

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
Meeting
Albany NH Selectmen’s Meeting
May 4, 2016 4:00 p.m.

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Bob Mathieu and Sam Farrington

Call to Order: At 4:00 p.m., Chairman Ryan called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approve Minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$3,141.42
Signed one pistol permit	
Signed letter of appointment	Steve Knox
Signed thank you note	Steve Parker
Approved request for leave	
Approved MS-123	
Signed Property-Liability agreement	

- **Town Administrator's report:** Michelle Moren-Grey from the North Country Council (NCC) called. North Country Council could offer the same options for grants etc. as the Mount Washington Valley Economic Council (MWVEC). However, NCC would be a third party to any grant applications as they would be working with MWVEC to obtain them. She felt the NCC could be more helpful to businesses for continuity planning and preparedness planning. They could also field questions for expanding and gap financing. The NCC also performs traffic counts, road safety audits, culvert assessments and road surface management studies. They are a resource. If there are questions they cannot answer, they can point you in the right direction. Michelle offered to put on a presentation for disaster preparedness for businesses.

Selectman Hiland updated the Board on his meeting with the owner of Pine Knoll Campground, Dan Sdankus and Jac Cuddy (MWVEC). Jac put Dan in contact with two banks and one has already gotten in touch with him. Selectman Hiland would like to set up a meeting here at town hall with Jac, Michelle and any businesses in town who may need their assistance.

An agenda will be put together for the combined board meeting on May 18. Chairman Ryan would like input from the other boards for topics of discussion.

Pete Howland from Cersosimo Lumber called to say they were aware of the barrier in front of the covered bridge had been down. Pete was in contact with the Forest Service twice and they are supposed to meet with Road Agent, Curtis Coleman on Friday. Steve Knox reported the barrier had not been fixed as of Sunday. Chairman Ryan would like to contact the Forest Service to find out what the plan is.

There has been no word from Mr. Guppy regarding the repurchase of his property.

Bob Mathieu will be submitting a quote to replace the two sets of double doors to the town hall as well as the door in town hall that faces the chapel.

Appointment: Conway Village Fire Chief Steve Solomon: 4:30 p.m.

Chief Solomon said the fields of the town forest were burned halfway. Because of the shift in the weather, they couldn't finish.

Chief Solomon said the District Commissioners would like to offer Albany a one year extension on the current fire and rescue contract that is due to expire on December 31, as they are concentrating on two other contracts at this time. They have had discussions about Albany's search and rescue events. The Commissioners and Chief intend to engage Fish and Game and the Forest Service to see if they may be able to assist in the cost associated with the search and rescue events. Steve Knox told Chief Solomon about the years when Albany tried to get assistance from the Forest Service and in the end nothing was accomplished. Selectman Hiland asked the Chief if there might be grant money available. Chief Solomon replied grant money is available but typically it is for equipment, not service.

Chairman Ryan discussed the ongoing update of the Hazard Mitigation Plan and the need for mapping where the current hydrants are throughout town. The Chief will look through his office for them.

The Board and the Chief discussed the possibility of installing dry hydrants throughout Albany.

The Board discussed the list of safety violations from the Chief's report and what has already been done and what is in process of being done.

Bob Mathieu asked the Chief to inspect the current double doors in town hall with him so he know specifically what to get a quote for.

Old Business: Rules of procedure-Chairman Ryan will be putting the basic outline on the laptop so the Board can meet in the Planning Board room and use the monitor for their next work session. The Board will hold their March 25 meeting at 6:30 p.m. and it will be primarily a work session.

Chief Solomon's recommendations-are in the works.
Selectman Hiland would like to obtain a few more quotes.

Meeting in Wonalancet-Steve Knox reported he had spoken to Doug McVicar's wife who said a meeting was not held in April, but there will be one in May.

Meeting on Passaconaway-Mark Hounsell is to be contacted.

On demand training-Selectman Hiland noted the NHMA will adapt a training to fit our needs.

Parking fines/alcohol policy and fines-the Town Administrator is waiting for one more town to submit a copy of their fines.

Combined board meeting-Chairman Ryan would like input from the other Boards for topics of discussion at the meeting to be held on May 18. Then from that, isolated topics may be chosen for the on demand training. Sam Farrington added it would be helpful if they could use Albany's zoning as a flatboard, so the information they give us is not so general.

Other Business:

- **Board updates:** Selectman Hiland reported that the Planning Board has their new site plan review fees in place and they are working on updating their application with those fees. They have one boundary line adjustment coming up. They will be discussing the new accessory dwelling law. They will be looking at the inconsistencies in the zoning ordinances and then they will review the subdivision regulations.

Chairman Ryan will be attending the Conservation Commission meeting scheduled for next Tuesday.

Selectman Ferris reported the SAU 9 board has reorganized and he will represent the budget committee for that board.

Correspondence: Selectman Hiland discussed the two red listed bridges in Albany. He feels attention is necessary to prevent a larger problem. Road agent Curtis Coleman should be contacted for his opinion.

Public Comment: Steve Knox thanked the Board for their letter of recommendation to the CEDS committee for the North Country Council.

Bob Mathieu reported both sets of double doors in town hall will have to be replaced according to Chief Solomon.

Adjournment: At 5:06 p.m., Chairman Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

CR____
RH____
JF____

Respectfully Submitted,

Kathleen Vizard
Town Administrator