

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**  
**March 1, 2017**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris  
Public: Dorothy Solomon and Steve Knox

**Call to Order:** At 5:00 p.m., Chairman Ryan called the Selectmen's meeting to order.

**Pledge of Allegiance:**

**Appointment: Steve Solomon (Conway Village Fire Chief):**

Chief Solomon asked for the Selectmen's support as he is applying for a grant for equipment for the fire department. The grant is for \$6,000 for protective equipment and some trauma equipment. Each town in New Hampshire has been allotted \$6,000 and because Conway Village Fire District only covers half of Conway, they would have to share the equipment with the other departments. Albany has been allotted \$6,000 and Chief Solomon would like to take advantage of the full amount of the grant. Conway Village Fire District will administer the grant on behalf of Albany. Selectman Hiland made a motion to sign the memo of understanding for the administration of the grant, Selectman Ferris seconded the motion and all were in favor. Chief Solomon noted the Town of Albany will be the owners of the equipment.

Chief Solomon discussed the rising concerns of single family homes becoming rental units such as Airbnb. Fire code would require sprinklers but these still qualify as single family homes. The septic systems cannot handle the higher usage.

Homeowners typically know where their electric breakers are. A vacationer may not. Chief Solomon acknowledged, changes need to be made in the fire code to address these issues. There is no ability to regulate them at this time.

The Selectmen discussed Conway Village Fire District budgetary issues. Chief Solomon is hoping to have a positive outcome after the deliberative session. After town meetings, Chief Solomon would like to get together to begin planning for a new contract with Albany.

**New Business:**

- **Approval of the February 22 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as submitted, Selectman Hiland seconded the motion. Chairman Ryan made a motion to amend the consent file to remove the assessing contract until proof of insurance is provided, Selectman Hiland seconded the motion and all were in favor. Chairman Ryan moved the main motion to approve the consent file as amended, - and all were in favor.

|                                    |                      |
|------------------------------------|----------------------|
| <b>Signed checks</b>               | <b>\$180,342.16</b>  |
| <b>Signed one building permit</b>  | <b>Map 7 Lot 69</b>  |
| <b>Approved request for leave</b>  |                      |
| <b>Approved one Veteran Credit</b> | <b>Map 6 Lot 117</b> |
| <b>Approve assessing contract</b>  |                      |

**Town Administrator’s Report:**

Notice of the public forum with the State Representatives has been sent to the town of Madison as well as Freedom, Ossipee and Tamworth.

Road Agent, Curtis Coleman will post the roads at 6,000 tons for the spring effective Thursday, March 2. It has been published in the newspaper as well as the town’s website and the town’s Facebook page.

Dorothy Solomon has requested the use of the conference room without fee in order to hold an Albany Democrat caucus. Selectmen Hiland said he had no problem with it as long as it doesn’t conflict with any meetings. Selectman Hiland made a motion to allow the Albany Democrats to use the conference room without a fee for a caucus, Selectman Ferris seconded the motion and all were in favor.

**Old Business:**

- Chief Solomon’s recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.

- Red listed bridges-Selectman Hiland would like the Town Administrator to follow up with Nancy Mayville after e-mailing the estimate application.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.
- Meeting with state reps.-scheduled for March 3 at 7 p.m.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- 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-no action taken.

**Other Business (Board reports):**

Selectman Ferris would like to create a procedure for the signing of important documents out of session.

Selectman Hiland noted Huttochia / Pine Knoll has submitted their State approvals of conditions as set forth in their Site Plan Review and the Planning Board has found them all to be complete. The Planning Board will approve and sign all documents at their March 6<sup>th</sup> Regular Meeting. They are ready to move forward and could be open in the late spring.

The Planning Board has discussed the next set of ordinance amendments and will be working on them in the upcoming meetings. They are still in need of volunteers. They have also discussed communicating better with the Conservation Commission. Huttochia's application involved a lot of water, they should've been notified and if they had any concerns, it could be brought back to the Planning Board at the public hearing.

Selectman Hiland would like to put possible grant monies to repair Passaconaway Rd. when the Select Board meets with the US Forest Service, NH DOT, Rob Nadler, and NCC on the list of old business. He would also like to set up a meeting with the Forest Service, Conservation Commission and the North Country Council regarding a memorandum of understanding to use the entrance to the town forest through the Forest Service.

Selectman Hiland would like to see a list of unpaid property taxes.

Selectman Hiland would like to see a formula of how the Forest Service calculates the school fund and is anyone overseeing it. He would like to discuss this issue with Tom Wagner from the Forest Service.

Selectman Hiland would like the News and Notices on the website to be more visible on the main home page.

Selectman Hiland would like a more specific breakdown of the budget in order to be prepared for town meeting.

Selectman Hiland noted the Moderator and town meeting workshop was excellent with an abundance of information.

Selectman Hiland would like a report of revenue for the Planning Board.

**Public Comment:** None

**NonPublic Session RSA 91-A:3 II (c):**

At 6:03 p.m. Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 6:12 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 6:13 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Ryan motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Selectman Ferris seconded the motion and all were in favor.

**Adjournment:** At 6:15 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