



Albany Selectmen’s Meeting Minutes

Albany, New Hampshire November 7, 2018

Call to Order: At 5:04 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance: Chairman Hiland led everyone present in the Pledge.

Attendance:

Selectmen present: Rick Hiland, Cathy Ryan and Joe Ferris
 Town Administrator: Kathy Golding – excused – vacation.
 Public: Dorothy Solomon, Mike Davis
 Attendees: None

New Business:

- **Approval of the October 24 minutes:** *Selectman Ferris made a motion to approve the October 24 minutes as submitted, Selectperson Ryan seconded the motion, no discussion, errors or omissions and all were in favor. (3 -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)*

Signed payroll checks and vouchers	\$883.65
Approved accounts payable invoices	\$5,187.95
Reviewed & sign previously approved accounts payable & issued checks	\$26,340.94
Approved one building permit	Map 7 Lot 66
Reviewed & approved one timber intents	Map 9 Lot 159
Approved one pistol permit	
Reviewed & signed DRA Equalization assessment data certificate	
Reviewed & signed Health Trust member portal authorization	For Town Administrator
Reviewed & approved WMOP Bid	2019 Oil and Propane prices
Accepted WMOP proposal – generator tank and hook-up	
Reviewed letter from Northern Community Investment Corp.	Regarding fire clean-up at 2219 NH Rt 16 claiming it is complete – it is not complete & a letter of reply will be made to them

Town Administrators Report: (Reported/read by Chairman Hiland)

- Record Retention Committee met. Consisting of Cathy Ryan, Tara Taylor and Kathy Golding. Handouts of the retention schedule were handed out along with the electronic records statute. Everyone was asked to think about Albany's retention and decide what they think certain records should be retained for. A policy will be drafted for review at the next meeting. (Records must be retained as long as the law requires, but a policy can outline stricter rules).
- Matt Serge e-mailed saying the Moulton certified letter has been returned to him as unclaimed. He will resend the letter with the married name of the recipient. He said the same letter sent via regular mail was not returned.
- There has been another request for an E-911 number.
- Tax bills were mailed on October 29- payments have begun to flow in
- Tom Quigley (ClaimLinks) replied to a request for a policy quote. He replied that his recommendation was that the employee join the husband's policy.
It was decided that the Town Administrator write a letter to Tom Quigley explaining that we would like to consider obtaining a cost to have our own policy within the Town in order to possibly have our own control on the benefit and that we are considering all possible options at this time.
- WMOP will install the propane tank and hookup to the generator on November 13. Field Electric will finalize the electrical hookup shortly thereafter.
- The ratification of the ESAA bylaws will take place on November 27 at 6PM at the American Legion in Fryeburg.

APPOINTMENTS:

Ken & Susan Sullivan (One Wheel Drive) – after a discussion with Chairman Hiland regarding the camper and clean-up of the property earlier in the day and learning additional information, Chairman Hiland asked them to write a letter addressed to the Select Board explaining in detail information & details regarding the concerns that the Selectmen had along with the agreement with Northern Community Investment Corp. (NCIC is now the property owner) indicating that they had until March 14, 2019 or sooner to vacate the property. After review of the letter & supporting documents & discussion, the consensus of the Select Board was to continue to work with the Ken & Susan Sullivan until the definitive end date of March 14th.

Old Business:

- Emergency Management/Operations Plan – November 20 and November 27 at 5 pm. *The November 27th date may be rescheduled to Dec 18th at 5PM*

- Town Hall – building & parking lot maintenance – in process of getting additional quotes for repair & paint of Town Hall trim. – *waiting on additional quotes*
- State Bridge Aid – application filed and received by NHDOT – *waiting for NH DOT.*
- Generator purchase/grant – Generator is installed and Town hall has been wired, *waiting on White Mt. Oil & Propane to install propane tank and connection to generator on November 13th.*
- QuickBooks Pro transformation – *in process – good progress is being made with the help of Chuck Merrow.*
- Chapel Committee/Historical Society – *waiting on estimates & quotes for repairs.*
- Security/Fire system upgrade and evaluation – scope of work to be drafted – *in process.*
- Transportation Alternatives Program (TAP) – submitted – *waiting*
- Federal Land Access Program (FLAP) – submitted - *waiting.*
- Business Roundtable meeting – TBD (December meeting) – *no action taken*
- Records Retention Committee meeting– *in process – see Town Administrator’s Report*
- Road Standards update – *in process*
- Winter road maintenance policy – *in process.*
- Cable TV contract (2021) – *waiting for copy of contract – Broad Band? - no action taken.*
- Cersosimo Lumber – *need to set appointment to meet with them.*
- Treasurer’s office – *no action taken – waiting on meeting with Computer Port regarding the capacity & location of the network inside Town Hall.*
- Claim Lynx – *waiting on a preliminary estimate to evaluate possible change.*
- NH Surplus – White Farm – *used furniture for office and conference room. Chairman Hiland will continue to keep an eye out for needed items when in Concord.*
- North Country Council – *volunteer needed to fill Albany’s Commissioner position.*
- New Hampshire Municipal Association Annual Conference – Chairman Hiland will be attending on Wednesday, November 14th only. *Chairman Hiland has asked to be excused from the November 14th Select Board meeting to attend the NHMA conference and that Vice Chairman Ferris will chair that meeting.*
- 2018 Budget status - *Selectmen have asked for a current Budget Report for the November 14th meeting to review line items to see if line transfers need to be done and also to review upcoming expenditures to see if we need to encumber any funds moving into 2019.*
- Logging Ordinance – *Selectman Ferris has drafted an ordinance - a discussion about the ordinance brought out the fact that a heavy trucking operation for development may cause future road damage by Selectperson Ryan. Discussion about including more than just logging traffic in the ordinance should be considered was the consensus. More discussion and wording needed.*

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent by Town Counsel - junk cars, trucks and campers clean-up— *in process*
- Route 16 – 2219 NH Route 16 – fire cleanup update – *Another Certified letter will be sent regarding the cleanup of fire & burnt debris piles that still exist on the property. See the explanation with the Sullivan’s above.*

Other Business (and Board reports):

Planning Board – Rick- nothing to report – *next meeting November 12th at 7PM.*

ESAA – Rick – *new revised ESAA ByLaws were approved by the BOD (12 – 2) at a Special BOD Meeting on October 15th. A Special Meeting of the General Members (all Selectmen & Town Managers from the region towns listed in current Bylaws) will be held on November 5th at 6PM at the Fryeburg American Legion Hall on Bradley St. The November 5th meeting will be rescheduled due to not being able to notify all General members to November 27th at the same time and place. The November 5th meeting will be an informational meeting to answer any questions from the General Members that wish to attend and ask questions on the proposed revised bylaws. Chairman Hiland again asked that our Select Board attend the rescheduled Special Meeting of the General Members to support the new ByLaws and effort being made to make the ESAA a strong viable organization.*

Conservation Commission – Cathy – nothing to report – *next meeting December 4th at 6PM*

School Board – Joe – *next meeting on November 13th at 5:00PM. Also two people have expressed interest in filling the vacant position on the Albany School Board.*

Other: *None.*

Correspondence: NONE

Public Comment:

The Select Board welcomed new resident, Mike Davis, to Town where he and his wife are in the process of building a new house to retire to in Albany.

Next Meeting: November 14th at 5 PM

Adjournment:

At 6:05 PM, Chairperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor. (3 – 0)

Please Note:

“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

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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.

Respectfully Submitted,

Rick Hiland
Acting Secretary