

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 September 13, 2017

Call to Order: At 5:04 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 and Steve Knox

New Business:

- **Approval of the September 6 minutes:** Selectman Ferris made a motion to approve the September 6 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.

Appointments: Diane (Doran Insurance):

Diane Chase and her associate Nancy presented packets of health insurance options to the Board of Selectmen. She explained the different plans and their features. Selectperson Ryan is familiar with these plans. She deals with the health insurance companies through her job. The Board will review the options and thanked Diane and Nancy for meeting with them.

Old Business:

- Albany Selectmen business roundtable – Chairman Hiland spoke with Scott Whigham who thanked the Board for their support to expand the Conway

Village Fire District boundaries so that he may connect to their sewerage system.

- State Bridge Aid – waiting on NHDOT estimate-no response from Nancy Mayville.
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – appointments are being set up for bids.
- Planning Board appointees – 2 Board openings and secretary.
- Discuss the establishment of a Heritage Commission – have not heard back from June Johnson yet.
- 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 – The GACIT public hearing will be held in Conway. Howard Hatch had a lot of good information at the State Representative meeting. He should be invited to the GACIT meeting.
- Meeting in Wonalancet – September 20
- Dedication of the Annual Town Report – no action taken.
- 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-will be worked on at the work session.
- Cemetery records returned to town hall-a meeting of the Cemetery Trustees will be held soon.
- Discuss Fire & Rescue Contract – Primex reviewed and approved but noted the contract should be run by Town Counsel for compliance with RSA 53-A. The draft counter proposed contract will be sent to Chief Solomon. Chairman Hiland asked for the Board’s permission to contact Town Counsel regarding the contract. The Board agreed to allow the contact.

New Business:

- **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.

Signed checks	\$39,436.30
Approved one septic design	Map 6 Lot 49
Reviewed updated Hazard Mitigation Plan	
Reviewed Auditor’s Management Discussion Report	
Reviewed MS-4 Revised Estimated Revenue Report	

Town Administrator’s Report:

Steve Gray, Tamworth Selectman, will attend the Selectmen's meeting in Wonalancet next week. The Sandwich Selectmen have been invited but may not be able to attend because of a prior commitment.

The contractor that painted the chapel in 2011 is interested in submitting a new bid to paint the chapel.

Peter Chapel, Healthtrust, visited the office with a booklet of health insurance options and prices. He will meet with Selectmen in October and he may have new rates by then.

Bill Bald, NH Interlocal Trust, e-mailed information about health insurance they offer. The Town Administrator replied asking for plans, current rates and if he could meet with the Board of Selectmen.

Other Old Business: follow-ups

- Steeple people – scheduled for September 22.
- One Wheel Drive – there is active cleanup going on.
- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no response. The Town Administrator has contacted NHDES regarding the water system in the campground to see if it has been tested. There has been no response yet. Chairman Hiland would like to continue researching the issues before contacting Town Counsel.
- Bald Hill Road Munro-a letter has been written requesting an update.
- Bridge St. update – Deputy Argue inspected the area where the couch and mattress have been left. He reported that he did not see any needles and it would be safe to have them removed. Selectman Ferris drove by the property in question and did not see any violations. The Town Administrator noted there was a pile of unknown debris beside the house as it is approached. It is on a slope and hard to see what exactly the materials could be.
- Alton Burnell- Chairman Hiland will meet with Curtis and Alton to see what can be done about the continuing washout of his driveway caused by runoff from the town hall driveway.

Other Business (and Board reports):

Planning Board – Rick- the Planning Board held two public hearings on Monday. A boundary line adjustment between the Kennett Company and Mark and Laurie Lundblad was approved and a site plan review for Coleman Rental & Supply was conditionally approved.

Conservation Commission – Cathy- the Conservation Commission is interested in a piece of property that is adjacent to the town forest. It used to be a campground and consists of 15 acres. It is in the infant stages at this point but they

have reached out to several organizations to see if there may be any interest in helping Albany.

School Board – Joe- Although the school budget has gone up dramatically this year, the good news is there is \$46,000 being returned from last year's budget in order to reduce taxes.

Other: Selectman Ferris would like to look at the town operation to see where money can be saved. Selectperson Ryan asked for topics of discussion at the work session scheduled for September 23. Chairman Hiland would like to discuss cash flow, financing for Passaconaway Rd. and the red listed bridge repair. Albany will need the money up front for the state programs and then be reimbursed. The Board discussed different ways to finance projects.

Correspondence: E-mail from Ed Butler regarding HB 565-Chairman Hiland would like the Board to look at this e-mail, do some research and come up with some possible amendments to submit to the subcommittee.

Town & City- Chairman Hiland was featured in this month's editions but he chose to include the full board and the Town Administrator in the article on page 41. It takes a team to make the Town work and he thanked everyone for the past few years. A lot of progress has been made.

Public Comment: Steve Knox expressed his concern for the overlapping meetings on Tuesday night. Chairman Hiland thought it should be the responsibility of the Chairman of the group that needs to reschedule their meeting to look at the schedule/calendar and/or contact the Town Administrator and/or contact the conflicting group Chairman to work out the rescheduling details so that there is no conflicts and each group has an appropriate amount of time to conduct their meeting.

Dorothy Solomon told the Board that Huttopia (former Pine Knoll Campground) was featured on NH Chronicle on Monday evening. It looked beautiful.

Next Meeting: September 20 at 5 PM in Wonalancet

Adjournment: At 6:28 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