

Minutes must be kept of all public meetings and must be available to the public upon request not more than five business days after the public meeting. A business day means the hours of 8 am to 5 pm on Monday through Friday, excluding national and state holidays. The minimum content of meeting minutes includes: (1) names of members present; (2) other people participating (it is not necessary to list everyone present, however); (3) a brief summary of subject matter discussed; and (4) any final decisions reached or action taken. There is no legal requirement to accept or approve the minutes. Even if minutes have not yet been approved, they still must be made available not more than five business days after the public meeting. When the five business day deadline is reached before the minutes are approved, they can be made available to the public with a notation that they are a draft version.

Taken from “*Knowing the Territory*,” a publication from the New Hampshire Municipal Association.

**Selectmen’s Meeting
Minutes-Amended
Albany, NH
April 12, 2017**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
Town Administrator: Kathy Vizard
Public: Steve Knox

Call to Order: At 5:00 p.m. Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approval of the March 22 minutes and April 5 minutes:** Selectman Ferris made a motion to approve the March 22 minutes, Selectperson Ryan seconded the motion. Selectman Ferris made a motion to remove paragraph three from page three, Selectperson Ryan seconded the motion and all were in favor. A vote was taken on the minutes as amended. All were in favor.

Selectman Ferris made a motion to approve the April 5 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.

- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor.

Signed checks	\$92,756.36
Signed MOU/Conway/Channel 3	
Signed EMPG grant	

agreement	
Letter of thanks to Bob Mathieu	
Approved two intents to excavate	Map 10 Lot 14 Map 10 Lot 19
Signed quarterly payroll report & Employment Security Report	

Appointments: Curtis Coleman (Road Agent):

The Board discussed the letter of violation received from NHDOT regarding the signage required for the Covered Bridge. Curtis told the Board most of the signs are there but some were located on the barrier that was removed for logging. Curtis will get the signs back up.

Chairman Hiland asked Curtis about the condition of the roads noting some were in bad shape. Curtis replied the frost must be completely out before taking a look. The roads are at their ugliest right now. The Board discussed problem areas they have seen.

The Board discussed salt usage. Curtis recently started using a brine mixture. It is environmentally sound. It doesn't bounce off of the roads and into culverts like salt does.

Chairman Hiland asked Curtis if he has any maintenance plans yet. Curtis said he will wait to see how the roads flatten out after the spring thaw. It's impossible to say what will take priority right now.

Selectperson Ryan asked Curtis what his thoughts were on the barrier before the Covered Bridge. Curtis replied the temporary barrier did not work last year. There should be something more permanent.

Chairman Hiland asked Curtis if he was keeping tabs on the damage to Passaconaway Rd. Curtis replied no. Chairman Hiland added the posted bond from Cersosimo expired in 2014. Curtis said it would be difficult to collect on the bond because there is no proof as to who actually did the damage and moving forward, maybe the logging operations should be limited during the winter months.

Chairman Hiland told Curtis that Rob Nadler found there are possible federal funds available through the NHDOT to help repair Passaconaway Rd. after the logging is complete. The Selectmen will be meeting with White

Mountain National Forest Supervisor, Tom Wagner. Curtis will be invited to that meeting.

Appoint Deputy Health Officer:

Chairman Hiland announced that Matthew Golding was nominated as Deputy Health Officer at the Selectmen's April 5th meeting. It was a tough decision. They both had good qualities. Kelly Robitaille was nominated as Health Officer.

Discuss & approve abatement for Map 6 Lot 49 (campers):

Selectman Ferris made a motion to grant an abatement on the 2015 levy in the amount of \$167.00 on Map 6 Lot 49, Selectperson Ryan seconded the motion and all were in favor.

Selectperson Ryan made a motion to grant an abatement on the 2016 levy in the amount of \$535.00 on Map 6 Lot 49, Chairman Hiland seconded the motion and ~~all were in favor~~ there were two (2) in favor (Cathy & Rick) , none opposed and one (1) (Joe) abstained. (2 – 0 – 1)

Discuss quotes for violation tickets:

Selectperson Ryan made a motion to approve the quote for violation tickets from Biller Press in the amount of \$535.00, Selectman Ferris seconded the motion and all were in favor.

Town Administrator's Report:

The Assessor, Jason Call has begun his 2017 work.

Deputy Perley reported a window on a camp on Passaconaway Rd. had been pushed in. She will contact the owner. Deputy Rowe reported there was trash emerging as the snow melts at a residence on Wildwood Rd. The Health Officer will inspect the property.

The Town Administrator spoke with Tom Wagner, White Mountain National Forest Supervisor. He will speak with Ranger Jim Innes and call back to set up a meeting date.

The project for the town hall doors had to be postponed because the EMPG grant had not been approved yet and if work began, the grant could be invalidated.

The town's website had been attacked again. Notchnet found the problem and is working to correct it.

The door panels to be replaced on the town office doors are on order and the project will be scheduled once they come in.

The Town Administrator will be preparing for the auditors to arrive April 20.

Old Business:

- Chief Solomon's recommendations-no action taken.
- Albany Selectmen business roundtable-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board, ZBA and Deputy Health Officer appointees-Deputy Health Officer has been appointed. An alternate to the Planning Board has been appointed.
- Discuss the establishment of a Heritage Commission-no action taken.
- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028-no action taken.
- Meeting with Forest Service and North Country Council-to be scheduled.
- Procedure for signing documents out of session-no action taken.
- Policy for enforcement of road violations-no action taken.
- Policy for videoing of meetings-no action taken.
- Meeting in Wonalancet-no action taken.
- Dedication of the Annual Town Report-the Board recommends a three person committee to research.
- TAN application-no action taken.

Other Business (Board reports):

Selectman Ferris reported the School Board has reorganized. Sara Young-Knox is the Chairperson and Stanley Solomon is the new board member.

Chairman Hiland would like to schedule a nonpublic session for May 3 to discuss the employee handbook.

Chairman Hiland noted the Combined Board meeting will be held on May 10 at 7:00 p.m. All Boards, Commissions and town officials are invited to attend. The Code of Ethics will be available to all who do not have a copy.

Chairman Hiland has given a draft copy of the farmer's contract to Conservation Commission Chair, Rob Nadler. He will review it and get back to Chairman Hiland.

Chairman Hiland attended a webinar on volunteers. Albany should have sign in sheets and time spent for volunteers to record. It is all part of risk management which keeps liability down.

Chairman Hiland reviewed the sign ordinance. The permit fee is \$5.00. He wonders if the fee should be increased and should it be charged one time only or annually.

Chairman Hiland would like all positions listed on the website.

Chairman Hiland would like a separate page on the website for the basic information about Albany.

Chairman Hiland would like the Health Inspector to see about inspecting the White Mountain Waldorf School. Also, a letter should be sent to One Wheel Drive to see when their building will be taken down. He would also like a letter to be sent to the owners of the property just south of Piper Trail to get rid of the vehicles and boats that constitutes a junkyard.

Chairman Hiland noted there is legislation to be voted on by the House of Representatives that would require a governing body to accept the election results from town meetings that had been postponed because of the winter storm.

Chairman Hiland discussed upcoming education workshops that are available.

Chairman Hiland reported the Planning Board met on Monday. Tara Taylor was voted as Chairperson. Planning Board Secretary, Nancy Cole, has resigned, effective at the end of May. The Planning Board's work session on April 24 has been changed to a regular meeting in order to hear and approve an amendment to Huttopia's site plan review.

Correspondence: None

RH____
CR____
JF____

Public Comment:

Steve Knox asked if there have been any prepayments of property taxes.
Kathy Vizard replied no.

Steve Knox asked if the violation fines had been voted on and listed. Kathy Vizard replied they are listed on the website.

Adjournment:

At 6:50 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator