

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
November 16, 2016 4:00 p.m.

The Selectmen’s Meeting was held at the Wonalancet Union Chapel in Tamworth NH.

Members present: Cathy Ryan- Chair, Rick Hiland - Selectman, Joe Ferris - Selectmen and Curtis Coleman – Road Agent.

Excused: Kathy Vizard, Town Administrator (attending NHMA Conference representing the Town of Albany)

Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Doug McVicar and 9 residents of Wonalancet.

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

Pledge of Allegiance: Not recited due to no flag present in chapel

Note: Selectman Chair Ryan announced to all of the public present of our policy and procedure for participation and questions during the meeting.

Introductions: Selectman Ryan introduced the Selectmen and Road Agent to those attending the meeting and then asked everyone present to introduce themselves.

New Business:

- **Approval of the November 9 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and opened for discussion.
A motion was made by Selectman Hiland, seconded by Selectman Ferris to amend the minutes to include the word “commercial businesses” in the additional item from last meeting under “old business”. The motion to amend was called and passed (3-0).
The main motion to approve the November 9 minutes as amended was called and passed (3-0).
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion, no discussion and the motion passed (3-0).

Approve one building permit	Map 8 Lot 7
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- **Town Administrator’s Report:** None

Old Business:

- Chief Solomon’s recommendations - Selectman Ferris had talked with Mark Hounsel on the 3rd quote for crash bars on the Town Hall doors and Mark asked to be removed from the bid list due to heavy work schedule. We currently have bids from Advanced Lock & Security and Granite State Glass.
- MWVEC & NCC meeting-Selectman Hiland is working on the meeting.
- Red listed bridges-the Selectmen would like to meet with the US Forest Service, Jim Innis and Tom Wagner on November 30 or early December to discuss a permanent solution to protect the Covered Bridge.
- Semi-annual billing- Selectman Ryan explained the issues with cash flow with all present and then asked how people present felt about semi-annual tax billing and all public present spoke favorably toward it for many reasons expressed especially the fact that it was not as big a financial hit at the Christmas Holiday time.
- Meeting with NH State Representatives - The Selectmen will meet with the Conservation Commission at their December 6 meeting. Selectman Hiland will set up a date with the NH Representatives for some time in the early part of December for a meeting similar to last year. The public is invited to attend as well.

- Sign ordinance - NH Municipal Association is reviewing the current sign ordinance and will give an opinion.
- Contract/lease review policy-no action taken and in process.
- Review Fish & Game contract-the Board would like to inspect the buildings on the property.
- Town Counsel – After a short discussion Selectman Ferris made a motion to name the law firm of Drummond Woodsum Attorneys at Law (Matt Upton, Matt Serge, Keriann Roman) as the new Town Counsel, second by Selectman Ryan, and the motion passed (3 – 0). Town Administrator will contact them to confirm and set up initial meeting.
- Generator purchase/grant - no action taken and in process.
- Selectman Ferris would like to create a list of “commercial businesses” in town and the list to be placed on old business until complete.

Note: The Selectmen made it a point to explain the various items & issues under our Old Business list to all members of the public present and took questions and gave answers.

Appointments: NONE

New Business:

- Selectman Ryan updated everyone on the status of the Albany Covered Bridge brush fire of the past several days. That the fire had been contained with the help of the rain on Tuesday and Wednesday. The US Forest Service firefighters were going to monitor for hot spots for several more days and Passaconaway Road will be reopened shortly.
- Selectman Ryan also recommended that when the US Forest Service comes in for the meeting in on November 30 or early December that we discuss having better communications in the future with the Albany Selectmen and our Emergency Management Director with regards to emergencies in Albany and National Forest. Also discuss with Chief Solomon and Carroll County Sheriff’s Dept. in the future as well.
- Selectman Hiland asked if the new web site could set up to have a button for the Albany Emergency Management Director to announce emergencies to the citizens of Town and to keep them up to date on status of emergencies. It will be brought to the attention of the new web site service for placement on the “Home” page.
- Road Agent Curtis Coleman gave a short presentation on the status of the roads in the Albany portion of Wonalancet, took questions and concerns from the residents present and informed them of the contact phone numbers for emergencies, trees down, road issues etc. There was

also discussion of the river erosion along the side of Ferncroft Rd. The Road Agent will monitor.

Approximately 3000 feet +/- of dirt road.

Summer maintenance is done by Albany Road Agent or sublet out to Frank Evans by the Road Agent.

Road is scheduled to be graded within the next 2 weeks.

Winter plowing & sanding is done by Frank Evans for the past 3 years +/-.

Albany plows an extra 500 feet of road in Sandwich in exchange for the Albany residents in Wonalancet using the Sandwich dump.

For emergency work, tree limbs down, road issues:

Contact Kathy Vizard at Town offices during the day time when office is open

Contact Carroll County Sheriff Department after hours – they will contact Road Agent

Emergency contact A. J. Coleman's and ask the office to get the message to Curtis.

- Selectman Hiland made a request on behalf of members of the ZBA to purchase the new 2016 ZBA Handbook put out by the NH OEP that had just been updated by NH OEP recently. All Selectmen agreed and would notify Town Administrator to purchase.
- Selectman Hiland asked that the Town Administrator draft a letter to all the surrounding Town Fire Departments (Mutual Aid) and the US Forest Service for the Selectmen to sign thanking them for their profession work in getting the Albany Covered Bridge / Passaconaway Road brush fire contained and preventing damage to surrounding property. All Selectmen approved.
- Selectman Hiland asked that the Town Administrator draft a letter to the DOT District #3 in Gilford for the Selectmen to sign thanking them for the nice job resurfacing the Kanc (Rt112) in Albany. All Selectmen approved.

Other Business (Board reports):

- Selectman Ferris gave a School Board report and informed the board of a possible 15% hike in health insurance rates for the Conway School System could be coming which will have some effect on our future taxes as they start the budgeting process.
- Selectman Hiland gave a report on the Planning Board meeting of November 14 where the Planning Board welcomed Tara Taylor back to the board and the Public Hearing for the NH World Fellowship Center Inc. Site Plan Review. Shawn Bergeron representing the Center gave

an excellent presentation and the Planning Board approved their Site Plan Review. He also said that they are still looking for volunteers to serve on the board as they are shorthanded at the present.

- Selectman Hiland also mentioned a forum on the “ABCs of ADUs” be conducted on Tuesday evening, November 29th, at the Sunny Villa Restaurant on Route 16 in Ossipee from 5:30PM to 7:30PM.
- Selectman Ryan announced that the Conservation Commission will meet with the Selectmen and the farmers at their December 6th meeting at 6PM. She also said that the mowing of the town fields was going well and really looked good and the Selectmen extended a thank you to the farmers and the Commission for their work mowing. She will also notify Austin Bernier of his appointment as an Alternate to the Conservation Commission.
- Selectman Ryan announced that the switch to the new web server will take place on Monday, November 21st.
- Selectman Ryan made mention that we are still in need of volunteers for various opening on boards and commissions. The Planning Board need members & alternates, Cemetery Commission needs alternates and Conservation Commission need alternates if anyone is interested. Training for all positions is available. Good government requires good representation from all its citizens to be effective. Please contact the Town Administrator if you are interested or have any questions.

Correspondence: NONE

Public Comment: Several of the residents from Wonalancet thanked the Selectmen and Road Agent for taking the time and making the effort to meet with them in Wonalancet. All present thought that it was worthwhile, liked the openness of the discussions and would like to continue it into the future. They said that it was the first time this had ever been done. Selectmen Ryan thanked everyone for attending on behalf of the Selectmen and Road Agent.

Adjournment: At 5:35 p.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Rick Hiland – Selectman
Acting Secretary