

“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 April 18, 2018

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 and Cathy Ryan. Joe Ferris: excused

Town Administrator: Kathy Golding

Public: Dorothy Solomon, Mollie Kaylor and Benoit Lamontagne

**Appointments: Mollie Kaylor & Benoit Lamontagne –
NH Dept. of Business & Economic Affairs**

Molly and Benoit represent the Northern Borders Regional Commission (NBRC). Molly informed the Board that NBRC is a federal partnership with Maine, Vermont, New Hampshire and New York. Certain counties are eligible for their grant program within each state. Carroll County is an eligible county. NBRC grants provide funding to municipalities and nonprofit companies in order to improve infrastructure. The 2018 grant round is underway. Applications are due May 11. Funding for infrastructure projects is available for up to \$500,000 and workforce funding is available for up to \$250,000. These contain some matching funds. The matching funds are based upon demographic. The more highly economic areas require less matching in funding. Carroll County is deemed transitional and the matching funds this year would be 50%. The matching funds do not have to be secured at the time of the grant application and the town would

have up to one year to secure the funds. The grant may be spent over a three year period. Allowing for matching funds to be raised.

Chairman Hiland explained Albany's issues with Passaconaway Rd. and asked if it would be a qualifying project. Benoit suggested a contact with NHDOT. Sometimes they can use federal money. Northern Borders grant is the only grant that can have matching funds from another federal grant. Chairman Hiland told Mollie and Benoit the Passaconaway Rd. project can be broken down into phases. Benoit replied that is the beauty of this grant, do it in phases and come back to the table.

Molly explained the application process and added that only 80% of the total project funding can come from federal grants. Chairman Hiland asked what kind of plan needs to be in place. The Road Agent has mapped the road down into 100 foot increments. Benoit replied the Town would need a business plan and budget. There is an application round each spring.

Chairman Hiland explained the stress on the Conway Village Fire District when they have to perform rescue missions in the National Forest in Albany. It is difficult to recover costs from the patients. Legislation was introduced to change the funding source, but was voted down. Chairman Hiland asked if tourism would be an infrastructure that would be covered by this grant. Molly replied it is not directly within the normal activities of infrastructure but a Community Development Finance Authority may be of assistance.

Chairman Hiland would like to invite Road Agent, Curtis Coleman and Josh McAllister of HEB Engineers to next week's meeting to come up with a plan for Passaconaway Rd.

New Business:

- **Approval of the April 11, 2018 minutes:** Chairman Hiland made a motion to approve the April 11 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Chairman Hiland made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor.

Signed payroll checks and vouchers	\$870.93
Approved accounts payable invoices	\$8,533.79
Reviewed & signed previously approved accounts payable & issued checks	\$92,486.07
Approved one request for leave	
Reviewed memo	Steve Parker-permission to tour mobile home park
Signed letter of appreciation	June Johnson

Signed violation letter

Map 6 Lot 113 00BLDG

Town Administrator's Report:

The State Bridge Aid application has been submitted and received by NHDOT.

Road Agent, Curtis Coleman will update the Selectmen on the roads in May after the snow is gone and the roads have dried out.

The Town Administrator located the survey of town hall property. The Board looked to see where the generator will be placed.

Timothy Hill, Department of Education has contacted the Department of Interior regarding Albany PILT reduction. He is waiting to hear back.

Health Officer, Kelly Robitaille will attend the meeting in Piper Meadows with the Selectmen on May 2.

The Sheriff and Fire Chief will attend the Selectmen's meeting on May 16 to discuss the upgrade of the security/fire system in town hall.

The Town Administrator has contacted the Planning Board Secretary for an updated version of the Zoning Ordinances, so they can be put on the website. Building permit applications are starting to come in. Applicants are referred to the website in order to comply with the ordinances.

The Quickbooks revision is underway and moving along slowly.

Old Business:

- NCC email about traffic counts and location of 4-5 traffic counting units on Passaconaway Road. Do we wish to change the placement of units?
Review & email to NCC - Selectman Ferris put together a list of where the 5 traffic counting units should go in order to get good pertinent traffic count results. Selectman Ferris will write up a memo to be sent to Alex at NCC with our recommendations for the unit placement. It was also determined that a Selectman should be present when the units are placed-no action taken.
- Emergency Management/Operations Plan – Selectperson Ryan noted that June Garneau of Mapping Solutions contacted the Town Administrator. Meetings will be scheduled after the grant gets final approval. Selectperson Ryan would like to contact the Red Cross to see if they offer shelter supplies. Then the Board must come up with a place to store the supplies. Another topic for discussion would be, will the shelter be pet friendly?

- Town Hall – as a result of the JP Pest Service visit it was noted that the rear of building is in need of some maintenance, paint and repairs. All Selectmen should take a look for themselves at some point for further discussion and action-no action taken.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.
- Albany Selectmen business roundtable – Chairman Hiland rescheduled the meeting for May 8 at 6:00 p.m. at town hall. Invitations will go in the mail to all Albany businesses as well as the North Country Council, Mount Washington Economic Council, Mollie Kaylor and Benoit Lamontagne.
- PILT – see above-Town Administrator’s report.
- State Bridge Aid – see above-Town Administrator’s report.
- Generator purchase/grant – the grant needs to be approved before purchase or work begins. The application process has begun.
- QuickBooks Pro revision- see above-Town Administrator’s report.
- Albany zip code – request is currently at the regional administration level and waiting for response.
- Chapel paint and lead testing – there is lead in paint chips - no action taken yet.
- Chapel Committee needs to be formed of Town citizens to determine future & future maintenance & repairs. Also Historical Society – Dorothy reported she has not received any more volunteers.
- Security / Fire system upgrade and evaluation as to real need – see above-Town Administrator’s report.
- Passaconaway Rd.- will invite the Road Agent and HEB Engineers to next week’s meeting.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Camping & Parking issuers on Passaconaway Road by tourists – Deputy Rowe recommendations for BOS ordinances. – no action taken.
- Road Standards update – Road Agent, Curtis Coleman submitted his recommendations. A revision is being drafted.
- Schedule the Road Agent for a spring report on condition of roads from the winter elements-scheduled for May

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.

Other Business (and Board reports):

Planning Board – Rick- nothing to report

ESAA – Rick – the bylaw committee met last week. They are restructuring the airport authority and Board of Directors.

Conservation Commission – Cathy – nothing to report.

School Board – Joe – nothing to report

Other: Combined Boards Meeting update-scheduled for May 9 at 7:00 p.m. at Town Hall.

Correspondence: NHMA-On demand training-Basic law of budgeting-Ossipee – Chairman Hiland will attend.

Public Comment:

Next Meeting: April 25, 2018 at 5 PM

Adjournment:

At 6:26 p.m., Selectperson Ryan made a motion to adjourn, Chairman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator