

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
June 21, 2017 5:00 p.m.

Call to Order: At 5:10 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

Members present: Rick Hiland and Cathy Ryan
Town Administrator: Kathy Vizard
Public: Dorothy Solomon, Steve Knox and Pete Howland

New Business: Chairman Hiland congratulated Town Administrator, Kathy Vizard as she celebrates 10 years as Town Administrator. Kathy received flowers from the Select Board.

- **Approval of the June 14 minutes:** Selectperson Ryan made a motion to approve the June 14 minutes as submitted, Chairman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectperson Ryan made a motion to approve the consent file as presented, Chairman Hiland seconded the motion and all were in favor.

Signed checks	\$2,310.54
Approved 3 building permits	Map 5 Lot 5 Map 3 Lot 61 Sub 32 Map 9 Lot 168.2
Approved request for leave	

Town Administrator's Report:

Advanced Lock and Alarm installed the panic hardware and crash bars on the town hall doors. Chairman Hiland asked that Chief Solomon re-inspect town hall for any further safety violations.

John Kamb, Forest Service engineer, will attend the meeting next week regarding the Federal Land Access Program (FLAP). If he cannot make it, he will send someone in his place. Barbara Robinson, North Country Council Executive Director, cannot make the meeting. She will send someone in her place. A phone call was made to Forest Supervisor Tom Wagner and a message was left regarding his attendance at the meeting next week. Jennifer Reczek, NHDOT engineer has a meeting with Tom on Friday. She will confirm then if he can make it or not.

NHDOT was contacted for a definition of a passenger car. Bill Watson called to say the state recommends passenger cars to cross the Covered Bridge. They are not concerned with the shape of the vehicle, but it should not exceed the posted weight limit. Passenger vehicles would include pickup trucks. The recommended weight limit is three tons and a height restriction of 7'9".

The steeple company was contacted again. A message was left requesting an inspection.

The Code Enforcement Officer felt the shed placed without a permit does not require a permit. It can be picked up and moved.

Conway Fire Chief Solomon will submit a data report for calls to the US Forest Service land over the past three years.

The auditor has not submitted their financial statement for Albany. The tax anticipation note application will be submitted once the statement is received.

A message was received from the son-in-law of Map 3 Lot 30 regarding the letter of violation he received. The Town Administrator called him back and left a message requesting a plan of action to clean up the property.

Tom from Computer Port will inspect the town's computer system for potential vulnerabilities on July 13.

Appointments: Pete Howland (Cersosimo Lumber):

Pete informed the Board Cersosimo's road bond is still in effect according to their main office. The road or driveway in question of being permitted is a forest road that was put in place many years ago. It is called FR5244.

Chairman Hiland asked Pete if he has an anticipated completion date for the timber cut. Pete hopes to be complete by the time the snow flies. It will be dependent upon the rain. If it is wet, he may have to wait until it freezes before continuing the cut. His contract doesn't expire until the end of June 2018.

Selectman Ferris joined the meeting at 5:45 p.m.

Old Business:

- Chief Solomon's recommendations – done
- Albany Selectmen business roundtable – no action taken.
- Red listed bridges – waiting on NH DOT estimate.
- Semi-annual billing – the Board and Tax Collector discussed the expense of semi-annual billing and the labor involved along with the associated proposed expense. The discussion will continue.
- Fiscal year budgeting – no action taken.
- Review Fish & Game contract – Chairman Hiland, Selectperson Ryan and Fish & Game Officer, Alex Lopashanski, along with Steve Knox, toured the buildings that the Conservation Commission was looking into leasing on behalf of the farmers in order to store their equipment. Alex told Chairman Hiland and Selectperson Ryan that the buildings are currently full. Chairman Hiland and Selectperson Ryan said the building to be leased has no electricity and a leaking roof. They do not feel it will be worth the effort at this time. Chairman Hiland noted there seemed to be a lot more plowing involved than first anticipated. The plowing was to be in lieu of rent.
- Generator purchase/grant – 2018 Town Meeting Warrant Article
- Planning Board 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 and removal of rumble strips from plan – no action taken.
- Meeting with Forest Service and North Country Council – scheduled 6/28 at 4 p.m.
- Meeting in Wonalancet – waiting to schedule.
- Dedication of the Annual Town Report – no action taken.
- TAN application – in process.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road-no action taken.

- Signs on Passaconaway Rd. –No outlet for trucking & campers – bridge height restriction signs-the Road Agent will be placing signs on Saturday notating passenger cars only, no trucks.
- Moat View Dr. (Road Agent)-the Road Agent tried to place no parking signs on the opposite of Moat View Dr. that already have no parking signs. It is impossible to place posts there. He added signage to the current signs to say on either side of the road. This will allow the deputies to fine violators.

Other Old Business: follow-ups

- Steeple people – need them to look at any possible Chapel steeple roof leaks, structural damage and cost estimate to repair- called, left message.
- NH DOT Drake Hill Road Bridge estimate status-no response yet.
- 1 Wheel Drive –update- cleanup in process.
- Route 16 Moulton property/camp ground – Certified letter sent - junk cars, trucks and campers clean-up-message received from son-in-law.
- Bald Hill Road Munro- cleanup in process.
- Town computer vulnerabilities - Computer Port in to evaluate the security of our network and then come to a meeting to report on it-scheduled July 13.
- Cersosimo – driveway cut and signage-Pete Howland updated.
- Code Officer – Passaconaway Rd – three properties back from Johnson Dev. Road – roof & shed? – Permits?- Code Enforcement Officer feels it does not need a permit.

Other Business (and Board reports):

Planning Board – Rick- Planning Board Chairperson, Tara Taylor, Selectmen’s representative, Rick Hiland and newly hired Planning Board Secretary Chelsea Tripp worked to organize the Planning Board computer and its files.

Other: Chairman Hiland looked at previous town meeting minutes. He did not find where the Conservation Fund was established. He will contact Town Counsel to see where the town stands.

Steve Knox attended the subcommittee meeting that is working on re-writing The North Country Council’s goals and objectives. One of the committee members informed Steve of a paid service that lists foundations offering grants. Some may be pertinent to Albany. He will follow up on the service.

Chairman Hiland would like to contact the Conservation Commission Association to see if they have education classes available.

Chairman Hiland announced the Eastern Slope Airport Authority will host

its Annual Meeting on August 18 at 5 p.m. All are welcome to attend and There will be a barbecue after the meeting.

Chairman Hiland will be attending the Eastern Slope Airport Authority quarterly meeting tomorrow night.

The Selectmen's meeting next week will be at 4:00 p.m. to accommodate the NHDOT engineer's schedule.

All legislation in Concord will be decided this week. Chairman Hiland discussed bills of interest.

Correspondence: CVFD letter regarding contract renewal- Chairman Hiland read aloud a letter from Conway Fire Chief Steve Solomon. They are agreeable to either a three or five year contract with Albany. They would like to add wording to the contract that would allow Conway Fire to bill for forestry calls to ensure they are maximizing their ability to be reimbursed when there are mechanisms to do so.

Chairman Hiland would like to set up a meeting with Chief Solomon, Conway Village Fire District Commissioner, Mike DiGregorio, USFS Forest Supervisor, Tom Wagner and the person who will be replacing him once he retires in the fall. Chairman Hiland would like further clarification on who would be billed for forestry calls.

Public Comment:

Dorothy Solomon asked for a definite date for the Annual Picnic and who would be running it. The picnic has been scheduled for July 29 and Kathy Carrier will be organizing it.

Next Meeting: June 28 at 4 PM

Adjournment:

At 6:30 p.m., Selectperson Ryan made a motion to adjourn, Chairman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator