

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 7, 2018**

Call to Order: At 5:03 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: Dorothy Solomon and Ed Alkalay

Appointments:

Ed Alkalay (Moderator):

Ed wanted to touch base with the Selectmen to make sure they are on the same page with him for Town Meeting. He would like to continue the new way of going over the budget as was implemented last year. The Selectmen agreed. Ed would like to give the voters the opportunity to have as much time as they want to talk about anything or line item, but it’s more efficient if the voters ask to discuss a certain line item. Ed asked the Selectmen if there was anything that may be controversial on the warrant. Chairman Hiland replied there’s nothing that stands out. The Board will ask to amend the bottom line in order to increase the Conservation Commission attendance line. Chairman Hiland explained the change in article #16 which changed the funding source from the Block Aid funds to the Unreserved Fund Balance because the Department of Revenue would disallow it because those funds had to be spent on a road or bridge project in town and could not be placed in a Trust Fund. Chairman Hiland explained warrant article #25 that was petitioned. The majority of the Selectmen are not in favor of it.

Ed told the Selectmen the election laws have changed. He is still reading up on them but will be ready on Town Election/Meeting day. Chairman Hiland told Ed that Town Counsel will be on call if needed.

Chairman Hiland added that weather may be an issue once again and he thought Ed did an excellent job last year when the Town Meeting had to be postponed. The Sheriff's Deputy will be on duty from 2 p.m. until 10 p.m. if needed.

Chairman Hiland would like to see a show of hands from the townspeople at the end of the meeting as to whether they are in favor of semiannual tax billing and if they are in favor of it beginning in 2018 or 2019. Selectman Ferris thought the survey that was sent out last year would be more accurate as only a small number of people attend Town Meeting. Selectperson Ryan added it would be good to educate people and make them more aware of what the town faces financially.

Chairman Hiland added that the people should be educated as to if they have a specific interest in the budget, they should come to the public hearing. Yes, they can change the bottom line at Town Meeting, but the line item could be changed at the public hearing.

New Business:

- **Approval of the February 28 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectperson Ryan 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 payroll checks and vouchers	\$861.25
Approved accounts payable	\$2409.25
Reviewed & sign accounts payable checks	\$3054.71
Approved requests for leave	

Town Administrator's Report:

Chairman Hiland started off by thanking the Town Administrator for a great job on the Town Report.

The North Country Council representatives rescheduled their appointment with the Selectmen on March 21 because of the impending storm.

There is no Selectmen's meeting next week. The next meeting will be March 21.

Town reports are available. A digital version is also available on the Town's website. There are sample ballots and absentee ballot applications on the website. They can be found on the elections page under Town Clerk/Tax Collector.

The Town Election/Town Meeting will be held on Tuesday, March 13. Polls will be open 10:00 a.m. until 6:00 p.m. The School District meeting will begin at 7:00 p.m. with the Town Meeting immediately afterward. The Sheriff's Deputy will be on duty from 2:00 p.m. until 10:00 p.m. if necessary. Chairman Hiland and Selectman Ferris will be available all day. Selectperson Ryan will be available after noon.

Currently, Albany's pole petitions do not include taxation language as they should. The Fairpoint tax appeal cases have brought forth that the Town does not have the authority to assess utilities for their rights of way usage. Jae Whitelaw, Town Counsel for the Fairpoint case highly recommends amending the existing pole petitions and adopting a resolution for a new pole license/petition to include such taxation language. The Board must hold a public hearing before April 1 in order to assess the utilities for the 2018 tax year. Selectperson Ryan made a motion to amend the existing pole petitions and adopt a resolution for future pole licenses/petitions and to hold a public hearing as such on Wednesday, March 28 at 5:15 p.m., Selectman Ferris seconded the motion and all were in favor.

Old Business:

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – no action taken.
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Expansion of CVFD boundaries to include Almost There Restaurant – the vote will take place Tuesday, March 13.
- Quickbooks training – as needed
- Albany zip code – no action taken.
- Chapel paint and lead testing – Selectman Ferris said the chapel paint contains a level of .09 and the acceptable standard set forth by the EPA is .009. The Board would like to create a committee to study what to do with the Chapel.
- Passaconaway Rd.- no action taken.
- Security/Fire system upgrade – no action taken.
- Pole licenses – see above.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.

Other Business (and Board reports):

Planning Board – Rick- the Planning Board is in the midst of a lot merger. It cannot be denied but one parcel was owned by husband and wife and the second lot was owned by just the wife. Both parcels must be owned by the same people in order to merge. The owners are taking care of that right now. The Planning Board is looking into a basic lighting ordinance for Albany.

NHMA Local Official workshop is to be held May 15 in Moultonborough. There are others but that is the nearest.

Chairman Hiland spoke to Michelle from North Country Council. She is working on Planning and Conservation workshops. Chairman Hiland offered the Town Hall to hold the workshops.

ESAA – Rick – nothing to report.

Conservation Commission – Cathy- As acting Chairperson, Selectperson Ryan made copies of the Conservation Commission's duties and powers. She handed them out to members of the Commission for their information. They talked about problems that have arisen at the town forest. They will work on solutions. William Abbott has offered to do a presentation on water resources in our region for all of Albany's Boards. Selectperson Ryan thought it could be done at the next combined board meeting. Chairman Hiland asked if the well at the town forest was covered. Selectperson Ryan replied Cort Hansen was going to check on it to make sure it was covered.

School Board – Joe- nothing to report.

Other: none

Correspondence: none

Public Comment: none

Adjournment: At 5:50 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