

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 Selectmen’s Meeting**  
**March 23, 2016 4:00 p.m.**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris.  
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Rob Nadler, Kelly Robitaille, Bob Mathieu and Cort Hansen.

**Call to Order:** At 4:02 p.m., Chairman Ryan called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**New Business:**

- **Approval of Minutes:** Selectman Hiland made a motion to amend the minutes of 3/16/16 on page 4, top paragraph, to invite the road agent into a Selectmen’s meeting twice per year, not quarterly. Chairman Ryan seconded the motion and all were in favor. Selectman Hiland made a motion to approve the minutes as amended, Chairman Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Chairman Ryan made a motion to approve the consent file as presented, Selectman Hiland seconded the motion and all were in favor.

<b>Signed checks</b>	<b>\$26,422.11</b>
<b>Signed one timber intent</b>	
<b>Signed timber warrant</b>	
<b>Signed bank signature cards</b>	
<b>Signed letter that warrant article #18 passed</b>	

<b>Signed letter approving the burning of the fields in the town forest</b>	
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- **Town Administrator's report:** The new director of the North Country Council is scheduled to attend the Selectmen's meeting on April 6.

An e-mail invitation has been sent to the Mount Washington Valley Economic Council to attend a Selectmen's meeting.

Almost There and their neighbor that was complaining about their loud music have re-signed their agreement, courtesy of mediator, Dan Sdankus. Chairman Ryan would like to send Dan a thank you note.

The Albany chapter of the Veterans of Foreign Wars is being forced to dissolve. They have donated \$1,000 to Albany and suggested part of it be used to spruce up the front of the chapel and maybe the rest could be spent on flags and grave markers for deceased veterans. The veterans used to place them in Albany's cemeteries each year. Chairman Ryan would like to make sure their corner of the town hall gets cleaned up. Selectman Hiland would like to hang a plaque in town hall thanking them for their service to Albany.

There won't be a Selectmen's meeting next Wednesday as it is the fifth Wednesday of the month.

**Old Business: Noise Ordinance-**Chairman Ryan asked if the noise ordinance should be put on the table to work on. Selectman Hiland said he did not want to create laws if there is no problem. The Board discussed the noise created from timber operations and if loggers should be invited to a Selectmen's meeting prior to the signing of their timber intent. Selectman Hiland likes to keep communications open to remedy any problems. Rob Nadler stated he did not think a noise ordinance would be enforceable. No action was taken.

**Conservation Commission member-**Selectman Hiland made a motion to appoint Kelly Robitaille to serve as a member of the Conservation Commission. Steve Knox noted two members of the Planning cannot serve on another land use board. Selectman Hiland withdrew his motion. Chairman Ryan said she would serve on the Conservation Commission as Selectmen's representative. Selectman Ferris made a motion to appoint Chairman Ryan to the Conservation Commission as Selectmen's representative, Selectman Hiland seconded the motion and all were in favor. The Board discussed appointing alternate members to each board in case the appointed Selectman could not make a meeting. No vote was taken.

Rob Nadler would like to continue as one of the two Albany representatives to the North Country Council. He has been involved in their transportation advisory committee and would like to continue on that as well. Rob will resign as Albany's representative to the Mount Washington Valley Economic Council. Rob and Selectman Hiland discussed the overlapping services provided by the North Country Council and the NH Municipal Association. Selectman Hiland would like to see Albany get their money's worth from the North Country Council. Rob thinks Albany gets their money's worth of services. Chairman Ryan made a motion to appoint Rob Nadler as Albany's representative to the North Country Council and the transportation advisory committee, Selectman Hiland seconded the motion and all were in favor. Selectman Hiland made a motion to appoint Steve Knox as Albany's second representative to the North Country Council, Selectman Ferris seconded the motion and all were in favor. Rob suggested the Selectmen create a policy for mileage reimbursement as there is a lot of travelling associated with the North Country Council position.

**Conway Hearing 3/24 regarding a new cell tower** -No one will attend the public hearing.

**NHMA proposed legislation**-Selectman Hiland presented the Board with suggested language to propose that the NHMA take into consideration to support for legislation regarding property taxes and manufactured housing. The Board has until April 22 to finalize the form.

**Change meeting time**-Chairman Ryan prefers the Selectmen's meeting at 4:00 p.m. She feels it is within the hours of business and the Board is doing the town's business. Selectman Hiland felt it didn't matter what time the meeting was changed to, some people won't be able to make it. He went on to say the Board should look at accommodating people if they are going to attend. Selectman Ferris said he asked for the time change as it is what he hears from people. Kelly Robitaille noted it is easier for appointments to attend an earlier meeting such as the fire chief or road agent. Dorothy added that people from the state that make appointments won't attend an evening meeting. Chairman Ryan noted that people who can't make the meetings can view them on video and then e-mail any with any issues they may have. Selectman Ryan tabled this issue until next meeting.

#### **Other Business:**

An e-mail was received from Sara Young-Knox. She volunteered to be Albany's representative to the Mount Washington Valley Economic Council.

Chairman Ryan made a motion to appoint Sara Young-Knox as Albany's representative to the Mount Washington Valley Economic Council, Selectman Ferris seconded the motion and all were in favor.

- **Board update reports:** Selectman Hiland reported the Planning Board held a public hearing for their updated Site Plan Review Regulations. No one attended. The Planning Board approved the updated regulations. Kelly Robitaille noted the Board dodged a bullet having a quorum of the Selectboard there. Selectman Hiland replied he and Joe Ferris had not been sworn in as Selectmen at that point.

Chairman Ryan reported the Multi-Hazard Mitigation meeting was held. About seven people attended and it was productive. The next two meetings will be held on April 7 and April 21 at 6:00 p.m.

Chairman Ryan asked the other board members what priority issues they would like to look at. Selectman Hiland replied rules of procedure should take top priority.

Selectman Hiland thought an advertisement should go in the paper regarding the importance of residents posting their E-911 numbers, ensuring they are visible for emergency responders. Also putting it on the website may help.

The board discussed the website and use of Albany's Facebook page. Selectman Hiland said it is only beneficial if it is current. It should be updated on a regular basis. Selectman Ferris noted it is good for easy access to documents and information. Selectman Hiland said personal information should not be on the website. There are security issues.

Chairman Ryan would like to put parking tickets on the priority list. The fines need to be updated. Dorothy informed the Board that no parking signs on Moat View Dr. and Abenaki Way have been stolen. Bob Mathieu suggested signs in the Wildwood Development be updated as well.

Chairman Ryan would like to address some of the issues on Fire Chief Solomon's list of violations from the safety inspection. The board discussed the expense of replacing the double doors to the town hall.

Chairman Ryan discussed incoming e-mails to her personal account. She feels all e-mails regarding town business should be sent to the Selectmen's office and then circulated to the Selectmen. Selectman Ferris was open to receiving e-mails to his personal account. He would then forward them to the

other two Selectmen. Chairman Ryan felt strongly that e-mails should come to the Selectmen's office. Selectman Hiland agreed with Selectman Ferris to a point, but from a right to know aspect, everything should go through the Selectmen's office. Selectman Ferris did not want to be inaccessible to the public on a weekend. The board discussed that one Selectman alone cannot act on behalf of the board. The Town Administrator will look into town e-mail accounts for the Selectmen.

**Correspondence:** Letter from NHDOT denying the removal of passing zone in front of Nickerson Rd.  
NHDOT-driveway permit approved

**Public Comment:** The Conservation Commission is working with the Forest Service and the Conway Village Fire District to burn the fields of the town forest. Rob would like a copy of the letter the Selectmen signed in order to expedite the process. They would like to begin the burn soon.

Selectman Hiland would like to get a quote for a generator and a hookup in the main electric box. If the town hall was to ever be used as a shelter, the generator would be a necessity. The Town Administrator informed the Board that Road Agent, Curtis Coleman had an electrician create a quote for a generator and it was over \$14,000.

**Adjournment:** At 5:33 p.m., Chairman Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator