

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  
November 8, 2017**

**Call to Order:** At 5:03 p.m., Chairman Hiland called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**Attendance:**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon, Steve Knox, Greg and Brenda Hines, Conway Village Fire

District Chief Steve Solomon, Paul Costello, Jonathan Powers, Colin Preece and Rod Henry

**New Business:**

- **Approval of the November 1 minutes:** Selectman Ferris made a motion to approve the 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.

<b>Sign checks</b>	<b>\$7,763.98</b>
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**Town Administrator’s Report:**

Bob from Advanced Lock inspected the current security system and will submit an estimate to replace it.

Engineer Bruce Knox will attend the December 6 Selectmen meeting to discuss Passaconaway Rd. Engineer Burr Philips will attend the December 13 Selectmen

meeting also to discuss Passaconaway Rd. HEB Engineers will send a representative as well but they haven't set a date yet.

Dana Jones from White Mountain Oil & Propane will come to next week's Selectmen meeting to discuss propane tanks and the cost to hookup the proposed generator to them.

The Town Administrator spoke to Rhonda Rosand who is a CPA and specializes in Quickbooks. She deals with a lot of nonprofit organizations and is familiar with governmental accounting. The Town Administrator will find out what her charge would be for training.

The Town Administrator spoke with two representatives from the Department of Revenue this week trying to track down who reports the town's revenues to the Department of Interior. With no luck, an e-mail has been sent to Joe Kenney to see if someone from the Governor's office is charged with this duty. Chairman Hiland said he spoke with Becky Jefferson from SAU 9 who shared Albany's school district revenue reports. They showed she reports the federal forest revenue in the same category each year. Nothing has changed there.

**Appointments: Paul Costello, Sr. (Fire Warden appointment): 5:15 p.m.**

Paul is the Captain of the Redstone Fire Department. He worked his way up to Lieutenant and now Captain. He holds Fire 1 and 2 certifications as well as hazmat awareness and wildland firefighter certificates. Chairman Hiland described the position to Paul and asked him if he would be willing to attend classes to keep current. Paul replied he would attend the classes.

**Jonathan Powers (Fire Warden appointment): 5:30 p.m.**

Jonathan is an EMT and firefighter who works full time for the Conway Village Fire District. Selectman Ferris asked if his full time hours would conflict with any fire warden duties in Albany. Jonathan replied no, he would most likely be dealing with them anyway as part of CVFD. Jonathan attends classes and is required to do so through CVFD. He is familiar with the paperwork associated with the position but would like to see what paperwork Peter Carboni has done in the past.

**Old Business:**

- Albany Selectmen business roundtable – scheduled for November 27 at 10 am
- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – WMOP scheduled for 11/15

- Planning Board appointees – 2 Board openings- Chairman Hiland explained the various Boards and Commissions that need members. He invited the public to attend a meeting to see what they are all about.
- 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.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road- Colin Preece and Rod Henry joined the meeting to ask if the Selectmen would allow their skimobile club use the town's right of way alongside Passaconaway Rd. They have not been able to contact the owner of 2008 Passaconaway Rd. in order to get permission to use his land for their trail. The Board has concerns with potential damage to the road caused by the skimobiles. Chairman Hiland told Colin and Rod that the Johnson Development has concerns as well and they were reassured by the Selectmen that they would be included in a future meeting with the skimobile club. Rod told the Board this would be a multi-use trail to include cross country skiers as well as snow-shoers. He would like to set up a meeting with the Selectmen and the Johnson Development Association. The Town Administrator will set it up.
- Expansion of CVFD boundaries – Public hearing jointly with Conway 11/28 at 4:05 pm.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— Chairman Hiland will contact the legal department of NH Municipal Association for advice as to the next step to clean up the property. The Board gave him permission to contact town counsel if necessary.
- One Wheel Drive clean up – almost complete.
- Bald Hill Road Munro-the Health Officer has written a letter of completion.

**Other Business (and Board reports):**

**Planning Board – Rick-** none

Chairman Hiland met with County Commissioner, Mark Hounsell. Mark was appointed to the Right to Know Commission by the Governor. They compiled a report of recommendations that has been forwarded to the Governor. When a suit is filed regarding a right to know violation it will go before a committee before leading up to Superior Court.

Mark discussed county issues with Chairman Hiland. He is the county representative to the airport authority. Commissioner Hounsell wanted to relay to the Selectmen that if he can do anything to help Albany, to let him know.

Commissioner Hounsell has heard that good things are going on in Albany. The letter the Selectmen sent in support of the GACIT plan at the set of lights in Conway has gained attention not only in Conway but at the state level as well. Commissioner Hounsell likes Chairman Hiland's idea of Select Boards from the area meeting to discuss common issues to bring to the state's attention. It may bring a greater influence as a group.

**ESAA – Rick** – the airport authority held a meeting yesterday. The disgruntled board member from Lovell is not representing his town well. Nothing he has said is accurate. There have been no violations of the airport authority's bylaws.

**Conservation Commission – Cathy**- the farmer's contracts have been signed and notarized. They still need to submit their insurance notating Albany as additionally insured. One of the farmers has proposed an educational class for the junior high school students to learn about farming. It will be presented to the School Board.

The Conservation Commission is working with the model airplane club to maintain their area that they use.

Cort Hansen reported no significant damage to the trails as a result of the recent storm.

The Conservation Commission approves of the warrant article drafted by town counsel to legitimize the Conservation Fund. They are discussing the possibility of asking town meeting via another warrant article to hold over unspent funds from their budget and to transfer it to the Conservation Fund.

Cort Hansen will try to get in touch with Curtis Coleman, Road Agent to upgrade the parking area.

Peter Carboni has resigned from the Conservation Commission. Chairman Hiland received a call from Austen Bernier. He would like to move from alternate member to full voting member and Steve Knox would like to join as an alternate.

Selectperson Ryan told the Board that the Conservation Commission discussed communication with the Planning board. Chairman Hiland thought that when an application comes through the office for the Planning Board, that the Conservation Commission should also receive a copy for their input.

**School Board – Joe**- the School Board will meet on November 14. Joe received the information regarding the proposed farming class. He spoke with Superintendent Kevin Richard who will be unable to attend the Conservation Commission's December 5 meeting, but he will send a representative in his place.

**Other:** Town Administrator's job description- the Board discussed office hours vs. hours worked by the Town Administrator. Selectperson Ryan felt the Selectmen's office should be open on Monday mornings especially if the office would be closed Thursday through Sunday. Chairman Hiland would like the Town Administrator be able to get time sensitive work complete and that would be the reason to close the office to the public on Thursday and Friday. Selectman Ferris did not think the Town Clerk/Tax Collector office hours should overlap with the Selectmen's office hours. The Town Administrator agreed that Monday is usually a busy day in the Selectmen's office and it should be open all day. Chairman Hiland noted the hours in the draft description were up for discussion and he would be open to keeping the Selectmen's office open on Monday mornings.

Chairman Hiland researched the duties of the Treasurer and has prepared an authorization for the Treasurer and the Selectmen to sign that would designate the Town Administrator to deposit the day's checks through the check scanner and submit a deposit report to the Treasurer for her records. This authorization would also allow the Town Administrator to prepare checks and payroll for approval by the Treasurer and Select Board. Chairman Hiland would like the Town Administrator to be bonded through PRIMEX.

**Correspondence:** none

**Public Comment:** none

**Next Meeting: November 15 at 5 PM**

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

At 7:18 p.m. Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (a). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland, aye, Selectperson Ryan aye, Selectman Ferris, aye.

At 7:28 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

**Adjournment:** At 7:29 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator