

*“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 April 11, 2018

**Call to Order:** Chairman Hiland called the Selectmen’s meeting to order at 5:03 p.m.

**Pledge of Allegiance:**

**Attendance:**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon and Steve Parker

**New Business:**

- **Approval of the April 4, 2018 minutes:** Selectman Ferris made a motion to approve the April 4 minutes, Selectperson Ryan seconded the motion. Selectman Ferris made a motion to amend the minutes to add that he expressed concern about signing checks without the Treasurer’s signature first in the consent file. Selectperson Ryan seconded the motion and all were in favor. Chairman Hiland called the motion to approve the amended minutes to a vote. 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 payroll checks and vouchers	\$2,479.97
Approved accounts payable invoices	\$92,510.22
Reviewed & sign previously approved accounts payable & issued checks	\$5,910.18
Signed MS-535	DRA financial report
Reviewed NH Employment	

Security Quarterly Report	
Reviewed & Sign Quarterly Payroll Report	
Reviewed & approve one building permit	Map 6 Lot 53
Accepted resignation with regret	June Johnson-Supervisor of Checklist
Signed Bridge Aid application	

- Chairman Hiland suggested a letter of appreciation be mailed to June Johnson for all of her years of dedication to Albany.

**Town Administrator’s Report:**

The municipal budget received its final approval from the Department of Revenue.

The generator project cannot move forward until the Emergency Management Performance Grant (EMPG) has been approved. The Board must decide where the generator will be placed. Pictures of that place must be taken and submitted before the application moves forth. Chairman Hiland would like to contact the company that surveyed the property to see where the property lines are.

The Bridge Aid application is ready for submission with the assistance of Josh McAllister, HEB Engineers.

An e-mail was sent to Timothy Hill of NH Department of Education (DOE). He was the recommended contact to look into Albany’s 2017 reduction of payment in lieu of taxes (PILT). Timothy responded only with information of what Albany received. Another e-mail was sent but there has been no response yet. Chairman Hiland has offered to meet personally with Timothy.

June Johnson visited the office. She is in the process of moving out of her home in Albany. She submitted her resignation as Supervisor of the Checklist. A letter of appreciation will be drafted for June in recognition of her service to Albany.

The annual Selectmen’s meeting in Wonalancet has been scheduled and confirmed for September 12 at 4 p.m. Doug McVicar will pass it along to the association. Chairman Hiland asked the Town Administrator to pass it along to the Tamworth Selectmen as well.

The auditors finished their work. Everything went smoothly. Their final reports should be completed within a month.

Mollie Kaylor and Benoit Lamontagne, NH Division of Economic Development, will meet with the Selectmen next Wednesday regarding a Northern Border Regional Commission grant for the repair of Passaconaway Rd.

The System for Award Management (SAM) has been updated. The information needs to be updated annually in order for Albany to receive grants/federal funds.

The new process for approving accounts payable and checks has caused a delay in payments being posted to the town's accounts in a timely manner. The Town Administrator was on vacation for a week and this may be part of the problem. The Town Administrator asked the Board to approve an expenditure and check in the amount of \$725.55 for the Town's credit card. Because the last payment and new bill crossed in the mail, the credit limit was exceeded and the payment was posted late causing a late fee. The Board will continue the new process and revisit the issue in a month to see if payments are being posted in a timely manner. Chairman Hiland made a motion to approve the payable and check in the amount of \$725.55, Selectperson Ryan seconded the motion and all were in favor.

**Appointments: None**

**Old Business:**

- Review of Select Board Rules of Procedure – Chairman Hiland made a motion to amend the rules of procedure to add a Sheriff's report and statistics for Albany patrols to the town report checklist which is an addendum to the Rules of Procedure, Selectman Ferris seconded the motion and all were in favor.
- NCC - traffic counts and location of 4-5 traffic counting units on Passaconaway Road- no action taken.
- Emergency Management/Operations Plan - Selectperson Ryan will be contacting June at Mapping & Planning Solutions to schedule upcoming meetings to update the Local Emergency Operations Plan and to solicit volunteer attendees for the Town reimbursement credit portion of the expense – grant application is in process.
- Town Hall repairs – rear of building needs attention.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.
- Albany Selectmen business roundtable – Selectman Hiland scheduled the meeting for April 24 at 6:00 p.m.
- PILT – see Town Administrator's report above.
- State Bridge Aid – the Selectmen signed the application. It will be submitted to NHDOT tomorrow.
- Generator purchase/grant – the grant application process has started. Included in the application are pictures of where the generator will be placed.

Thaddeus Thorne surveys will be contacted for the 1990 survey of the property in order to see where the property lines are.

- QuickBooks Pro transformation - in process.
- Albany zip code – request is currently at the regional administration level and waiting for response - status
- Chapel – Dorothy Solomon and Joe Ferris have joined the committee to decide what is to be done to the chapel.
- Security / Fire system upgrade and evaluation as to real need –Chief Solomon and Sheriff Richardi have been invited to a meeting for discussion.
- Passaconaway Rd.- the next call for projects for FLAP (Federal Lands Access Program) will not be open until 2020.
- Annual Select Board meeting date in Wonalancet – scheduled for September 12 at 4:00 p.m.
- Camping & parking issues on Passaconaway Road by tourists – no action taken.
- Road Standards update – Road Agent, Curtis Coleman has submitted his recommendations. The road standards will be updated and digitized. The amended road standards will be approved at a future Selectmen’s meeting after a public hearing is scheduled and held.
- Schedule the Road Agent for a spring report on condition of roads from the winter elements – scheduled for May.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— a new letter will be sent.

**Other Business (and Board reports):**

**Planning Board – Rick-** the Planning Board will begin working on a lighting ordinance and updating the subdivision regulations.

Chairman Hiland noted the light illuminating the billboard south of Perm a Pave is on again. The light is shining directly into the eyes of southbound travelers. It is a hazard and another letter needs to be sent. This time they should change the position of the light, not just shut it off. It is in violation of Albany’s ordinances with a fine of \$275 per day.

**ESAA – Rick** – nothing to report.

**Conservation Commission – Cathy** – nothing to report.

**School Board – Joe** – the Board met last night. Selectman Ferris was unable to attend but reported they have been invited to the Waldorf School for a tour.

**Other:** Combined Boards Meeting – scheduled for May 9 at 7:00 p.m. William Abbott, Upper Saco Valley Land Trust will make a presentation on water resources. This meeting is for all Boards/Committees in Albany.

Selectman Ferris will contact legal inquiries at NH Municipal Association to inquire about the process of signing a manifest and RSA 41:29

**Correspondence:** NHMA-On demand training-Basic law of budgeting-Ossipee

**Public Comment:** None

**NonPublic Session RSA 91-A:3 II (c):**

At 6:05 p.m., Selectman Ferris made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectperson Ryan seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 6:42 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 6:43 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Hiland motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Selectperson Ryan seconded the motion. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

**Other Business continued:**

Chairman Hiland suggested the Selectmen's meeting on May 2 open at town hall, recess and reconvene at Piper Meadow Private Community in order to view manufactured housing that is on the deeding list. The meeting will recess again and reconvene back at town hall for regular business. He requested the presence of the Health Officer and/or the Deputy Health Officer. Chairman Hiland requested a letter of permission from Steve Parker to enter the private community.

**Adjournment:**

At 6:47 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