

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 7, 2017 5:00 p.m.**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Vizard - excused

Public: Dorothy Solomon, Stanley Solomon, Steve Knox and Tara Taylor

Call to Order: At 5:05 p.m., Chairman Hiland called the meeting to order.

Pledge of Allegiance: By all present.

Public Hearing: Chairman Hiland opened the Public Hearing on the Posted Roads Ordinance and the Video Recording of Meetings Ordinance at 5:08 PM. Chairman Hiland began by reading the Posted Roads Ordinance aloud for all those present, some discussion took place and questions were answered. Chairman Hiland then read the Video Recording of Meetings Ordinance aloud, some discussion took place and questions were answered. The Public Hearing was closed at 5:30 PM.

Selectman Ferris made a motion to approve the Posted Roads Ordinance, Selectperson Ryan seconded the motion. Chairman Hiland opened the motion up for discussion and Selectperson Ryan questioned whether there should be wording in the ordinance to contact various logging and construction

businesses operating in the Town before the roads were to be posted. It was decided that the businesses should be responsible for checking with the Albany Road Agent as to when the roads might be posted each spring and that it would be cumbersome for the Town to have do this. With no further discussion Chairman Hiland called for the vote and all were in favor. (3 – 0)

Selectman Ferris made a motion to approve the Video Recording of Meetings Ordinance, Selectperson Ryan seconded the motion, with no further discussion, Chairman Hiland called for the vote and all were in favor. (3 – 0)

New Business:

- *Approval of the May 17 minutes: Selectperson Ryan made a motion to approve the May 17 minutes, Selectman Ferris seconded. Selectman Ferris moved to amend the May 17 minutes to include that the “Town Administrator drafted a certified letter to the owners of the Moulton property on Route 16 regarding the cleanup of junk and abandoned vehicles on the property” which should have been included in the consent file and not in the body of the minutes, Selectperson Ryan seconded the motion to amend and all were in favor (3 – 0). Chairman Hiland, with no further discussion or corrections, called for the vote on the amended minutes of May 17 and all were in favor (3 – 0).*
- *Approval of the May 24 minutes: Selectman Ferris made a motion to table the May 24 minutes until the next meeting on June 14 as everyone had not had a chance to read and review the minutes, seconded by Selectperson Ryan and all were in favor.(3 - 0)*
- *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. (3 – 0)*

Signed checks, vouchers, transfers, IRS 941 transfer	\$ 12,934.65
Approve 2 Building Permits	Map 7 Lot 71 Map 8 Lot 16
Approve 1 Sign Timber Cut Application	

- **Planning Board resignation:** Chairman Hiland read a letter of resignation from Leah Valladares due to work time commitments. *Selectman Ferris made a motion to accept Leah Valladares resignation with regret and to have a letter of acknowledgement and thank you sent, Selectperson Ryan seconded the motion, with no further discussion, Chairman Hiland called for the vote and all were in favor. (3 – 0)*

- The Board decided set July 29 or August 5 as tentative dates for the Albany Annual Picnic / BBQ and notify the committee (June Johnson and Kathy Carrier) to decide the best date for them and let Rob Nadler know the date so he can arrange the tent.

Town Administrator's Report:

- The Electrician completed the work on the Fire Chief's safety list as well as the installation of the generator outlet and transfer switch.
- DRA / Assessing contract recommendations – meeting is being set –up with JoJo from DRA and Jason Call our contracted Town Assessing company for a future meeting.
- Auditor 3-5 year contract – nothing back yet and we should set up a meeting with them for a future meeting.
- TANs application – waiting on paperwork from our recent audit which was just completed.
- Letter from the Carroll County Commissioners requesting that Towns make two payments (July 17 & Dec 17) to the County to help them with their budgeting. After some discussion it was decided to have the Town Administrator write a letter to the Commissioners that Albany only collects its property taxes once a year in the October/November time frame, that we cannot comply with the request and that we would sent them our total payment per the original due date of December 17. If we go to semi-annual tax collection in 2018 we may be able to accommodate their request at that time.
- Easy Payment plan to White Mountain Oil & Propane for 2018 – as per last year there was not enough information regarding actual pricing was not included in the Easy Payment letter agreement that they sent to the Town for heating in 2018 winter season. We need more information.

Appointments:

Chairman Hiland read a letter from Leah Valladares asking the Select Board to appoint her to the vacant position on the ZBA.

Selectperson Ryan made a motion to appoint Leah Valladares to the vacant position on the ZBA, Selectman Ferris seconded the motion, in discussion it was noted that with her experience on the Planning Board that Leah would be a good addition to the ZBA. With no further discussion, Chairman Hiland called for the vote and all were in favor. (3 – 0)

Old Business:

- Chief Solomon's recommendations – the only item left was the crash bars on the Town Hall exit doors.

- Albany Selectmen business roundtable – no action taken.
- Red listed bridges – waiting on NH DOT estimate
- Semi-annual billing – Select Board would like to ask questions and discuss with the Tax Collector about the proposed increases (\$7200 +/-) in that budget for the semi-annual billing at the June 21 meeting.
- Fiscal year budgeting – no action taken.
- Review Fish & Game contract – waiting on Conservation Commission to set up appointment with Alex to tour and inspect the property.
- Generator purchase/grant – 2018 Town Meeting warrant article - no action taken.
- Planning Board - Chairman Hiland said that there 3 full positions open on the Planning Board.
- 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 – pros and cons of rumble strips.
- Meeting with Forest Service and North Country Council – waiting on Tom Wagner USFS – follow-up with Tom Wagner regarding how the USFS calculates what the Town gets from them annually in lieu of taxes and also to the school system. Any chance we can increase or who do we contact for that?
- Meeting in Wonalancet – waiting to schedule. The Tamworth Selectmen would like to be notified as they would like to attend also. Have Town Administrator contact Doug McVickers.
- Dedication of the Annual Town Report – no action taken.
- TAN application – in process – Chairman Hiland circulated an updated Excel Calculator for figuring the 2017 TANs costs to the Town. Waiting on paperwork from auditors.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – waiting on them –no action taken.
- Signs on Passaconaway Rd. –No outlet for trucks & campers, bridge height restriction & passenger cars only signs - need Town Administrator follow-up with Curtis.
- No Parking Signs on the Kank and Moat View Dr. – need to notify NH DOT for Kank signs. Need to have Town Administrator contact Curtis for signs going up the left side of Moat View Drive.

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-look for other companies. – follow-up and call other companies.

- NH DOT Drake Hill Road Bridge estimate status - won't hear for a few months.
- EMPG grant status- we received the grant and the installation of the crash bars on Town Hall doors is scheduled to take place soon.
- 1 Wheel Drive –update- they have started to dismantle the burned out building – clean-up in process.
- Route 16 Moulton property/camp ground – junk cars, trucks and campers clean-up certified letter sent. Follow-up.
- Bald Hill Road Munro-update- property is being cleaned up and they have requested a meeting with the Health Officer to inspect progress.
- NH DRA – April 14 Contract review letter - recommendations to assessor's contract-invite DRA and assessor to a future meeting.
- Town computer vulnerabilities- Computer Port – in progress.
- Cersosimo Logging – Current Bond status -- Also did the Cersosimo logging people get a driveway permit for the additional road cut on the right hand side of road accessing the logging cut. There may be drainage issues there. They also screwed 3 signs to tree along Passaconaway Rd. – should they have been put on posts?? Need to follow-up.
- Code Officer – Passaconaway Rd – three properties back from Johnson Road – roof on camper trailer and shed in rear? – Permits? Follow-up.
- NHMA Budget Workshop – Attitash in Bartlett – Sept 26 – Sign up Rick & Joe – check with Cathy as she needs to check her schedule.

Other Business (and Board reports):

Planning Board – Rick- next meeting June 12 at 7PM

Conservation Commission – Cathy - Conservation Commission wanted an approval to accept the remaining \$6024 from a previous grant to the USVLT by a donor to the USVLT for several future improvements to the Albany Town Land. After some discussion, Selectperson Ryan was asked to set up a meeting with Rob Nadler and William Abbott from USVLT to discuss further and to properly word the motion. If time sensitive ASAP.

School Board – Joe – next meeting June 13 at 5:30 PM

Other:

Rick - Protocol regarding accepting small gifts for the Conservation Commission - Chairman Hiland presented a draft protocol document from Town Counsel with a maximum \$200 value allowed gift and the

CR____
RH____
JF____

documented procedure for the paper trail needed. To be discussed further at the next meeting.

Rick – Town Administrator - set up a face to face future meeting with Curtis Coleman, NCC , and NH DOT representative that distributes the federal funds for the Federal Road Funding for access roads and USFS to discuss Federal funds to fix Passaconaway Rd & timeline. We need to learn the procedure and where to get forms and info etc. I prefer face to face meetings for these types of issues.

Rick – Town Administrator – Web Site – new residential and commercial building permit pdf files need to be uploaded to web site.

Correspondence: NONE

Public Comment: NONE

Next Meeting: June 14th at 5 PM

Adjournment:

At 7:00 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor. (3 – 0)

Respectfully Submitted,

Rick Hiland
Acting Secretary