

*“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

### March 21, 2018

**Call to Order:** At 5:06 p.m., Chairman Hiland called the Selectmen’s Meeting to order.

**Attendance:**

Select Board Members: Rick Hiland, Cathy Ryan, and Joe Ferris  
Town Administrator: Kathy Golding (excused)  
NCC Representatives Gregg DiSanto and Alex Belenz

**Public Present :** Dorothy Solomon

**Pledge of Allegiance:** All present joined Chairman Hiland in the Pledge.

**New Business:**

- Cathy Ryan was re-elected on Election Day and was sworn in prior to the meeting and welcomed back to the Select Board.
- Reorganization of the Select Board:
  - Motion made by Selectperson Ryan to nominate Selectman Hiland as Chairman, Selectman Ferris seconded the motion and the motion passed with Selectman Hiland abstaining. (2-0-1)
  - Motion made by Selectman Hiland to nominate Selectman Ferris as Vice Chairman, Selectperson Ryan seconded the motion and the motion passed with Selectman Ferris abstaining. (2-0-1)

**\*Appointments:**

- Chairman Hiland asked if there was any objection to diverting from the agenda and moving the appointments to hear from Gregg DiSanto and Alex Belenz from North Country Council (NCC), with no objection the Select Board proceeded to hear from Gregg and Alex. All present were introduced and welcomed to the meeting and discussion included:

- Gregg is leaving NCC in April and Alex will be replacing him as the Transportation contact.
- Placing multiple traffic count meters on Passaconaway Road at various times during the upcoming tourist season to determine usage to help with our applications for grants.
- Discussion on possible other grants, bonds and low interest loans from USDA, Northern Borders, Federal Government, etc. Alex will look into these and get back to the Select Board.
- Discussion on the Federal Lands Access Program (FLAP) and the supposed upcoming application process and help from NCC.
- Discussion on having Planning Board and Conservation Commission educational workshops this coming summer. Selectmen offered to host at the Albany Town Hall and invite surrounding Towns to attend. We were assured that it is being planned.

**Continued NEW Business:**

- Approval of the March 7 minutes: Selectperson Ryan made a motion to approve the March 7 minutes as presented, Selectman Ferris seconded the motion and all were in favor. (3-0-0)
- 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. (3-0-0)

Sign payroll checks and vouchers	\$6199.13
Approve accounts payable invoices	\$54,005.72
Review & sign previously approved accounts payable & issued checks	\$2790.15
Approve request for leave	Town Administrator
Appoint Deputy TC / TC	Requested recommendation from TC /TC
Appoint Board Members	Planning Board (3 year term)– Tara Taylor & Sean Wadsworth; Conservation Commission (3 year term) – Cathy Ryan & Cort Hansen; Zoning Board of Adjustment (3 year term) – Andy Davis, Leah Valladares & Sam Farrington (Alternate).
Appoint Organization Representatives	Lower Mount Washington Valley Solid Waste District Rep. (3 year term) – Colleen Cormack; North Country Council – Steve Knox; Mount Washington Valley Economic Council – Sara Young-Knox.
Sign NH DRA MS - 232	Appropriations Report to NH DRA
Approve Timber Cut Extension request	Map 6 Lots 111, 109, 104
Approve Supplemental Timber Intent	Map 6 Lots 111, 109, 104
Approve (1) Duplicate Pistol Permit	
Approve Agreement for Services	Conway Area Humane Society

Sign Memorandum of Understanding	Cable Channel 3 – with Town of Conway
Sign Assurances forms	EMPG Grant
Review Sanders Searches Liability Insurance and approve	Tax Collectors title search company

- Approval to authorize the Tax Collector to accept prepayments of property taxes: Selectman Hiland made a motion to authorize the Albany Town Tax Collector to accept prepayments of 2018 property taxes, Selectman Ferris seconded the motion and all were in favor. (3-0-0)

**\*Appointments: See above**

**Town Administrator’s Report:**

- Auditors are scheduled for April 2.
  - Town Report and the QuickBooks file was uploaded to the Auditor’s Portal in preparation for the 2017 audit.
- QuickBooks update is in process.
- Town Reports have been mailed to Dan Sdankus’ wife and family.
- Town Reports have been mailed to the NH State Archives and NH State Library.
- Town Report has been uploaded to the NH DRA portal.
- Town Report has been uploaded to the Albany Town web site along with all the election and Town Meeting results.
- Eaton NH has approved funding for participation at Conway Recreation. Albany will benefit with the added participation which will result in lower cost to Conway Recreation this coming year.
- Conway Village Fire District (CVFD) approved the boundary expansion to allow the connection by Almost There Restaurant at their District Meeting. Scott Whigham will move forward to connect to their sewer system.

**Old Business:**

- Albany Selectmen business roundtable – Selectman Hiland is in process of scheduling another meeting in the middle of April to continue discussion with local businesses.
- State Bridge Aid – need to file application with NH DOT after Town Meeting – no action taken yet.
- Generator purchase/grant – ask Town Administrator to contact Fryeburg Electric regarding cost of annual maintenance and what is involved. Also to start the grant application process.
- Expansion of CVFD boundaries to include Almost There Restaurant – approved 3/13/18 by CVFD.
- QuickBooks Pro training – Selectman Hiland will work with the Town Administrator on this project with a goal of having a preliminary budget report by the end of April.
- Albany zip code – request is currently at the regional administration level and waiting for response - no action taken.
- Chapel paint and lead testing – there is lead in paint chips - no action taken yet.

- Security / Fire system upgrade and evaluation as to real need – no action taken.
- Passaconaway Rd.- waiting on application process to open in 2018 – no action taken yet..
- KENO – Warrant Article passed at Town Meeting.
- Pole Licenses – Public Hearing – March 28 at 5:15PM and noticed.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letters trucks and campers clean-up— no action taken.

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

Planning Board – Rick- Next meeting is April 9<sup>th</sup> at 7PM.

ESAA – Rick – NONE

Conservation Commission – Cathy – next meeting April 3rd at 6 PM

School Board – Joe – NONE

**Other:** Selectperson Ryan has set May 9<sup>th</sup> at 7PM the date for the post Annual Town Meeting Combined Boards/Commission/Representative Meeting. It will also have a presentation on Surface Water by William Abbott from the Upper Saco Valley Land Trust. Selectperson Ryan will send out notification of the meeting.

**Other:** Items to be placed on future agendas under old business:

- Annual Select Board meeting date in Wonalancet – ask Town Administrator to contact
- Camping & Parking issuers on Passaconaway Road by tourists – Deputy Rowe recommendations for BOS ordinances.
- Road Standards update – contact Road Agent to get his recommendations.
- Town Report Check List – add Sheriff’s report per request from Town Meeting.

**Correspondence:** Tri County Community Action – supplemental benefit released letter/correspondence.

**Public Comment:** NONE

**NonPublic Session RSA 91-A:3 II (a) & (c):** NONE

**Next Meeting:** March 28, 2018

**Public Hearing:** March 28, 2018 at 5:15 PM – for adopting a revised Pole and/or Conduit License form which will include language regarding taxation pursuant to NH RSA 72:23.

RH\_\_\_\_  
CR\_\_\_\_  
JF\_\_\_\_

**Adjournment:**

At 6:10 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor. (3-0-0)

Respectfully Submitted,

*Rick Hiland*

Rick Hiland  
Selectman /Acting Secretary