

*“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-Amended Albany, NH August 8, 2018

**Call to Order:** At 5:09 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: Jeanette West and Dorothy Solomon

**New Business:**

- **Approval of the July 25 minutes:** Selectman Ferris made a motion to approve the 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.

Signed payroll checks and vouchers	\$1,993.55
Approved accounts payable invoices	\$1,263.45
Reviewed & signed previously approved accounts payable & issued checks	\$5,397.81
Reviewed & approved 2 building permits	Map 6 Lot 122 Map 7 Lot 69
Reviewed & approved 2 septic designs	Map 9 Lot 175 Map 11 Lot 3

Reviewed & signed TAN documents	
Approved request for leave	
Approved application for reimbursement for PILT	

**Town Administrator’s Report:**

A welfare applicant will be submitting an application for assistance. The Town Administrator has given the applicant a list of verifications to submit as well.

Jim Innes and John Kamb, White Mountain National Forest, will meet with the Selectmen on Wednesday, September 19 to discuss support the for Federal Land Access Program (FLAP).

The application for the Northern Borders grant was not approved. The Town will apply again next year. Chairman Hiland asked the Town Administrator to contact Mollie Kaylor to ask when the next round of grants would open.

Deputy Rowe reported he has been checking on the Moulton property every few days and is confident that no one is living there. He placed a tie wrap around the gate opening to the campground behind the cabins and it had been removed. He will continue to monitor the property and report back.

The owners of One Wheel Drive are in the process of letting the bank take over their property. They are in a legal battle with their insurance company.

**Appointments: Andy Davis/Andrea Walsh (World Fellowship):**

Andrea Walsh came before the Board to request a letter of support to the Upper Saco Valley Land Trust (USVLT). The World Fellowship, a nonprofit organization, would like to place over 400 acres of their land into a conservation easement. They will receive grant money in exchange. Andrea explained the details and provided maps of the land. She will forward more information from the USVLT. If the Board will support this quest, the letter should be signed at their next meeting in order to meet the deadline. Selectman Ferris noted every year the town votes to not support the White Mountain National Forest purchase of land in Albany. This is no different. Selectperson Ryan supports what the World Fellowship is doing but would like to think over the letter of support. Chairman Hiland said Albany is already 88% National Forest, in addition to the Tin Mountain property and the Albany Town Forest. He would like to see the USVLT template. Andrea will forward it to the Selectmen.

**Old Business:**

- Emergency Management/Operations Plan – August 23 at 5 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 – Chairman Hiland contacted another person who is a QuickBooks Pro. They may be able to help with the transformation. Chairman Hiland also spoke with Deputy Treasurer, Chuck Merrow, who has volunteered his expertise in this area. Chuck is a retired corporate accountant. ~~Selectman Ferris suggested setting up the back office for him. Chairman Hiland thought that was a good idea.~~
- Albany zip code – in process-no action taken.
- Chapel Committee/Historical Society – meeting August 16 at 7 pm
- Security/Fire system upgrade and evaluation – Pope Security will submit a plan and they are scheduled to perform their annual testing of the security/fire system tomorrow.
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted – denied.
- Transportation Alternatives Program (TAP) – Letter of intent submitted
- Federal Land Access Program (FLAP) – Jim Innes and John Kamb, White Mountain National Forest will meet with Selectmen on September 19.
- 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-no action taken.
- 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 26 at 7:00 p.m.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— see Town Administrator report.
- Route 16 – 2219 NH Route 16 – fire cleanup update-see Town Administrator report.

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

**Planning Board – Rick**-next meeting August 13 at 7 pm-Chairman Hiland has updated the Subdivision application and checklist. They will be placed on the website.

**ESAA – Rick**-nothing to report. A quarterly meeting was held.

**Conservation Commission – Cathy**-the Conservation Commission will be placing signs for visitors to the forest to clean up after their pets and stay away from the farmland. They will be looking for new locks for the gate at the Forest Service entrance to the forest. Chairman Hiland will donate two new locks. Selectperson

Ryan noted that Conservation Commissioner, Sean Wadsworth is working on the water resource list.

**School Board – Joe**-next meeting September 11 at 5:30 pm.

**Other:** Chairman Hiland would like to invite the representative from Claim Linx to a meeting in September. Claim Linx is the health insurance company recommended by Curtis Coleman.

Chairman Hiland attended a webinar on Cyber Security presented by the NHMA. Once it is on YouTube, he will forward the link. He explained the many vulnerabilities that municipalities face and what may be done to help protect as small town such as Albany. He suggested that all computers be shut down every night in order to protect the town's information from being hacked. The Town Administrator will shut down the computers each night. Selectman Ferris suggested setting up the back office as the Treasurer's office. Chairman Hiland thought it was a good idea.

Chairman Hiland found a RSA that allows the town to ask the County Commissioners for financial assistance to fix town roads if the cost is burdensome to the taxpayers. He feels the repairs to be done to Passaconaway Rd. are burdensome and the Selectmen should explore the possibility of approaching the County. Chairman Hiland also found that if part of Passaconaway Rd. was classified as a Class III recreational road, the State would maintain it.

**Correspondence:** Town of Conway-Potential Regional Impact  
Lakes Region Water Company  
NHDOT-Highway Block Grant Aid

**Public Comment:**

**Next Meeting: August 22 at 5 PM**

**Adjournment:**

At 6:30 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