

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
July 5, 2017**

Call to Order: At 5:00 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 Vizard

Public: Dorothy Solomon and Steve Knox

New Business:

- **Approval of the June 28 minutes:** Selectperson Ryan made a motion to approve the June 28 minutes as submitted, Selectman Ferris 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 checks	\$4,300.17
Approved one abatement	Map 2 Lot 3

Town Administrator’s Report:

The Town Administrator updated contact and bank information for the “System for Award Management” (SAM). It is through this system that Albany can receive federal funding and grants.

Heidi Lawton, Homeland Security, confirmed there are still funds left in the EMPG grants this year. She would be happy to help the town apply for another grant. The Board discussed different options for a generator to purchase and will get prices.

The Town Administrator got information on a credit card for the town. The bank told her there is also a rechargeable debit card option but it has fees associated. Chairman Hiland thought the credit card would be more secure and no fees. Selectman Ferris made a motion to apply for a Bank of NH credit card and discontinue the use of the debit card, Selectperson Ryan seconded the motion. Chairman Hiland thought there should be a second signer on the account. The Town Administrator will check into it. A vote was taken on the motion and all were in favor.

A letter was sent to Sean Wadsworth letting him know he was formally appointed to the Planning Board as a full voting member and thanking him for his volunteerism.

The town hall is rented on Friday.

Appointments: None

Old Business:

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – will discuss in nonpublic session
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – will get prices.
- Planning Board appointees – there are two openings.
- Discuss the establishment of a Heritage Commission – no action taken.
- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028 and removal of rumble strips from plan – no action taken.
- Meeting in Wonalancet – will be scheduled for the fall
- Dedication of the Annual Town Report – no action taken.
- TAN application – in process, waiting for auditor.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road- no action taken.
- Meeting with Tom Wagner, his replacement, Conway Fire Chief Solomon and Conway Village Fire District Commissioners- the Town Administrator will follow up with Tom.

Other Old Business: follow-ups

- Steeple people – need them to look at any possible Chapel steeple roof leaks, structural damage and cost estimate to repair- no response yet.
- One Wheel Drive cleanup– in process.
- Route 16 Moulton property/camp ground – Certified letter sent - junk cars, trucks and campers clean-up—extended until 7/28
- Bald Hill Road Munro- in process.
- Town computer vulnerabilities – Computer Port scheduled 7/13

Other Business (and Board reports):

Planning Board – Rick- none

Conservation Commission – Cathy - none

School Board – Joe - none

Other: Chairman Hiland will contact town counsel regarding the Conservation Fund. It should have been approved at a town meeting.

Chairman Hiland read aloud a letter of complaint regarding the condition of Passaconway Rd. from John Slack. John is a resident of Passaconaway Rd.

Chairman Hiland forwarded an e-mail from Huttopia (former Pine Knoll Campground) inviting town officials to a gathering at Huttopia with the owner who is coming from France. The gathering will be held on Friday at 4:30 p.m.

Chairman Hiland questioned whether the \$5.00 sign permit fee should be increased. The Town Administrator replied the sign ordinance is an addendum to the zoning ordinances and the \$5.00 fee is noted in the sign ordinance. She believes the Planning Board would have to amend it.

Chairman Hiland would like to see the website updated, listing all town officials and representatives. The homepage needs to be updated as well and there is some confusion with some of the drop down menus.

Selectman Ferris noted there is a large secondary sign at “Our Favorite Things,” 2659 NH Route 16. Selectman Ferris made a motion to send a letter notifying the owner that the sign is in violation of our sign ordinance, Selectperson Ryan seconded the motion and all were in favor.

Selectman Ferris said rain damaged part of Bald Hill Rd. over the weekend. Chairman Hiland concurred adding Passaconaway Rd. was damaged as well. Curtis Coleman, Road Agent will be notified.

Selectperson Ryan will attend the NH Municipal Association’s budget workshop in September.

RH____
CR____
JF____

Selectperson Ryan asked the Board to meet at 7:00 p.m. next week. Chairman Hiland and Selectman Ferris both agreed the Selectmen's meeting will be at 7:00 p.m. on Wednesday, July 12.

Correspondence: none

Public Comment: Steve Knox volunteered for another subcommittee of the Comprehensive Economic Development Strategy Committee (CEDS). They are looking at creating economic resiliency of the North Country from disasters.

Next Meeting: July 12 at 5 PM

NonPublic Session RSA 91-A:3 II (a) & (c): At 5:47 p.m. Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (a) & (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland, aye, Selectperson Ryan aye, Selectman Ferris, aye.

At 6:45 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

Adjournment: At 6:47 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator