

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 October 25, 2017

Call to Order:

Chairman Hiland called the Selectmen’s meeting to order at 5:15 p.m.

Pledge of Allegiance: All present joined Chairman Hiland in the Pledge.

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator (TA): Kathy Golding

Public: Dorothy Solomon, Steve Knox, NH State Rep. Mark McConkey,

Chairman Hiland asked the Board if they would like to attend to the appointments that are scheduled first before going into regular agenda business as a courtesy to the people here for appointments due to a late start (15 minutes late due to ride on NH Route 16 with the group from NHDOT and Howard Hatch) to the meeting. All agreed.

Appointments:

William Cass (NHDOT), Lee Baronas (NHDOT), Keith Cota (NHDOT), NH Rep. Mark McConkey - Chairman Hiland and Albany resident Howard Hatch met at 4PM with the above mentioned gentlemen from the State to ride the Albany portion of NH Route 16 to point out areas of safety concern namely, intersection at NH Route 16 & NH Route 113; the intersections at Drake Hill Road (north); intersection turning into Albany Town Hall off Route 16; the curves (Ss) from White Ledge Campground to the Albany Town Hall; the intersection at Nickerson Road &

NH Route 16; the constant use of truck Jake Brakes along NH Route 16 especially early in the morning/late nights; and the intersection at Drake Hill Road (south) & NH Route 16. All these were noted and they will look at short & long term solutions to these safety concerns with the NH DOT engineers.

Chairman Hiland also asked Mr. Cass if he could check into the status of our red listed bridge on Drake Hill Road cost estimate from the NH DOT as we need to start budgeting in our CIP plan for that future cost. Mr. Cass said that he would and get back to us.

Mr. Cass asked the Select Board their opinions on the Conway By-Pass issue. All members of the Select Board said that it should remain on the table; that the first two phases have made an improvement; that the By-Pass would solve a lot of issues with traffic congestion, but no one is holding their breathe on completion. Mr. Cass said that it will all depend on funding!

Chairman Hiland said that in order to get any real good paying jobs & businesses to the area, first they must fix the traffic congestion problem. There are pros and cons to it. He said that it should remain on the table and hopefully will get done in our lifetime!

NH Rep Mark McConkey said that if we do nothing, the State of NH would have to reimburse the federal government 25% of the money we received from them.

Selectperson Ryan said that they have been discussing the By-Pass since she moved to Town as a little girl in 1967 and still no By-Pass. She said it should still stay on the plan. North South Road made big improvement but still a problem for everyone going through Conway and to the north. Chairman Hiland also concurs with Selectperson Ryan's comments.

Selectman Ferris said that would to see the state repair and maintain the current roads that we have due to the lack of funding before we build more but also said that it should remain on the plan.

Steve Knox (Albany Rep to NCC – CEDS) asked why we don't have a By-Pass. Mr. Cass said that it all boils down to not having adequate funding and over committing new projects on the 10 Year Plan. That they end up restricted to preserving and maintaining existing roads. Very little money left over for major reconstruction and new projects.

Mr. Cass said that he would need some time to address the issues discussed today and then come back to us with some possible solutions.

Teresa Williams (HealthTrust) – Theresa handed out folders on plan options and rates to the Select Board and proceeded to go through all the latest changes, benefits, deductibles, copays, and monthly/annual premium costs.

Lisa Duquette (NH SchoolCare Executive Director) – Lisa handed out folders on plan options and rates to the Select Board and proceeded to go through all the latest changes, benefits, deductibles, copays, and monthly/annual premium costs.

New Business:

- **Approval of the October 11 minutes:** Selectman Ferris made a motion to approve the October 11 minutes as presented, Selectperson Ryan seconded the motion, and all were in favor. (3-0-0)
- **Approval of the October 11 non-public session minutes:** Selectman Ferris made a motion to approve the October 11 minutes as presented, Selectperson Ryan seconded the motion, and all were in favor. (3-0-0)
- **Approval of the October 24 minutes:** tabled until next meeting.
- **Approval of consent file:** Selectman Ferris made a motion to approve the October 11 minutes as presented, Selectperson Ryan seconded the motion, and all were in favor. (3-0-0)

Signed checks & payroll Vouchers	\$83,836.34
Approved building permits	none
Approved one timber intent	none
Approved one septic design	none

Town Administrator’s Report:

Tax Rate not final. Preliminary rate was set at \$17.81 from DRA. The Select Board at their October 24th meeting voted to utilize \$100,000.00 from the unreserved fund to offset some of the increase in the tax rate bringing it down to \$16.92 which we are currently waiting on final approval from NH DRA. Utilizing this amount will leave the unreserved fund balance at 12.26% (NH DRA recommends 5 – 17%). Selectman Hiland made a motion to authorize the Selectmen to sign the Warrant out of session in order to expedite tax billing and reduce TAN interest, Selectman Ferris seconded the motion, and all were in favor. (3-0-0)

FAIRPOINT law suit - Received letter from attorney with documentation on the ongoing suit/problem with accessing utility property, poles and conduit in towns. Chairman Hiland noted that Albany was not on the list of Towns sent out and the TA has notified the attorney of such and will follow-up.

Fire Warden – ad to be taken out in newspaper. Discussion of job description, attending a class in Concord, paperwork which the Chief said he could instruct on, and issuing fire permits, etc.

Old Business:

- **Albany Selectmen business roundtable** – Chairman Hiland is planning the meeting for late November. Scott Whigham of Almost There has agreed to host it. Date will be in the last week of November (Nov 28, 29, or 30). Exact date TBA.
- **State Bridge Aid** – waiting on NHDOT for estimate – see above
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – the Selectmen will vote on a bid in November sometime in order to prepare warrant article for Town Meeting. Chairman Hiland would like to meet with Dana and/or a technical person to discuss the propane generator hookup and the tanks to supply it. Should the town get larger tanks and have them topped off every few weeks in the winter months? Or should the town get a tank to solely supply the generator. Waiting on appointment.
- Planning Board appointees – 2 Board openings
- Discuss the establishment of a Heritage Commission – no action taken.
- North Country Council updates to Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028 and removal of rumble strips from plan – no action taken.
- **Dedication of the Annual Town Report** – there was a suggestion to honor past Selectman Dan Sdankus by dedicating the 2017 Town Report in his honor. Dan recently (Friday Oct 20) passed away. Selectman Ferris made a motion to name and honor Dan Sdankus on the 2017 Albany Town Report, Chairman Hiland seconded the motion, and all were in favor. (3-0-0)
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – no action taken.
- **Town report checklist** – a final form draft was presented, reviewed, and noted as the second reading & final vote. Only addition to the checklist was to add Fire Warden and Deputy Fire Warden. Selectman Ferris made a motion to approve the Town Report Checklist to be added to our Rules of Procedure as an addendum, Selectperson Ryan seconded the motion, and all were in favor. (3-0-0)
- **Expansion of CVFD sewer boundaries** – Conway and Albany Select Boards are in process of scheduling a combined Public Hearing to get the process moving forward. The Select Board agreed to the combined meeting with Conway Select Board scheduled for November 28 at 4:05 PM. Town Administrator will coordinate the publishing of the Public Notice in the Conway Daily Sun with the appropriate notice.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up – send another letter and phone call follow-up by Town Administrator.
- One Wheel Drive clean up – good progress continues. Almost complete.
- Bald Hill Road Munro- clean-up complete and they have a timber permit to do some logging.

Other Business (and Board reports):

Planning Board – Rick- none

ESAA – Rick – Chairman Hiland asked that the Board re-affirm his position as the Albany Representative to the ESAA which he has been since May 21, 2014 and sign a letter of appointment. There is a director stirring some things up on their board and questioning appointments. Rick was appointed for 3 year term in 2014, remained the Representative as a Selectman assignment in 2016 and again in 2017 but never voted. Selectman Ferris made a motion to formally appoint Selectman Hiland as ESAA Representative for 3 years, Selectperson Ryan seconded the motion, and all were in favor. (3-0-0) The Select Board signed a letter of appointment to make it official.

Conservation Commission – Cathy – none

School Board – Joe – the next meeting will be held on November 14 at 5:30.

Other:

Chairman Hiland – received the draft Warrant Article for the upcoming Town Meeting from Town Counsel regarding officially creating the Conservation Fund and passed the email received around for review and asked the TA to forward to each of the Selectmen.

NHMA – Chairman Hiland mentioned that he had been contacted by Cordell Johnston from the NHMA last Friday asking if he would consider becoming a Director of the NHMA. It is a 3 year term on a 25 member BOD. Rick accepted the invitation because he thinks it will definitely benefit our Town of Albany in the future. There is currently no Director from Carroll County on the Board. He may have to go to at least one day at their annual meeting in Manchester on November 15 or 16.

Further Discussion: Draft of the Town Administrator Job Description

Chairman Hiland had updated the TA Job Description from the notes from last meeting and distributed them via email for further discussion. Selectperson Ryan was not ready to decide or vote as she would like more time to review the document.

RH____
CR____
JF____

It was determined to give everyone more time to further review them for possible action at the next meeting.

Chairman Hiland recommend that he would like to see the Select Board finish up and approve any revisions to the TA Job Description prior to the November 4 Select Board work session where they will review the Town Employee Manual.

Selectperson Ryan mentioned that she attended the Chamber of Commerce Annual Banquet/Meeting at the Red Fox and said that it was nice to be back in that atmosphere again to meet people in the valley. It was very nice to see business owners, and she told the Board that her parents were awarded the MWV Treasures Award by the Chamber for their volunteerism of 4800 hours at Memorial Hospital. Chairman Hiland congratulated her and asked to extend the congratulations to her parents from the entire Select Board.

Correspondence: Approval letter from NH DES.

Public Comment: NONE

Next Meeting: November 1 at 5 PM

Adjournment:

At 7:30 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor. (3-0-0)

Respectfully Submitted,

Kathleen Golding
Town Administrator