

“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 May 2, 2018

Call to Order: At 5:06 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

New Business:

- **Approval of the tabled April 18, 2018 minutes and the April 25 minutes:**
 Chairman Hiland made a motion to approve the tabled minutes of April 18, Selectperson Ryan seconded the motion. Chairman Hiland and Selectperson Ryan were in favor. Selectman Ferris abstained as he was not present for the meeting. Chairman Hiland made a motion to approve the April 25 minutes, Selectman Ferris seconded the motion. A vote was taken on the motion. Chairman Hiland and Selectman Ferris were in favor. Selectperson Ryan abstained as she was not present for the meeting.
- **Approval of consent file:** Chairman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

Signed payroll checks and vouchers	\$870.92
Approved accounts payable invoices	\$178.00
Reviewed & sign previously	\$13,248.45

approved accounts payable & issued checks	
Approved two excavation intents	Map 10 Lot 19 Map 10 Lot 14
Approved one request for leave	
Signed EMPG agreement	
Signed letter of agreement	HEB Engineers
Signed letter of cease and desist	Map 3 Lot 30
Signed Timber Warrant and Certification	Map 10 Lot 4

Chairman Hiland recessed the meeting at 5:15 p.m. in order to move to Piper Meadows Private Community. Chairman Hiland reconvened the meeting at 5:20 p.m. Steve Parker, community manager, told the Selectmen there are 17 school children in the community. There are others that are privately educated. He added there are four mobile homes that are not deeded correctly. Two of them are in process of being deeded and a third will happen shortly. The Selectmen along with the Town Administrator, the Health Officer, the Deputy Health Officer and Dorothy Solomon toured Piper Meadows Private Community to view manufactured houses that had delinquent taxes. Chairman Hiland recessed the meeting at 5:56 p.m. and reconvened at town hall at 6:05 p.m.

Town Administrator’s Report:

All three Selectmen have been signed up for the Local Officials workshop on May 15 in Moultonborough.

Selectman Ferris’ memo regarding the placement of traffic counters on Passaconaway Rd. was forwarded to Alex Belenzs of North Country Council. He would like to place the counters along with one of the Selectmen on May 10. Selectman Ferris agreed to be there.

The Road Agent has lifted the spring road bans as of today.

Road Agent, Curtis Coleman and Josh McAllister, HEB Engineers met to discuss Passaconaway Rd. Josh e-mailed to say he will walk the road and have a plan by the end of the week. He saw no problem with meeting the May 11 grant application deadline.

Susan Sullivan, owner of property located at 2219 NH Route 16 stopped by the office to give an update of her burned building. They are currently in a legal battle with their insurance company. She will continue to keep the Board updated.

The Town Administrator from Eaton called to discuss the process Albany used in order to amend and update the pole petitions. Eaton has a different pole petition in place, so they won't have to go through the same exact process. She was referred to Mitchell Municipal Group for any specific information and procedures as they are handling the abatement cases for most of New Hampshire and have extensive experience in the process.

Appointments: None

Old Business:

- Traffic counts on Passaconaway Rd. – counters scheduled to be placed May 10.
- Emergency Management/Operations Plan – grant approval in process
- Town Hall – building & parking lot maintenance – no action taken.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.
- Albany Business Roundtable – scheduled for May 8 at 6:00 p.m. Chairman Hiland reported that Christine Frost, who administers the Northern Border Regional Commission grants will be in attendance. Steve Knox invited her.
- PILT – Department of Education will follow up
- State Bridge Aid – application filed and received by NHDOT
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – in process
- Albany zip code – in process
- Chapel Committee/Historical Society – Dorothy Solomon reported there were no new volunteers for the committee.
- Security / Fire system upgrade and evaluation – Chief Solomon/Sheriff Richardi attend meeting on May 16 – Pope Security will be invited to attend as well.
- Passaconaway Rd.- break up plan into phases. Apply for Northern Border Regional Commission grant. Due by May 11- in process
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Camping & Parking issuers on Passaconaway Road by tourists – Deputy Rowe recommendations for BOS ordinances. – no action taken.
- Road Standards update – in process
- Road Agent Spring update – to be scheduled in May

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— the Selectmen signed a letter of cease and desist to be mailed via regular and certified mail.
- Route 16 – 2219 NH Route 16 – fire cleanup update –see Town Administrator's report above.

Other Business (and Board reports):

Planning Board – Rick- the North Country Council has scheduled a training session for Planning Boards on June 23 from 9:00 am to 11:30 am. Chairman Hiland would like to know if the training is offered to members of the North Country Council only.

ESAA – Rick – nothing to report

Conservation Commission – Cathy – a meeting was held last night. There was much discussion on how to approach the dog feces problem at the town forest. It was decided to place signs with strong wording asking pet owners to pick up after them. It is a health hazard. The Commission will go from there. The trails in the forest are in good shape. The Commission will have a cleanup day on Saturday at 9:00 am. Cort Hansen, Commission Secretary, has been in contact with Road Agent, Curtis Coleman and they will work together to widen and square off the parking lot as discussed previously. Chairman Hiland told Selectperson Ryan that he got the liability insurance all squared away with the remote control plane club.

School Board – Joe – Selectman Ferris informed the Board that the SAU 9 Assistant Superintendent's contract had been approved for another year, along with the salaries for the administration.

Other: Combined Boards Meeting – May 9 at 7:00 p.m. – William Abbott will put on a presentation on the 2017 Drinking Water Source Protection Study.

Correspondence: Tin Mountain Conservation Center letter

Public Comment:

Next Meeting: May 16, 2018 at 5:00 PM

Adjournment:

At 6:37 p.m., Chairman Hiland made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator