

“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 27, 2018

Call to Order: At 5:07 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

New Business:

- **Approval of the June 20 minutes:** Chairman Hiland made a motion to approve the minutes, Selectman Ferris seconded the motion. Selectman Ferris made a motion to amend the minutes to read; **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. Chairman Hiland seconded the motion to amend the minutes and all were in favor. Chairman Hiland called the main motion to approve the amended June 20 minutes to a vote 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.

Signed payroll checks and vouchers	\$4,655.21
Approved accounts payable invoices	\$4,199.22
Reviewed & signed previously approved accounts payable &	\$4,362.54

issued checks	
Approved two building permits	Map 5 Lot 8 Map 6 Lot 147
Approved one septic design	Map 7 Lot 72
Approved PA-28 Inventory of Taxable Property form	
Reviewed amended violation tickets	

- **Review & approve three abatements: Map 9 Lot 137, Map 9 Lot 82 and UTIL-POLE:** Selectperson Ryan made a motion to approve the abatements for Map 9 Lot 137, Map 9 Lot 82 and UTIL-POLE, Selectman Ferris seconded the motion and all were in favor.
- **Review & deny one abatement: Map 7 Lot 66:** Selectman Ferris made a motion to deny the abatement for Map 7 Lot 66, Selectperson Ryan seconded the motion and all were in favor.
- **Review & approve one current use application: Map10 Lot 4:** Selectman Ferris made a motion to approve the application for current use for Map 10 Lot 4, Selectperson Ryan seconded the motion and all were in favor.
- **Review & approve one Charitable Exemption: Map 7 Lot 68:** Selectman Ferris made a motion to approve the Charitable Exemption for Map 7 Lot 68, Selectperson Ryan seconded the motion and all were in favor.
- **Review two Charitable Exemptions: Map 3 Lot 35 and Map 2 Lot 19:** Selectperson Ryan made a motion to deny two Charitable Exemptions for Map 3 Lot 35 and Map 2 Lot 19, Selectman Ferris seconded the motion and all were in favor.
- **Review & approve one Veteran Credit: Map 6 Lot 169:** Selectperson Ryan made a motion to approve one Veteran Credit for Map 6 Lot 169, Selectman Ferris seconded the motion and all were in favor.
- **Appointment of Commissioner to North Country Council:** Chairman Hiland made a motion to appoint Steve Knox as Commissioner to the North Country Council, Selectman Ferris seconded the motion and all were in favor.

Town Administrator’s Report:

The newly amended camping and parking ordinances have been forwarded to Sheriff Richardi. New signs have been ordered to be placed on Passaconaway Rd. and Moat View Dr. Minuteman Press will be creating new tickets with the increased violations. They will use the current books of tickets, take them apart, replace the tickets, keep the current envelopes and put them back together.

The Health Officer has inspected 7 Wildwood Rd. after numerous complaints of trash left in the yard by the tenants who have vacated the property. A letter is

being sent to the owner of the property notifying him it is unlawful to leave trash on the property. He and the Deputy Health Officer will be following up on a prior trash violation in Piper Meadows this weekend.

Appointments: Chuck Merrow (Deputy Treasurer appointment)

Chairman Hiland explained to Chuck that according to the law, every town must appoint a Deputy Treasurer in order to cover for when the Treasurer is not available. Chuck is interested in learning the position. Selectperson Ryan explained her prior experience as Deputy Treasurer. Chairman Hiland made a motion to appoint Charles Merrow as Deputy Treasurer, Selectperson Ryan seconded the motion and all were in favor.

Old Business:

- Emergency Management/Operations Plan – July 26 at 1 pm
- Town Hall – building & parking lot maintenance-no action taken.
- 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 noted a representative from Carol Shea-Porter’s office held office hours in Albany today. He visited with the representative and informed her of the Albany’s plight for a new zip code as well as the FLAP funding and the TAP funding. She was sure Albany will receive support for all three projects. Chairman Hiland also requested that Carol Shea-Porter sign on as a co-sponsor for the reauthorization of PILT through the Department of Interior in order for it to stay in effect as well as the Secure Rural Schools Program. Both are very important to Albany.
- 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.
- Transportation Alternatives Program (TAP) – a meeting has been scheduled with NCC, Alex Belensz and HEB Engineers, Josh McAllister on July 3 at noon to discuss the phases of Passaconaway Rd. to discuss how it may fit the TAP program. NCC representative, Steve Knox was invited.
- Federal Land Access Program (FLAP) – no action taken.
- 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.
- Winter road maintenance policy – no action taken.
- Cable TV contract (2021) – no action taken.
- Cersosimo Lumber – no action taken.

- 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 noted he read through the Code Enforcement book recently released by NHMA. He will bring the information from the book, to town counsel's attention and then create a plan of action.
- Route 16 – 2219 NH Route 16 – fire cleanup update – the owners report they are still working on the cleanup.

Other Business (and Board reports):

Planning Board – Rick- nothing to report.

ESAA – Rick – a special Board of Directors meeting is scheduled for July 3.

Conservation Commission – Cathy – next meeting is July 3.

School Board – Joe – next meeting is September 12 – a committee has been formed to seek alternative options for Albany students.

Other:

Chairman Hiland reported the Conway Police Department has received a \$385,000 grant for their communications upgrade. This was a joint effort with the Sheriff Department's communications upgrade.

Chairman Hiland met with a representative from Claim Linx. They provide health insurance by purchasing the policies straight from the companies themselves. It could potentially save the town thousands of dollars. Chairman Hiland would like to look further into this option and have the representative come to a meeting at the end of the summer.

Correspondence: NHMA 2019-2020 Legislative Policy Process – Chairman Hiland looked through the upcoming policies that the NHMA will support. He would like the other two Selectmen to look through each one and initial the ones they would support.

Public Comment: none

Next Meeting: July 11 at 5 PM

Adjournment: At 6:25 p.m., Chairman Hiland made a motion to adjourn, Selectmen Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding

RH____
CR____
JF____

Town Administrator