

*“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 May 16, 2018

**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

**New Business:**

- **Approval of the May 9 minutes:** Selectman Ferris made a motion to approve the May 9 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.

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|--|-----------------------|
| Signed payroll checks and vouchers                                   | \$1,047.45            |
| Approved accounts payable invoices                                   | \$111,058.43          |
| Reviewed & sign previously approved accounts payable & issued checks | \$9,941.38            |
| Approved one building permit   | Map 6 Lot 170         |
| Reviewed letter from Spectrum  | Contract renewal 2021 |

### **Town Administrator's Report:**

The Northern Borders Regional Commission grant application has been submitted. Chairman Hiland noted that Road Agent, Curtis Coleman and HEB Engineer, Josh McAllister did a good job putting this plan in place in such a short time. He also acknowledged and thanked the Town Administrator for her efforts and for putting the pieces together in order to get the application submitted by the deadline.

American flags have been ordered for the graves of veterans in Albany cemeteries. They will be placed by Sheila Gormley of the Conway VFW. Sheila lives in Albany.

Anne Merrow has accepted the position of Trustee of the Trust Funds. They are in the process of scheduling a meeting to get acquainted with their official duties.

The NH Municipal Association is holding an enforcement workshop on June 1. The information has been forwarded to Code Enforcement Officer, Peter Carboni. Chairman Hiland suggested that a Selectman attend as well.

### **Old Business:**

- Traffic counts on Passaconaway Road – Selectman Ferris reported five traffic counters have been placed on Passaconaway Rd.
- Emergency Management/Operations Plan – grant approval in process
- Town Hall – building & parking lot maintenance – no action taken.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.
- PILT – Department of Education will follow up – Chairman Hiland asked the Town Administrator to contact the Department of Education for an update.
- State Bridge Aid – application filed and received by NHDOT
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – in process
- Albany zip code – in process – Chairman Hiland drafted a letter to submit to Senator Jeanne Shaheen as well as Congresswoman Carol Shea-Porter to assist in Albany's effort.
- Chapel Committee/Historical Society – no action taken.
- Security/Fire system upgrade and evaluation – Chief Solomon/Sheriff Richardi/Pope Security attended this meeting – see below.
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted 5/10.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Camping & Parking issues on Passaconaway Road by tourists – Deputy Rowe sent recommendations for BOS ordinances.
- Road Standards update – in process

- Road Agent Spring update – to be scheduled in May

**Appointments: Sheriff Richardi, Fire Chief Solomon and Pope Security representative:**

The Board discussed upgrading the fire alarm and security system. Sheriff Richardi and Fire Chief Solomon both explained upgrades that were made to their systems at their offices. Pope had worked on both of them. Pope will submit a plan of action. Fire Chief Solomon and Sheriff Richardi will make recommendations for the upgrade.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.
- Route 16 – 2219 NH Route 16 – fire cleanup update – no action taken.

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

**Planning Board – Rick-** on Monday the Planning Board discussed a groundwater protection ordinance. This was also discussed at the Combined Board meeting. The Conservation Commission and the Planning Board should work closely on this. A draft of the lighting ordinance has been completed. The Planning Board is beginning to review the Subdivision Regulations.

**ESAA – Rick** – Chairman Hiland has been asked to chair the ad hoc governance / bylaw committee and have had a meeting with the bylaw committee, the Fryeburg Town Manager, and the executive committee. They are working on establishing a governance structure that is not as cumbersome as the current structure dating back to 1961.

**Conservation Commission – Cathy** – nothing to report.

**School Board – Joe** – next meeting is on June 12 at 5:30 p.m. Chairman Hiland attended a NHMA budget workshop in Ossipee. He spoke with other local Selectmen. There may be interest in a co-op. It may be the proper time to have the discussion.

**Other:** Combined Boards Meeting – Selectperson Ryan reported William Abbott's presentation on water resources was a good jumping off discussion. The presentation was general but gave good references as to where Albany can go. Chairman Hiland suggested it be added to the agendas of the Planning Board and Conservation Commission in order to be prepared for the future.

Chairman Hiland reported that he and Selectperson Ryan attended the NHMA Local Officials workshop. The Town needs to create a records retention committee. It should consist of the Town Clerk/Tax Collector, the Town Administrator, a representative from the School Board, Planning Board, Zoning Board of Adjustment and Conservation Commission. They should meet annually to go over the retention schedule and purge any unnecessary records. Selectperson Ryan suggested the

annual meeting should be placed on the annual checklist that is part of the Selectmen's rules of procedure. Chairman Hiland agreed and added it should be part of the annual town report checklist as well.

Chairman Hiland would like to get a copy of Road Agent, Curtis Coleman's winter maintenance policy. It will reduce the town's liability.

Chairman Hiland noted he learned from the workshop that the Department of Revenue keeps a permanent record file of what Albany has passed at town meeting. This includes, exemptions and credits and trust funds. Chairman Hiland would like to obtain a copy.

Chairman Hiland reported he would like JP Pest Service to take care of the reappearing webs on the town hall building when they return for monthly service.

Chairman Hiland will attend the Lakes Region Planning Commission meeting on Monday which Albany had been invited to due to discussion on improvements to Route 16 south of Albany, even though Albany is not part of it. It opens a good working opportunity with other local towns who are a part of the Commission.

Chairman Hiland reported that a topic of discussion at the NHMA Local Officials workshop was that before any line item in the municipal budget is overspent (not just the department's bottom line total), the Board of Selectmen must approve. Quarterly budget updates should be given to each department.

**Correspondence:** None

**Public Comment:** None

**Next Meeting:** May 23, 2018 at 5 PM

**Adjournment:**

At 6:23 p.m., Chairman Hiland made a motion to adjourn the meeting, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator