

# Albany Selectmen's Meeting Minutes

Albany, New Hampshire  
August 19, 2020 at 5:30 P.M.



- 1. Call to Order:** Chairman Hiland called the meeting to order at 5:33p.m.
- 2. Pledge of Allegiance:** Chairman Hiland led the meeting in the Pledge.

This meeting may be streamed at [www.TownHallStreams.com](http://www.TownHallStreams.com) and to participate you may call 1-480-660-5317. Use conference code 540682

- 3. Attendance: In Person:** Chairman R. Hiland, Town Administrator K. Collins, and Building Permit Administrator/Peter Carboni, **By Phone:** Andy Davis/Chairman of the ZBA, D. Solomon/Chair of the Chapel Committee, David Smolen/Conway Public Library Director, Julie Laracy/Trustee - Conway Public Library, Selectman J. Ferris, and Doug McVicar from Wonalancet, Bruce Larson and Kathleen Bird Albany residents.

#### **4. New Business:**

- A. Approval of August 12, 2020 minutes, including one set of sealed Non Public Session minutes.**

Selectman Ferris made a motion to approve the minutes of the August 12, 2020 Selectmen's meeting including one set of sealed Non Public minutes, as presented. Chairman Hiland seconded. Discussion/Errors or Omissions? There being none the motion was moved. **Roll Call Vote: Chairman R. Hiland – aye; Selectman Ferris – aye. Motion passed: 2-0-0**

- B. Approval of August 19, 2020 consent file**

\_\_\_ Review & Sign manifest in the amount of \$ 2,101.61

\_\_\_ Review, discuss and approve building permit for 60 x 80 foot garage at M6, L111

\_\_\_ Review, discuss and approve building permit renewal and abate fee for M7, L56 pump station

Selectman Ferris made a motion to approve the consent file as presented. Chairman R. Hiland seconded. Discussion: There will be no abatement on the second building permit, it will renew for one year from today. **Roll Call Vote: Chairman R. Hiland – aye; Selectman Ferris – aye. Motion passed: 2-0-0**

**C. Review, discuss and approve/deny request for abatement of two parking tickets (#1598 and #1599)**

**The Board reviewed the written appeal for ticket #1598 and #1599.**

Chairman Hiland made a motion to deny the request for appeal for ticket 1598 and 1599. Chairman Hiland makes this motion based on former discussions in support of the Sheriff's Department to issue these properly and to uphold their action(s). Selectman Ferris seconded. **Roll Call Vote:**

**Chairman R. Hiland – aye; Selectman Ferris – aye. Motion passed: 2-0-0**

**D. Review and discuss running an ad to solicit letters of interest for the vacancy in the selectboard**

The Board reviewed a draft public notice to solicit letters of interest for any resident interested in filling a vacancy on the Board of Selectmen until the March 2021 Town elections. The Town Administrator will run this in the Conway Daily Sun one time, post on the door at town hall and post on the Town's website.

**E. Review and discuss job interview conducted by the Board in Non Public Session on 8/18/2020, for a potential Municipal Clerk to serve in the Town Clerk/Tax Collector's Office**

Chairman Hiland made a motion to appoint Matthew Parker to serve as temporary Municipal Clerk (with the intent to become Deputy once there is a vacancy in that office) at a rate of \$20/hour and 12 hours per week with exception of training week at DMV, effective immediately upon the Town Clerk Tax Collector or Deputy Town Clerk Tax Collector providing the Town Administrator with a properly executed W4, I9 and Direct Deposit form (if applicable). Selectman Ferris seconded. Any discussion? Selectman Ferris wants to make sure the position is Municipal Clerk. **Roll Call Vote:**

**Chairman R. Hiland – aye; Selectman Ferris – aye. Motion passed: 2-0-0**

**F. Review and discuss the ownership status of 77 Abenaki Way**

The Town Administrator was notified this week that it appears that we need to correct a deed issue from 2001 or 2002. The Town took a Tax Collector's Deed in October of 2001. In 2002 the Town wrote Walter Hand a letter outlining the status of payments, as of 7/10/2002 and asking that the balance be cleared up by 10/3/2002. There is no further documentation that the balance was or was not paid. On March 11, 2009 there was a Warranty Deed filed at the Carroll County Registry of Deeds transferring the property from Walter J. Hand, Brian M. Hand, and Steven W. Hand to Walter J. Hand and Diane L. Hand. (note: not really sure who did the title work to issue a warranty deed with this 2001 defect of the missing deed from the town to Walter J. Hand, Brian M. Hand and Steven W. Hand).

The Town Administrator would like the Board's vote, per policy, to send this packet to Matt Serge, Town Attorney, for his legal opinion and possible drafting of a Selectmen's Deed to the Hand's Chairman Hiland made a motion to have the TA send this packet to the Town Attorney for his opinion. Selectman Ferris seconded. Discussion: Do a little more research to see if we can identify that this was paid. **Roll Call Vote:** Chairman Hiland – aye; Selectman Ferris – aye. **Motion passed: 2-0-0**

**G. Review, discuss and sign as witness the tax collector's deed for M12, L23**

The Board of Selectmen witnessed the tax collector's deed for the above referenced property. The Board signed the document.

**5. Town Administrators Report:**

**A. Review and discuss changes to Board of Selectmen, Rules of Procedure**

The Town Administrator has made some minor corrections to the Rules of Procedure. The Selectmen will review these and put them on a future agenda for a vote to revise.

**B. Review, discuss and sign 2020 MS 535 for submission to DRA**

The Board reviewed the 2020 MS 535 financial statement and signed the form, as submitted by the Town's Auditor.

**6. APPOINTMENTS:**

**A. Meet, remotely, with Mr. Smolen, Conway Library Director and Julie Laracy/Conway Library Trustee**

Chairman Hiland asked Mr. Smolen if he wants to start. The Library has been serving the Town for many years and he feels we have a good relationship and it is a good deal. He feels it is a feather in our cap for a community of our size to have the services provided by Conway Public Library. He doesn't want to discuss any specific patrons but is happy to discuss policies, finance, etc.

Chairman Hiland is just looking to justify the invoice we got last October 2019 for 105 residents at \$80 per person.

Mr. Smolen has been the Director for 7 years and the accepted procedure is that if someone from Albany comes in they must have a voucher from the town. People still need to provide their proof of residency, he will not accept just the voucher. You would need a driver's license and/or a utility bill or they can look you up in the NH tax kiosk. Once they are in the system they make you verify (Albany cards expire on January 1 of each year) the information when the card expires. They only charge the Town for active cards. The card is considered a family card. You cannot really tell how

many people used the card. It could be for one or for a family of four. In 2019 Albany residents represented about 6% of the library circulation which is proportional to the population of Conway. Mr. Smolen has no interest in charging the town for someone who isn't eligible for a card. The circulation number seems to prove out the accuracy of the numbers.

No one really knows the parameter of the agreement because it has never been put in writing. No one who is involved now was there when this agreement was made. Mr. Smolen thinks that some kind of contract or Memo of Understanding (MOU) would be a good thing. It would provide continuity between Library Trustees and Boards of Selectmen.

Chairman Hiland noted that this is not a situation where we are unhappy with the services, we just need to justify the expense.

Mr. Smolen suggested that there is money in the Conway Public Library budget to do this exact thing i.e. have an attorney prepare an MOU. He is willing to have their Attorney draft something.

During COVID Mr. Smolen is very proud of his staff for working hard to provide services to the patrons of the Library. They never shut down, they continued to provide curb-side service.

Andy Davis asked how the Library defines an active card. Mr. Smolen noted that it requires an interaction with the member of the public where their information is re-verified. Mr. Davis still wants his library card.

Bruce Larson wants to add a few things: the library has recently joined with all the local libraries to create a consortium. As a former Library Trustee he appreciates the idea of a MOU. He has been super impressed by the services of the library and its actions during COVID.

## **7. Old Business:**

A. **Appointments to Town Boards & Commissions:** Planning Board, ZBA, Conservation Commission

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** – Chairman Hiland asked Dorothy if she got the email from TA stating that Town Attorney's opinion is that we cannot spend funds on dissolving the Historical Society. Chairman Hiland is willing to meet with Dorothy to discuss. The Chapel Committee will be meeting in October.

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

H. **Business Roundtable meeting** – TBD

I. **Cable TV contract (2021)** – in process

J. **Route 16 Moulton property** – in process

K. **110 Golden Oaks Rd** -waiting for ownership documentation

L. **Vendor/Vending cart ordinance** – R. Hiland will work on finishing that.

- M. **Library cards:** Draft Library MOU will be forthcoming
- N. **Process for making town hall campus ‘no smoking’ (added at 6/10 meeting)**
- O. **Review and discuss reviewing the Town’s Emergency Operations Plan** – this needs to be done annually

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

- A. **Planning Board – Joe Ferris** – nothing new but the PB will be going over the building permit/driveway permit and the thoughts of connecting it together. Chairman Hiland pointed out, again, that generally you apply for a driveway permit long before a building permit.
- B. **NHMA – Selectman Hiland** –there is a BOD meeting on Friday, virtually
- C. **Carroll County Broadband – Selectman Hiland** – still working on the survey, working on legislation for new session. Looking to hold a meeting to see how many of the 19 towns might be interested in forming a district.
- D. **Other:** Review and discuss legal opinion regarding the expenditure of any town funds for the Historical Society

**9. Correspondence:**

- A. **Review and discuss letter from NH DES regarding possible wetlands and shoreland violation(s) on M8, L51**  
The Board reviewed the letter from NH DES
- B. **Review and discuss letter from North Country Council re: solicitation of projects from member communities for the Ten-Year Transportation Plan**  
The Board reviewed the letter from the North Country Council

**10. Public Comment:** none

**11. Next Meeting:** August 26, 2020 at 5:30 PM at Albany Town Hall

**12. Non-Public Sessions:** none

**13. Adjournment:** Chairman Hiland made a motion to adjourn at 6:45 p.m. Selectman Ferris seconded. **Roll Call Vote:** Chairman Hiland – aye; Selectman Ferris – aye. **Motion passed: 2-0-0**

Submitted by: Kelley A. Collins/Town Administrator