

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 Albany, NH February 8, 2017

Members present: Joe Ferris, Rick Hiland Excused: Cathy Ryan
Public: Lee Grant, Dorothy Solomon, Steve Knox and Rob Nadler

Call to Order: At 4:00 p.m., Co-Chair Ferris called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approval of the February 1 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

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|-----------------------------------|--------------------|
| Signed checks | \$28,800.21 |
| Approved request for leave | |
| Approved town hall rental | |

Town Administrator’s Report:

Bob Mathieu came by the office to say he would like to take on the Deputy Health Officer position. Bob held the Health Officer position years ago. Selectman Ferris would like to wait on the appointment until there is a full board present. Selectman Hiland agreed.

Dave Dascoulias submitted his quote for electrical work and it can be part of the regular municipal budget. There is no need for a separate warrant article. The Board discussed the work to be done.

Review proposed 2017 Municipal Budget and Warrant:

Chairman Ryan entered the meeting via telephone. Selectman Hiland went on a ride along with a Sheriff's Deputy and is recommending the line item to fund Sheriff patrols remains the same. Selectman Hiland noted the other two Selectmen should also schedule a ride along. Chairman Ryan agreed the money is worth it after speaking with people from other towns who have Police Departments. Selectmen Ferris questioned the need for that much coverage. Selectman Hiland mentioned the neighborhood watch to the Sheriff's Deputy, who was in favor of the program and volunteered to help out if necessary to get it going.

Selectman Ferris asked Conservation Commission Chair, Rob Nadler why the Conservation Commission operating expense budget was so high as they did not use a lot of it last year. Rob replied that not a lot was done last year. Rob explained originally it was budgeted for mowing which is a part of compliance with their easement. Rob and the Selectmen discussed gifts and grants. Rob asked the Board for an annual blanket of approval for the Conservation Commission to accept gifts and grants. Selectman Hiland noted the statute as written allows the Conservation Commission to receive and except grants and gifts subject to the approval of the governing body (Selectmen). Chairman Ryan said it should be clear as to who has what authority. Rob asked if Town Counsel could address the blanket approval issue, what period of time and have some definition.

Selectman Hiland said he would support the Mount Washington Valley Economic Council at \$50. Selectman Ferris agreed. Selectman Hiland said Albany doesn't qualify as a 150 employee business. He supports them but feels it should be \$50. Rob Nadler noted the North Country Council assisted them in getting a grant that paid for the road extension. Coleman's, an Albany company, got that work. Ed Alkalay has an office in their development and has contact with them every day. He said it is not always for Albany. What they do is bring a lot of good to the region. It is a good organization and they have the support of Ed and his business. Selectman Hiland thinks it should be supported by business.

Barbara Robinson did not appear at the meeting. Rob Nadler, Albany's prior representative, now Commissioner, has served for North Country Council for nine years. He discussed the many ways the North Country Council benefits

Albany but in a regional manner. Rob also discussed and named Albany's need for regional organizations.

Appointments:

Barbara Robinson (North Country Council): Did not appear.

Ed Alkalay (Moderator):

Ed explained the process he will be following during the presentation of the budget at town meeting as well as the public hearing. He will open the budget without going over every line item. Selectman Hiland noted at town meeting the motion is to approve the bottom line. That is what is open for discussion. He would like to make it clear, if the budget is amended, it is the bottom line that is being amended.

Steve Knox asked if the tax impact will be placed on the budget. Selectman Hiland noted it is informative and state law has changed allowing towns to make it mandatory.

The Board discussed volunteers and if they are covered by liability insurance. Selectman Hiland wants it clarified. The town should be covered.

Rob asked the Selectmen if the gifts the Conservation Commission received could be accepted retroactively. Selectman Hiland replied yes. Selectman Hiland made a motion to accept all gifts and grants that the Conservation Commission has received on behalf of Albany, Selectman Ferris seconded the motion and all were in favor. Chairman Ryan left the meeting.

Old Business:

- Chief Solomon's recommendations-Selectman Ferris thought with the recommendations near completion, this can be removed from old business.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-The Town Administrator has contacted NHDOT twice asking if Albany's application for state aid has been received with no response.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.
- Meeting with state reps.-Selectman Hiland has contacted Albany's state representatives and set up a meeting with them on Friday, March 3 at 7 pm at the Albany Town Hall. The public is welcome. If there is specific legislation to discuss, they would like to know ahead of time so they can bring information with them.
- Review Fish & Game contract-no action taken.

- Generator purchase/grant-Selectman Hiland would like to call a generator place to get pricing.
- Planning Board, ZBA and Deputy Health Officer appointees-no action taken.
- 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
- Road Agent cost of upkeep on Fish & Game winter maintenance-no action taken. The Town Administrator will contact Road Agent, Curtis Coleman.

Other Business (Board reports):

Dorothy Solomon told the Board of Selectmen there is currently no Albany representative to Valley Vision.

Correspondence: Victoria Laracy MWVHC
NHDOT Red list bridge report

Public Comment:

Steve Knox spoke with Veronica from Notchnet who hosts Albany's video website. The company Vimeo that holds the videos is the one who archives it. Veronica told Steve she will work with any company to get the videos on the town's website. Selectman Hiland said Town Hall Streams archives videos for five years.

Rob Nadler asked if there is full text available of the Planning Board amendments. The Town Administrator replied yes.

Rob Nadler asked Selectman Ferris if Albany has any influence on the school budget. Selectman Ferris replied yes. That is why he attends all meetings.

Other Business (Board reports):

Selectman Hiland went on his ride along with Deputy Rowe of the Sheriff's Department. They spoke of the Neighborhood Watch program. Deputy Rowe is a proponent. He thought there may be grants available.

Selectman Hiland asked if the assessing contract has come back. The Town Administrator replied he was checking with his insurance company.

The NHMA is holding their Moderator's workshop on February 11 with a snow date of February 25.

Selectman Hiland said the CIP committee will recommend \$30,000 be added to the highway capital reserve, establish a capital reserve fund for the repair/replacement of the Drake Hill Rd. bridge and then place \$10,000 per year for 6 years after in order to cover Albany's 20% of the cost. NH DOT state bridge aid has been applied for and will cover 80% when available. There has been no word from the Cemetery Trustees. Kelly Robitaille joined the meeting. He said there is no reason to spend more money this year toward the cemeteries. Selectman Hiland reported there has been no contact from the steeple company.

Public Comment:

Kelly Robitaille, recently appointed Health Officer asked the Selectmen to consider appointing Matt Golding to the position of Deputy Health Officer. He is willing to take any classes available. Kelly hopes to be involved in the decision to appoint a deputy so as to have a good working relationship. Kelly also noted that being appointed as Health Officer cannot be contingent upon taking classes. He said he is up to speed as Health Officer. He gets e-mails daily and has attended numerous webinars.

Adjournment:

At 5:40 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator