

*“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 4, 2018

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

**Attendance:**

Select Board Members: Rick Hiland, Cathy Ryan, and Joe Ferris  
 Town Administrator: Kathy Golding (excused)- attending Town Clerk/Tax Collector workshop in Concord.

**Public Present :** Jeff Lacroix

The Selectmen welcomed new resident, Jeff Lacroix to Albany, who recently moved to Town with his wife and family.

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

**New Business:**

- Approval of the March 28 minutes: Selectman Ferris made a motion to approve the March 28 minutes as presented, Selectperson Ryan seconded the motion and all were in favor. (3-0-0)
- 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. (3-0-0). Selectman Ferris raised a concern about signing checks before the Treasurer. He did not sign checks.

Sign payroll checks and vouchers	\$ 870.92
Approve accounts payable invoices	\$5,279.95
Review & sign previously approved accounts payable & issued checks	\$34,693.00
Approve & Sign Engagement Letter	Vachon, Clukay & Co. - Auditors
Approve one intent to excavate	Map 7 Lot 58
Review Equalization Ratio Report	NH DRA

Review NH DOT Report of Red Listed Bridges	Bridges
Review BTLA Form	Tax Collector's final tax bill mailing date

**Town Administrator's Report:** Chairman Hiland read the prepared report from the Town Administrator:

- Mailed letters to Fairpoint and EverSource regarding the poles amendment resolution and new application including copies.
- Mailed the same information to Town Counsel Matt Serge and Jae Whitelaw (attorney defending the Towns in law suit by Fairpoint) regarding the poles amendment resolution and new application including all copies & documents.
- Accountants from our auditors, Vachon, Clukay & Co., were at Town Hall all day Tuesday reviewing 2017 financial records, reviewing internal controls, reviewed payroll reconciliation, NHRS reconciliation, and interviews with Town Administrator and Selectmen. All went very well.

**Appointments:** NONE

**Old Business:**

- Approval of Chairman day to day authority per the Select Board Rules of Procedure which were tabled from March 28<sup>th</sup> meeting.  
***Motion** by Selectman Ferris to approve the Select Board Chairman day to day office authority per the Rules of Procedure, Chairperson Ryan seconded the motion. With no further discussion the vote was called and passed (2-0-1). Chairman Hiland abstained.*
- Review of Select Board Rules of Procedure. It was decided per the request at Town Meeting to add Sheriff's report and stats for Albany patrols to Town report checklist which is an addendum to the Rules of Procedure– per procedure it will be voted at the April 11<sup>th</sup> meeting.
- 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?  
 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.
- Emergency Management/Operations Plan - Selectperson Ryan will be contacting June at Mapping & Planning Solutions to schedule upcoming Emergency Management/Operations Plan meetings and to solicit volunteer attendees for the Town reimbursement credit portion of the expense. – no action taken.
- JP Pest Service - Chairman Hiland noted that JP Pest Service was scheduled to service the Town Hall on Friday (3/30/18) and that he would be here to open for the service

between 1 – 2PM. Mouse droppings in kitchen closet needs to be cleaned up. Spider mess on outside of building is covered under Service Agreement & will be sprayed after snow is gone. Service Agreement is for rodents & insects only & not for animals (squirrels etc.)

- 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.
- NHMA Webinars on April 11 (12-1PM) on RTK & Non Public Meetings.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.
- Albany Selectmen business roundtable – Selectman Hiland is in process of scheduling another meeting in the middle of April to continue discussion with local businesses.
- PILT – follow-up needed with State of NH
- State Bridge Aid – need to file application with NH DOT after Town Meeting – no action taken yet.
- Generator purchase/grant – ask Town Administrator to contact Fryeburg Electric regarding cost of annual maintenance and what is involved. Also to start the grant application process. Do we want the annual maintenance & winter cold weather kit installed? Discussion about need to procure the deed to see where the boundary lines are.
- QuickBooks Pro continued training – Selectman Hiland will work with the Town Administrator on this project with a goal of having a preliminary budget report by the end of April.
- Albany zip code – request is currently at the regional administration level and waiting for response - no action taken.
- Chapel paint and lead testing – there is lead in paint chips - no action taken yet. Committee needs to be formed of Town citizens to determine future & future maintenance & repairs. Also Historical Society - Discuss the establishment of a Heritage Commission? And determine what needs to be done to preserve Town artifacts from the Historical Society. Selectman Hiland receive an email from Dorothy Solomon who has volunteered to serve on committee. It was also discussed that a Selectman should also be on the committee.
- Security / Fire system upgrade and evaluation as to real need – no action taken. Invite Chief Solomon and Sheriff Richardi to discuss needs and/or recommendations.
- Passaconaway Rd.- waiting on application process to open in 2018 – no action taken yet. Need to contact HEB Engineers when the process opens.
- Annual Select Board meeting date in Wonalancet – ask Town Administrator to contact
- Camping & Parking issuers on Passaconaway Road by tourists – Deputy Rowe recommendations for BOS ordinances. No action taken.
- Road Standards update – contact Road Agent to get his recommendations. No action taken.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letters trucks and campers clean-up— Noted that there will be a NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.

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

Planning Board – Rick- Next meeting is April 9<sup>th</sup> at 7PM.

ESAA – Rick – NONE

Conservation Commission – Cathy – next meeting May 1st at 6 PM

- May 5<sup>th</sup> at 9AM – trail cleanup
- Dog waste – signage & bags
- May 9<sup>th</sup> joint meeting - see below
- They are revisiting installation of a parking area improvement
- Conservation Commission is in need of a full member – let Dorothy know to put request in newspaper.

School Board – Joe – Meeting on April 10 at 5:30PM

**Other:** Selectperson Ryan has set May 9<sup>th</sup> at 7PM the date for the post Annual Town Meeting Combined Boards/Commission/Representative Meeting. It will also have a presentation on Surface Water by William Abbott from the Upper Saco Valley Land Trust.

**Other:** Items to be placed on future agendas under old business:

- Schedule Steve Parker for a future meeting to discuss Piper Meadows resident delinquent taxes etc.
- Schedule the Road Agent for a spring report on condition of roads from the winter elements.
- It was noted that the Town had received a letter from EverSource legal department dated 3/21/2018 regarding their position on the Public Hearing to amend the existing pole petitions, the adopted resolution and the adoption of the new pole petition license application. The letter will be attached to the official minutes of March 28, 2018.

**Correspondence:** NONE

**Public Comment:** NONE

RH\_\_\_\_  
CR\_\_\_\_  
JF\_\_\_\_

**Next Meeting: April 11, 2018**

**Adjournment:**

At 6:10 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor. (3-0-0)

Respectfully Submitted,

*Rick Hiland*

Rick Hiland  
Selectman /Acting Secretary