

*“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 9, 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 and Stan Solomon

**New Business:**

- **Approval of the May 2 minutes:** Selectperson Ryan made a motion to approve the minutes as submitted, Selectman Ferris 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	\$870.91
Approved accounts payable invoices	\$12,504.38
Reviewed & sign previously approved accounts payable & issued checks	\$14,120.15
Reviewed draft audit report	
Approved two building permits	Map 9 Lot 67 Map 9 Lot 52

- **Approval to sign grant application out of session:** Selectman Ferris made a motion to approve applying for the Northern Borders Regional Commission grant, Selectperson Ryan seconded the motion and all were in favor. Selectman Ferris made a motion to approve any necessary documents associated with the application out of session as it is due on May 11, Selectperson Ryan seconded the motion and all were in favor.

### **Town Administrator's Report:**

The Passaconaway Rd. recommendation plan and probable cost report have been received from Josh McAllister of HEB Engineers. The grant application will be submitted tomorrow.

The town hall is rented on Saturday.

Chief Solomon stopped by to confirm his meeting with the Selectmen on May 16. He noted a few calls came in for brush fires in Wonalancet. Usually the Tamworth fire department takes care of Wonalancet calls but there had been a dispatch mix-up so Conway took care of them. Pope Security will send a representative to the Selectmen's meeting next week as well.

Sandy Stowell stopped by to thank the Selectmen for their card. Her daughter was in a motorcycle accident. She is out of the coma but it may take up to a year before the doctors know what her brain function will be.

**Appointments:** none

### **Old Business:**

- Traffic counts on Passaconaway Road – Selectman Ferris will meet with the representative from North Country Council tomorrow to place the traffic counters.
- 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.
- 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 – Chairman Hiland reported the zip code issue was much discussed at the business roundtable meeting. It was suggested to contact our Congresswoman and Senators for any assistance they may offer.
- Chapel Committee/Historical Society – no action taken.

- Security/Fire system upgrade and evaluation – Chief Solomon/Sheriff Richardi/Pope Security will attend meeting on May 16
- Passaconaway Rd.- Northern Borders Regional Commission grant – in process.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Camping & Parking issuers on Passaconaway Road by tourists – Deputy Rowe sent his recommendations for BOS ordinances. – once finalized, a public hearing will be held.
- 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— no action taken.
- Route 16 – 2219 NH Route 16 – fire cleanup update – no action taken.

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

**Planning Board – Rick-** nothing to report

**ESAA – Rick** – nothing to report

**Conservation Commission – Cathy** – on Saturday there was a trail cleanup.

Two teams cleared trails and cleaned up the parking lot. A lot was accomplished.

**School Board – Joe** – next meeting is June 12 at 5:30 p.m.

**Other:** Combined Boards Meeting – tonight at 7:00 p.m.

**Correspondence:** none

**Public Comment:** none

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

**Adjournment:**

At 5:33 p.m., Selectman Ferris made a motion to adjourn, Chairman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator