

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
October 19, 2016 4:00 p.m.

Members present: Cathy Ryan and Rick Hiland. Joe Ferris joined the meeting at 4:40 p.m.

Public: Lee Grant, June Johnson, Dorothy Solomon and Steve Knox.

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

Pledge of Allegiance:

New Business:

- **Approval of the minutes: October 12 minutes and October 15:** Selectman Hiland made a motion to approve the minutes as submitted, Chairman Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Chairman Ryan seconded the motion and all were in favor.

Signed checks	\$2,136.84
Approved two pistol permits	
Signed request for leave form	
Signed thank you letter to Tamworth BOS	
Signed Notchnet agreement for web services	

- **Town Administrator report:**

The Annual Chamber of Commerce meeting and dinner is to be held on Tuesday, October 25. Chairman Ryan will attend.

Phil Bodwell, Department of Revenue Assessing Division, visited the office today. He checked to see if the 2016 assessing work was complete and to see if there were any issues with the work.

The tax rate was set by Selectmen on Friday, October 14. The tax bills will be mailed by the end of the week. The tax rate is \$12.50 per assessed thousand.

The Town Administrator will book appointments with contractors regarding the panic hardware on the town hall doors. She wants to make certain the Selectmen can make the tentative date of Thursday, October 27 at 1:00 p.m. All three Selectmen will attend. The Town Administrator will post the meeting.

- **Planning Board Appointment:**

Selectman Hiland informed the Board that the Planning Board recommends the appointment of John Conway to a full voting member on the Planning Board. Chairman Ryan made a motion to appoint John Conway to the Planning Board, Selectman Hiland seconded the motion and all were in favor.

Appointments: None

Old Business:

- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet-no correspondence. This item will be removed from old business.
- Meeting with Passaconaway owners-this item will be removed from old business.
- MWVEC & NCC meeting-to be scheduled after the election.
- Red listed bridges-Selectmen Hiland would like to have the Forest Service come to another meeting after the election, to discuss different options for the Covered Bridge. There needs to be an equitable solution to protect our asset.
- Semi-annual billing-Selectmen Hiland noted the survey that was put together by the Town Administrator was very nice.
- Website update-complete. This item will be removed from old business.
- Meeting with state reps.-to be scheduled after the election.
- Sign ordinance-will be discussed at the November 2 work session. Selectmen Hiland attended the NH Municipal Association's Law

Lecture Series. There was a section on sign ordinances and he will share the information at the work session.

- Contract/lease review policy-will be discussed at the November 2 work session.
- Review Fish & Game contract-Chairman Ryan said the Conservation Commission is open to inspection of the buildings. After the inspection, Selectman Hiland would like to meet with the Conservation Commission and the farmers to figure out what their needs are.

Chairman Ryan said the Conservation Commission would like the Selectmen to put an article on the 2017 warrant that would allow the Conservation Commission to accept gifts and grants. Selectman Hiland would like to check to see if it would be legal to appoint a designee. Selectman Hiland discussed the possibility of the town putting in our own access to the town forest instead of using the Fish & Game access. Chairman Ryan said any improvements to the property will be paid for with grants. Selectman Hiland noted the money for the maintenance, etc. would still have to be budgeted for because if a lease is signed, the Town is responsible, and there is a possibility that the grants will not come through. Selectman Hiland added, Fish & Game could back out of the lease also and the town would be left with nothing to show for the investment.

- Town Counsel-Selectman Hiland said he met Matt Serge from Drummond Woodsum at the Law Lecture Series. He is very interested in picking Albany up as a client.
- Generator purchase/grant-Selectman Hiland would like to contact Dave Dascoulias for a quote.

Other Business (Board reports):

Dorothy Solomon asked if the Town is offering assistance to the Sullivan family who lost their business and home to a fire this past week. The Town Administrator said they could come in for general assistance.

Dorothy is a board member for UNH Co-op Extension. Recently, she found out about a program to promote community development such as forest trails and town centers. She suggested to their Board that the Albany Selectmen's office be contacted to see what they can offer. The Board agreed this could benefit Albany. Steve Knox added there is 6.5 acres of the town forest that was put aside for a town center.

Selectman Ferris joined the meeting.

Selectman Hiland attended the Planning Board's regular meeting on Monday. They recommended new member John Conway. They are still working on accessory dwelling units. The Select Board will receive a final draft once complete.

The Planning Board has two site plan reviews scheduled in November. Huttopia Pine Knoll and World Fellowship.

Chairman Ryan attended the Conservation Commission meeting. They are working on trails and planning for the next 10 years. Mowing of the fields continues, compliments of the farmers. Chairman Ryan was given a rough draft of the Commission's 2017 budget and potential warrant article for receiving grants and gifts.

Selectman Ferris noted the School Board does not meet until November. Steve Knox asked if they would be discussing next year's budget. Selectmen Ferris replied it is too early.

Selectman Hiland attended the NH Municipal Association's Law Lecture Series on Saturday. Many topics were covered. Selectman Hiland would like to include internal conflicts, such as different boards using the same town counsel, into the rules of procedure. Selectman Hiland thought it would be important when hiring new town counsel, there is no conflict with another town, board, organization or business in the area. The powerpoints from each presentation will be placed on the NH Municipal Association's website.

Selectman Hiland announced Albany's 250th birthday celebration is to be held at the Darby Field Inn on Chase Hill Rd. on Saturday, November 5 at 6:00 p.m. Reservations must be made in order to attend and should be made directly through the Darby Field Inn. The cost is \$30.00 per person and includes tax and gratuity.

Selectman Hiland would like to ask Primex, our liability company, about renting town hall to Albany groups and NH Municipal Association, without fee, if they fall under our liability umbrella. Also, he would like to ask if Albany signs the lease with Fish & Game for use of their buildings and access, is there an additional cost for liability insurance. Selectman Ferris is going to do some more research because he believes the town cannot spend the public money for private (farmers) purpose. Chairman Ryan replied the cost of the improvements will be shared with the two other entities that we own the property with.

CR____
RH____
JF____

Correspondence: Paul Fitzgerald background letter

Public Comment: Steve Knox reported that one of the contracted farmers, Colton Dow won a farming award at the Fryeburg Fair.

Lee Grant said the mowing of the fields has continued.

Adjournment: At 5:08 p.m., Chairman Ryan made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator