn't have to define ours. It does define 99% of the duties performed today and 1% of the future. Albany is growing and we may have employees in the future. Jack added he thinks the evaluations is a very minor point and the rest of Kathy's duties are defined very well as Administrator. Sara replied Administrative Assistant is also administrative. Jack said but it implies secretary. Sara pointed out the Administrative Assistant duties and said it does not imply secretary. Jack said it does not incorporate all the duties of a Town Administrator that are being performed currently. Sara said these descriptions are suggested and a lot of Town Administrator and Administrative Assistant are duplicated. She doesn't see why the changed was needed.

JR____
SYK____
KR____

Kelly said he felt the town needs a Town Administrator. Sara asked why a Town Administrator is needed now. Jack said he didn't think this has happened in two years, it has been going on and building up and the duties have been performed. He feels a Town Administrator is needed more than an Administrative Assistant. Kelly said some towns have both positions and the Board needs to decide which one they want. Kelly wants to do more research. Jack suggested looking over the information submitted by the AA and reconvene in one week with opinions.

Jack asked for public opinion. Lee Grant said he worked as a skill laborer for 37 years. He had to write his own job description because as his duties increased, he was compensated for them but it would never be reflected in his job description unless he brought it to the attention of his boss. Lee said his boss would take it for granted until it was brought to his attention at which point, his boss would agree it needed to be part of his job description. Lee said he didn't see a problem with the AA contributing to her own job description. Sara said the Board ultimately makes the decision. Lee added the LGC description was generic. The title takes on more responsibility. Jack said that is why he feels the other research material deserves merit. Kelly suggested making time at next week's meeting to further discuss the matter.

The Selectmen discussed the submission of an alternate personnel policy. The Board decided they will review on their own and discuss it at next week's meeting.

At 4:45 p.m., Kelly made a motion to adjourn, Sara seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Administrative Assistant