

“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 June 20, 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, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon, Curtis Coleman and Tim Sorgi

New Business:

- **Approval of the June 13 minutes:** Selectperson Ryan made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion. Chairman Hiland called the motion to a vote. Chairman Hiland and Selectperson Ryan were in favor and Selectman Ferris abstained as he was not present at the meeting.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file, Selectperson Ryan seconded the motion. Chairman Hiland made a motion to reduce the accounts payable & issued checks by \$18.97, Selectman Ferris seconded the motion and all were in favor. Chairman Hiland called the main motion to a vote. All were in favor.

Signed payroll checks and vouchers	\$870.93
Approved accounts payable invoices	\$1,725.61
Reviewed & sign previously approved accounts payable & issued checks	\$2,219.47

Signed privacy release form	Shaheen & Shea-Porter
Approved vending cart application	
Approved request for leave	
Reviewed 2017 audit report	

Chairman Hiland noted the audit report came back very good and he thanked the Town Administrator.

Town Administrator’s Report:

The certified letter sent regarding the illegal junkyard was returned as not received.

The letter sent and returned to Senator Shaheen was e-mail to her representative, Chuck Henderson. He replied that is all he needed to get the ball rolling in Albany’s quest to get a zip code.

The Assessor came to the office on Thursday to go over applications and abatements. He is working on them and should be complete by next week. He will then start working on his regular annual work.

The newest Planning Board minutes were received from Chairman Hiland and they have been uploaded to the website.

There was a report of trash on Wildwood Rd. The Health Officer has been contacted and will make an inspection.

The Bank of NH has submitted an Insured Cash Sweep Customer Information form to be signed by the Treasurer. It has a lot of fine print and it was agreed to have the auditor look it over for an opinion. Also, the Bank of NH will be contacted for a meeting to go over the account. This will cover Albany in lieu of a collateralization letter.

A Right to Know Request has been received regarding an inquiry as to ownership and E-911 address. The Town Administrator has replied to the request including the Right to Know Law.

The Town Administrator researched Selectmen and Planning Board records in order to reply to an inquiry regarding a landlocked parcel on Map 3 Lot 21. The owner gave up her right of way voluntarily and a boundary line adjustment was approved by the Planning Board in 1991. In 1994, the Selectmen received a request from the owner to reduce the assessment of the property. The Selectmen received advice from town counsel as well as the assessor and replied to the property owner that the Boundary line adjustment was approved erroneously and that a parcel could not become landlocked voluntarily. After researching the minutes of the

Selectmen and Planning Board, there has been no votes or action regarding this property. It remains landlocked as approved and recorded in the Registry of Deeds.

Appointments: Road Agent-Curtis Coleman

Curtis reported the roads in Albany faired well over the winter. They are doing the normal spring maintenance. He would like to do some paving on Pine Knoll Rd., Wildwood Rd. and Red Eagle Rd. The Board asked Curtis to fill the cracks in the town hall parking lot. He will look into filling the cracks, sealing it and possibly striping the parking spots.

Chairman Hiland would like Curtis to look at Passaconaway Rd. and then to look at the video taken before the logging operation began. Chairman Hiland would like to meet with Cersosimo Lumber regarding the road bond they posted. Chairman Hiland thanked Curtis for meeting with Josh McAllister of HEB Engineers to put together the four phase plan for Passaconaway Rd. There is more funding becoming available and his assistance may be requested.

Selectperson Ryan thanked Curtis for the work done to the parking lot access to the town forest on behalf of the Conservation Commission. It is greatly appreciated.

Public Hearing: Amendments to the Parking Ordinance and Camping Ordinance:

Chairman Hiland opened the public hearing at 5:44 p.m. He read the current camping ordinance and the amendment to it. Dorothy Solomon asked what if the fine goes unpaid, it seems indefinite. The Town Administrator said after five days, the Sheriff's Department may take action in court. Tim Sorgi asked if the fine was civil or criminal. If it is criminal, a summons may be ordered. The Board and Town Administrator thought the fine may be civil but were unsure. Tim asked if the fine was subject to the officer's discretion. Chairman Hiland replied yes. Dorothy asked if there would be signage. Chairman Hiland replied yes.

Chairman Hiland read the amendments to the parking ordinance. Chairman Hiland explained there were times last year when visitors parked on both side of Passaconaway Rd. and a vehicle could not pass through. This is not safe especially in case of an emergency when an ambulance or fire truck needs to pass.

Dorothy explained her concern for families parking on the Kancamagus Highway and crossing the road in dangerous situations. The Board replied there is nothing they can do if a person decides to put themselves in a dangerous situation. They can only enforce the parking issue.

Tim Sorgi felt the no parking on Moat View Drive from the Kancamagus Highway into Moat View Drive 100' was not far enough. Visitors using GPS travel over Moat

View Drive, not knowing it is a populated area with turns. They travel at a higher rate of speed than is safe and could hit a legally parked car. He recommended that 100' be extended to Swift River Circle. Selectman Ferris made a motion to amend the ordinance to read: No Parking: On either side of Moat View Drive—from Kancamagus Highway to Swift River Circle, Selectperson Ryan seconded the motion and all were in favor.

Chairman Hiland closed the public hearing at 6:08 p.m. Chairman Hiland made a motion to approve the amended camping and campfire ordinance, Selectman Ferris seconded the motion and all were in favor.

Selectman Ferris made a motion to approve the parking ordinance as amended at the public hearing, Selectperson Ryan seconded the motion and all were in favor.

The Board discussed the wording to be placed on the signs to enforce the amended ordinances. Gemini Sign will be contacted to create the new signs and Minuteman Press will be contacted to change the violation tickets.

Old Business:

- Emergency Management/Operations Plan – tentative meetings scheduled for July 19 and August 16
- Town Hall – building & parking lot maintenance- painting of the trim around the building will be put out to bid.
- State Bridge Aid – application filed and received by NHDOT – Chairman Hiland contacted a professor in Kentucky that uses a compound to fix bridges. It is a possibility this process may be used for the Drake Hill Rd. bridge at a much lower cost than replacing the bridge.
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – in process – the Selectmen will view the progress at their next meeting.
- Albany zip code – Senator Shaheen & Congresswoman Shea-Porter have been contacted for assistance.
- Chapel Committee/Historical Society – no action taken.
- Security/Fire system upgrade and evaluation – Pope Security will submit a plan – no action taken.
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted – application has been submitted. Chairman Hiland noted the FLAP program will open their next call for projects soon.
- Transportation Alternatives Program (TAP) – a letter of intent will be sent by the deadline of July 13. A meeting will be held with NCC Alex Belenz, HEB engineer, Josh McAllister and Road Agent Curtis Coleman to look at the phases of the project and to plan how to proceed. Councilor Kenney has offered assistance with the application as well.

- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Records Retention Committee meeting– TBD (October)
- Road Standards update – in process
- Road Agent Spring update – see above.
- Winter road maintenance policy – no action taken.
- Cable TV contract (2021) – no action taken.
- Cersosimo Lumber – the Road Agent will review the video taken prior to the logging operation and then a meeting with Cersosimo will be set up.
- Town Hall session with legislators – September

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— Chairman Hiland will contact town counsel to see what the options are and how to proceed.
- Route 16 – 2219 NH Route 16 – fire cleanup update – nothing to report

Other Business (and Board reports):

Planning Board – Rick- the Planning Board thanked the Select Board for rescheduling the first combined board meeting. The North Country Council will hold an education session at town hall on Saturday. Review of the Subdivision Regulations is in process.

ESAA – Rick – the Town of Fryeburg passed warrant articles pertaining the airport by a large margin.

Conservation Commission – Cathy – next meeting July 3

School Board – Joe – next meeting September 11

Other: Alex Belenz e-mailed to report another call for projects will open for the FLAP program in July. Applications will be due in October.

Chairman Hiland discussed health insurance benefits with Curtis Coleman who referred him to a company called Claim Linx. The company saved a lot of money. Chairman Hiland would like to meet with them to see what they may offer.

Chairman Hiland noted a NHMA webinar on voluminous record request will be held on July 25. On August 22, a webinar will be held on the alien invasion of aquatic species. The annual budget workshop will be held on September 20 in Lincoln. There are a few right to know workshops on October 16. A low to moderate income property tax relief workshop is being held tomorrow at the Department of Revenue.

Correspondence: Municipal Technology Systems

Public Comment:

RH____
CR____
JF____

Dorothy asked about the AARP age friendly community that Albany has just joined in partnership with the Gibson Center. Selectperson Ryan explained the purpose and benefits.

Chairman Hiland would like to order two Code Enforcement books.

Next Meeting: June 27, 2018 at 5 PM

Adjournment:

At 7:22 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator