



Albany Selectmen's Meeting Minutes

Albany, New Hampshire
July 22, 2020 at 5:30 P.M.

1. **Call to Order:** Chairman Hiland called the meeting to order at 5:33 p.m.

2. **Pledge of Allegiance:** Chairman Hiland led the meeting in the Pledge

The meeting may be live streamed at www.TownHallStreams.com and you may participate by calling 1-480-660-5317. Conference code: 540682

3. **Attendance:** In Person: Chairman R. Hiland, Selectperson C. Ryan and Town Administrator, K. Collins **By Phone:** Selectman J. Ferris and resident/Chapel Committee Chair, D. Solomon

4. **New Business:**

A. **Approval of July 15, 2020 minutes, including one set of sealed Non Public Session minutes.**

Selectman Ferris made a motion to approve the minutes of the July 15, 2020 meeting, including one set of sealed Non Public Session minutes, as presented. Selectperson Ryan seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

B. **Approval of July 22, 2020 consent file**

- ___ Review & Sign manifest in the amount of \$ **3,338.57**
- ___ Review, approve and sign two pistol permits
- ___ Review, approve and sign Building Permit for Piper Meadows
- ___ Review, approve and sign Local Approval for individual septic system
- ___ Review, approve and sign Intent to Excavate for M7, L61

Selectman Ferris made a motion to approve the consent file as presented. Selectperson Ryan seconded. Any discussion? The Building Permit for Piper Meadows – were the taxes paid on the one he removed and is there approved septic on this. The lot was already empty and the septic approval is attached. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

C. **Review and discuss dog bite incident occurring in Albany that was unreported as required by RSA 436:105**

The Town Administrator outlined the situation, which started with the Town being notified by an email from the NH State Veterinarian. The Board agrees that the Town's Animal Control Officer and Health Officer should send a letter requesting the business owner give the town a status update on the dog and quarantine efforts followed.

5. Town Administrators Report:

A. Review Carroll County Notice of Supplemental Appropriation Hearing
This happened at the delegation meeting. This is to resolve permission to spend the COVID monies.

B. Review and discuss advisability of maintenance contract on town hall generator

The Board has decided to just get an annual servicing not a maintenance agreement

C. Review and discuss setting a date to meet with the Mountain Meadow Riders Snowmobile Club per their email request

Chairman Hiland noted that they want to use the closed part of the road to get to the trail. Chairman Hiland also noted that there was a woman from the Johnson Development who had some questions when this came up before and who the town agreed to notify her with regards to future meetings. The Town also had questions about damage to the edge of the road from snowmobile cleats and parking. The Board wants a map and an outline of the plan submitted to the prior to setting up a date to meet.

D. Chairman Hiland made a motion to authorize the expenditure of of \$150 for a larger trap for the ACO. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

6. APPOINTMENTS: none

7. Old Business:

A. **Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission – Keith Croto has been sworn in as an Alternate to the ZBA.

B. **Town Fees & Fines Review & Update:** Sign, Building Permits, etc.

C. **Select Board meetings:** – decide on when to go to 2 meetings per month

D. **NH State Surplus** – in process

E. **NH State Bridge Aid** – Drake Hill Rd bridge - in process

F. **Chapel Committee/Historical Society** – in process

G. **Federal Land Access Program (FLAP)** – in process – waiting on MOA

H. **Business Roundtable meeting** – TBD

- I. **Cable TV contract (2021)** – Chairman Hiland provided the contact information to the TA for the person, at Spectrum, who we will be requesting a meeting with. The TA also sent a copy of the current contract out to Selectman Ferris and Selectperson Ryan, for their review before the meeting.
- J. **Route 16 Moulton property** – in process
- K. **110 Golden Oaks Rd** -waiting for ownership documentation
- L. **Vendor/Vending cart ordinance** – in process
- M. **Library cards:** - We have vouchers, which are available here. We originally had a meeting scheduled with Dave Smollen but due to COVID we have not been able to meet with him.
- N. **Process for making town hall campus ‘no smoking’ (added at 6/10 meeting)**
- O. **Review and discuss 2020 deed list (for 2017 unpaid taxes) including policy for making payment plans for taxpayers on deed list, sample letter and sample agreement**

We discussed a policy, sample letter and sample agreement for review last meeting. The TA did as requested and updated the documents for Albany. Chairman Hiland noted that we have a deadline, as deeding is scheduled for August 11, 2020..

Chairman Hiland made a motion to adopt the Tax Deeding Payment Plan Policy as presented, effective immediately. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – abstain; Selectman Ferris – aye. **Motion passed: 2-0-1.**
- P. **Review and discuss reviewing the Town’s Emergency Operations Plan – this needs to be done annually**

Selectperson Ryan is still looking at this
- Q. **Review and sign letter to a taxpayer regarding possible code violations on their property at M3, L32**

The Board reviewed, approved and signed the letter

Historical Society – Peter DonKonics will be providing a written report

Elections – D. Solomon was on a call with the Secretary of State’s Office this morning. They suggested a meeting with the Moderator. Chairman spoke with Ed Alkalay this morning and Ed is calling a meeting of all the election workers at 5:30 on July 30, 2020 to discuss how this is going to work. He is including selectmen, moderator, supervisors, ballot clerks and the town clerk. The Clerk’s also need to be prepared for the voter’s who want an absentee ballot. The Town Administrator does not need to attend this meeting

8. Other Business (and Board reports):

- A. **Planning Board** – no meeting
- B. **NHMA – Selectman Hiland** – nothing to report
- C. **Carroll County Broadband** – Selectman Hiland – in the middle of distributing and filling out survey
- D. **Conservation Commission – Selectperson Ryan** – nothing new
- E. **Other: none**

9. Correspondence:

- A. Letter from Conway Fire District regarding possible impact on Municipal Well sites of any chemicals being used by farms who lease town owned property from Albany
The TA sent this to the ConComm for their review.

10. Public Comment: none

11. Next Meeting: July 29, 2020 at 5:30 PM at Albany Town Hall

12. Non-Public Sessions:

#1 Non Public Session under RSA 91-A:3, II (c) matters, which if discussed publicly may adversely affect the reputation of a person other than a member of the body or agency itself.

Chairman Hiland made a motion to go into Non Public Session, Selectman Ferris seconded at 6:20 p.m. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – abstain; Selectman Ferris – aye. **Motion passed: 3-0-0.**

Chairman Hiland made a motion to seal the Non Public minutes, Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0.**

Chairman Hiland made a motion to leave Non Public session at 6:40 p.m. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye.

Chairman Hiland made a motion to seal the minutes of the preceding Non Public Session. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed 3-0-0**

13. Adjournment:

Chairman Hiland made a motion to adjourn at 6:44 p.m. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectperson Ryan – aye; Selectman Ferris – aye. **Motion passed: 3-0-0.**

Submitted by: Kelley A. Collins/Town Administrator