

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 29, 2017**

Call to Order: At 5:04 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 Golding
Public: Steve Knox and Domenic Richardi

New Business:

- **Approval of the amended November 8 minutes and NonPublic minutes and November 15 minutes:** Selectman Ferris made a motion to approve the amended November 8 minutes, Selectperson Ryan seconded the motion and all were in favor. Selectman Ferris made a motion to approve the amended November 8 NonPublic minutes, Selectperson Ryan seconded the motion and all were in favor. Selectman Ferris made a motion to approve the November 15 minutes as submitted, Chairman Hiland seconded the motion and the motion passed (2-0-1). Selectperson Ryan abstained due to being excused for that meeting.
- **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	\$212,410.37
Approved one septic design	Map 9 Lot 43
Approved Treasurer Delegation Authority	
Reviewed Treasurer	

Investment Policy	
Signed letter of congratulations to Tamworth Police Chief Littlefield	
Denied land use change tax abatement application	Map 2 Lot 3

Request from Conservation Commission to appoint Sean Wadsworth as Planning Board representative to the Commission- the Select Board would like the recommendation to come from a vote of the entire Conservation Commission after discussion. It was also mentioned that Austen Bernier has showed interest in moving up from alternate to voting member and Steve Knox would like to be considered for an alternate position. Both should also be considered for recommendation as well.

Public Comment: Steve Knox was acknowledged to speak to inform the Select Board that the statute does not require the Planning Board to have a representative on the Conservation Commission but that the Conservation Commission may have a member on the Planning Board as a clarification to the discussion.

Appointments: Domenic Richardi (CC Sheriff) 5:15 p.m.

Sheriff Richardi told the Selectmen there will be a \$5.00 increase in the hourly rate the Sheriff's Department charges for their direct patrols. At \$65 per hour and 416 hours, the 2018 budget will be \$27,040 for Albany.

Town Administrator's Report:

The Town Administrator attended the New Hampshire Municipal Association's Annual Conference. She described the classes she attended. She also attended their annual meeting where Chairman Hiland was nominated to their Board of Directors. Congratulations Rick!

Mike Conroy inspected the paint on the chapel. Mike painted the chapel in 2011. He has a concern for lead paint removal. He did not get his recertification and said the EPA oversees and enforces the removal of lead paint. He will submit a quote, but it will be on the high side to cover his costs. Selectman Ferris will contact a company to test the paint on the chapel.

Pope Security performed their annual testing of the security system and fire alarms. They ran into a few problems and took them longer than normal to complete their tests. A rodent apparently ate through the wire on one of the security cameras. They felt it was probably a red squirrel. They replaced the camera and encased the wire with metal sheathing.

The Town Administrator contacted JP Pest Services to have town hall inspected for rodents.

Charter Communications who issues franchise fees on behalf of Spectrum (formerly Time Warner), sent Albany a check with numerous deductions. This money is used to fund Valley Vision. The Town Administrator is in the process of corresponding with Charter to find out the reason for the deductions.

A request that came from the Albany Business Roundtable meeting on Monday was for Albany to have their own zip code. Many packages get delivered to Conway and North Conway because their number address is the same as Albany's yet Albany is NH Route 16 and Conway is White Mountain Highway. It delays packages that may be time sensitive. Chairman Hiland did some research and forwarded it to the Town Administrator. The Town Administrator wrote and delivered a letter requesting a new zip code to the Conway Postmaster along with the information gathered by Chairman Hiland.

There has been a few welfare inquiries. The Town Administrator gave them applications, but neither have submitted the completed applications.

There have been a lot of complaints about the increase in taxes, both in person and by phone. Most people are understanding after they receive the explanation of the school budget increase.

A letter of complaint was received in the Selectmen's office from Chip Boisvert, who lives on Passaconaway Rd. He feels he was blindsided by his tax bill. He is furious over the increase and he would like it explained. Chairman Hiland would like a letter drafted to Chip in response to his complaint. Chairman Hiland thought that after such a dramatic increase like Albany had this year, it may be pertinent to place the data that caused the increase on the home page of the town's website.

Old Business:

- Albany Selectmen business roundtable – was held on Monday at Almost There Restaurant. Scott Whigham was present as well as Wendy Olson (Paul's Garages), Lori Kinsey (Tin Mountain Conservation), Jack Cuddy (Mount Washington Valley Economic Council), Michelle Moren-Grey (North Country Council), Steve Knox (NCC representative), Chairman Hiland and Town Administrator, Kathy Golding. It was a good meeting with a lot of information passed along. Jac and Michelle explained how they work together for grants and funding. Jac also noted MWVEC assists with business advice. Chairman Hiland will set up another meeting. He hopes more businesses will participate. Chairman Hiland discussed ways to entice businesses to come to Albany.

- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – Selectperson Ryan noted people in her neighborhood seem to be in favor of semi-annual billing, especially after this year’s increase.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – Dana Jones brought in good information. A 500 gallon propane tank is needed to support the generator for its purpose. He is going to put together a quote for the installation. The tanks do not cost anything.
- Planning Board appointees – 2 Board openings – no action taken.
- 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 – there were three public hearings held in Concord. Chairman Hiland offered to attend one if it would help Conway. Conway said it was not worth the travel as the committee has made its decision and the public hearings are out of necessity.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – the Town Administrator e-mailed the Johnson Development Association to set up a meeting when they could be included.
- Expansion of CVFD boundaries for sewer hookup for Almost There Restaurant – the joint Boards of Selectmen of Conway and Albany held a public hearing on the expansion on November 28 with Selectperson Ryan and Selectman Hiland present at the Conway Town Hall. The public hearing was called to order at 4:06 p.m. and adjourned at 4:09 p.m. Chief Solomon was the only person to speak to the issue and described to all present the details. Both Boards have to wait 7 days before they can vote to move forward with the proposal to be then placed on the warrant for Conway Village Fire District voters in March 2018. Chairman Hiland asked that it be placed on the December 6th agenda.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— Chairman Hiland contacted the legal department of NH Municipal Association who returned with a lot of information and laws regarding junkyards. The Board will sort through it and come up with a plan to execute.
- One Wheel Drive clean up – Chairman Hiland will visit the site and speak with the owners. There is still a little debris but they have made a good effort.

Other Business (and Board reports):

Planning Board – Rick- a public hearing will be held on December 11 for proposed changes to the zoning ordinances.

ESAA – Rick – nothing to report.

Conservation Commission – Cathy – next meeting is December 6.

School Board – Joe – next meeting is January 6. Budget talks will begin.

Other: Town Administrator’s job description – the Board agreed on the body of the job description and discussed different hours to be worked and hours the office will be open. It was tabled.

Chairman Hiland spoke with CVFD Chief Steve Solomon who is applying for a grant in conjunction with the Conway Police Department for new communication equipment. He asked for Albany’s support. Chairman Hiland asked Chief Solomon to supply the necessary information to formulate a letter and he would compose and present to the Board to approve support for the grant for our next meeting. The Chief is working on a December 20th deadline to submit the grant application. Selectman Hiland asked the Town Administrator to follow-up with the Chief on the information.

Chairman Hiland would like the Board to think about any line items in the budget that may need to be encumbered.

Chairman Hiland would like to come up with a policy and application for nonprofits to submit petitioned warrant articles in order to make it more formal.

Chairman Hiland would like the Town Administrator to remind Road Agent, Curtis Coleman to contact him to discuss the scope of work to be done for Passaconaway Rd.

Chairman Hiland would like to have a set of maps and a copy of the petition to expand the Conway Village Fire District’s boundaries to include Almost There on hand at the Albany Town Hall.

Chairman Hiland asked if there had been response from Joe Kenney regarding the reporting of data for PILT and who is responsible at the state level for the reporting. The Town Administrator replied there was no response yet.

Correspondence: Letter from Chip Boisvert – a letter will be written in response.

Public Comment: Steve Knox, on behalf of his neighbor asked if there was any update on moving the stone in front of the chapel that displays a plaque honoring her family members. The Town Administrator did request that Road Agent, Curtis Coleman look at it. It will be difficult to move and there are plaques on both sides of the stone.

RH____
CR____
JF____

Steve Knox enjoyed the business roundtable and discussed bringing businesses to Albany and what it would take to entice them.

Chairman Hiland noted there is a Capital Improvement Plan Committee meeting on December 6 at 4:00 p.m.

Next Meeting: December 6 at 5 PM

Adjournment: At 7:41 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator