

“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 August 22, 2018

Call to Order: At 5:05 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, Steve Knox, William Abbott, Andrea Walsh and Pete Howland

New Business:

- **Approval of the August 8 minutes:** Selectman Ferris made a motion to approve the minutes, Selectperson Ryan seconded the motion. Selectman Ferris made a motion to amend the minutes to move the sentence “*Selectman Ferris suggested setting up the back office for him. Chairman Hiland thought that was a good idea*” from Old Business, under QuickBooks Transformation, to Other Business and Board Reports, under Chairman Hiland’s report on a Cyber Security webinar he attended and to replace the words “*setting up the back office for him*” to *setting up the back office for the Treasurer.*” Chairman Hiland seconded the motion. Chairman Hiland called the motion to amend to a vote. Selectman Ferris and Chairman Hiland were in favor, Selectperson Ryan abstained. Chairman Hiland called the main motion to approve the amended minutes to a vote. Chairman Hiland and Selectman Ferris were in favor and Selectperson Ryan opposed.

- **Approval of consent file:** Selectperson Ryan 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	\$883.64
Approved accounts payable invoices	\$2,503.94
Reviewed & signed previously approved accounts payable & issued checks	\$2,906.15
Reviewed & approved two septic designs	Map 12 Lot 32 Map 9 Lot 38
Reviewed farmer's insurance policy	Richardson
Reviewed & approved one pistol permit	

- **Authorize a voting delegate to the NHMA Legislative Policy Conference:** Selectperson Ryan made a motion to appoint Chairman Hiland as voting delegate to the NHMA Legislative Policy Conference, Selectman Ferris seconded the motion. Selectperson Ryan and Selectman Ferris were in favor and Chairman Hiland abstained.
- **Sign Tax Collector's Deed(s) and Deed Waivers:** Selectman Ferris made a motion to sign one Tax Collector's Deed and three Deed Waivers, Selectperson Ryan seconded the motion and all were in favor.

Town Administrator's Report:

Pope Security tested the fire and security systems. Everything went smoothly this year. They also submitted their proposal to upgrade both the fire alarm system and security system.

The Town Administrator would like to attend the Eversource Social Agency meeting in Hampton on Tuesday, September 18. It is a good source of information for welfare administrators.

The Town Administrator completed a welfare case to be discussed in nonpublic session.

The Town Administrator asked the Board what hours of coverage they would like the Sheriff's Department while the election polls are open on September 11. The Board agreed a Deputy should be present from 12 pm – 8 pm and the cost will be taken from the regular detail line item in the budget.

The Town Administrator will be attending a Department of Revenue webinar on Thursday and Friday. They will cover the submission of two reports to the tax rate setting portal.

In order to pay the School District at the end of the month, \$50,000 will be taken from the Tax Anticipation Note line of credit.

Heidi Lawton, Homeland Security, e-mailed regarding the two radiological transportation kits Albany possesses. If no one wants to get trained on them, they should be turned in. She added that Conway is our Fire Department and they have four of them. Chairman Hiland noted Albany is trying to get set up as an emergency shelter and those kits would be part of it. Selectman Ferris would like to know what is involved in the training and how long it would take. The Town Administrator will contact Heidi.

A follow up letter was received from property owner Judith Soule regarding a Selectmen letter she received in 1994 saying the Planning Board erroneously approved her boundary line adjustment in 1991. She said the Selectmen letter implies the approval is in question and has a negative effect on her property title. She would like the present Board of Selectmen to send a letter to her saying that the statement was "only an opinion," and that they have "no authority to reverse or change the original Planning Board approval. The approval remains in effect." Chairman Hiland will contact the NH Municipal Association and do some investigating before the Board will reply.

Appointments: Andy Davis/Andrea Walsh (World Fellowship):

Andrea, along with William Abbott of the Upper Saco Valley Land Trust presented the Board with additional information and maps of the proposed easement sought by World Fellowship Center.

Chairman Hiland discovered that part of the proposed property to go into the easement is along Route 16, which is commercial. By putting it into an easement would take away the possibility of it ever being developed commercially. He felt it was prudent from a town's standpoint to ask if a concession could be made and the boundaries of the easement could be adjusted to leave out the land adjacent to Route 16. Andrea explained the World Fellowship Board of Directors has been discussing the easement for over 20 years. Some members wanted all of the land in the easement. Overall, their Board feels a concession is being made by leaving out all of the lots with buildings on them with future possibility of being built upon. William added the portion of the land along Route 16 is severely constrained by wetlands. It would be difficult to make commercial activity. Also, the boundaries cannot be changed because the land in question is part of the reason for the easement which is drinking water protection of which the World Fellowship is

applying for a grant from. The Board discussed the annual vote to not support the White Mountain National Forest buying land in Albany. This easement will not allow for the future development of the land, similar to the actions of WMNF purchasing land. Selectman Ferris added this is private land being put into conservation, not WMNF. He doesn't have a problem with it. Selectperson Ryan agreed saying she didn't have a strong opinion about making a concession to not include the commercial portion. She doesn't have a problem with the easement either. Tara Taylor, Planning Board Chairperson, noted at the last Combined Board meeting, all Boards agreed that Albany should have a Water Protection Ordinance. This easement is doing that, protecting water sources. Chairman Hiland replied, he thought it was prudent to have the discussion so everyone knows the ramifications. Selectman Ferris made a motion to approve the letters of support for the easement for the World Fellowship Center, Selectperson Ryan seconded the motion and all were in favor.

Pete Howland:

Pete has been asking local Select Boards to support the overturn of the Governor's veto of SB 365 and SB 446. New Hampshire's small hydro, biomass, solar generation facilities, and the waste-to-energy plant, annually generate over one million megawatt hours of electricity. SB 365 promotes and supports forest management. SB 446 supports fuel diversity through efficient energy generation statewide. Approximately 900-1000 jobs will be effected by the veto. The ripple effect from that loss will be huge. Chairman Hiland replied he is personally in favor of overturning the veto. People in the North Country are hurting for jobs. Pete requested a letter of support be sent to all three State Representatives as well as Senator Bradley. Selectperson Ryan made a motion to draft a letter of support to overturn the Governor's veto on SB 466 and SB 365 to Representatives McConkey, Knirk and Butler and to Senator Bradley, Selectman Ferris seconded the motion and all were in favor. Selectperson Ryan made a motion to sign the letter out of session, Selectman Ferris seconded the motion and all were in favor.

Old Business:

- Emergency Management/Operations Plan – August 23 at 5 pm
- Town Hall – building & parking lot maintenance-Chairman Hiland is meeting with Road Agent, Curtis Coleman tomorrow and they will discuss the issue.
- State Bridge Aid – application filed and received by NHDOT
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – Chuck Merrow will assist
- Albany zip code – in process
- Chapel Committee/Historical Society – Dorothy Solomon reported the meeting went well. It was established that the Chapel was donated and there may be stipulations within the paperwork of what may or may not be

done with the Chapel. The next step will be to figure out what to do with the Chapel and how to do it.

- Security/Fire system upgrade and evaluation – Pope Security estimate submitted-The Board reviewed the estimates and would like two additional estimates from other companies. A scope of work will be drafted.
- Transportation Alternatives Program (TAP) – a meeting will be held tomorrow with HEB Engineers, North Country Council, Road Agent Curtis Coleman and Chairman Hiland. The application is due on September 7. Chairman Hiland would like all of the details ironed out and everyone to be on the same page. Chairman Hiland plans to take pictures of the road where it is falling away to add to the application. He has requested a letter of support from NH Representative Mark McConkey, Governor’s Councilman Joe Kenney and the Forest Service. Selectperson Ryan made a motion to move forward with the Transportation Alternatives Program (TAP) funding application process, to write a letter of support from the Select Board and to include placing the necessary Warrant Article(s) on the 2019 Warrant for the 2019 Albany Town meeting for Legislative Body approval for the matching funds and related authorities. The motion was seconded by Selectman Ferris. With no further discussion Chairman Hiland called the motion to a vote. The vote was unanimous (3–0).
- Federal Land Access Program (FLAP) – no action taken.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm- Chairman Hiland asked the Town Administrator to remind Doug McVicar of the meeting as well as invite the Selectmen from the Town of Tamworth.
- Business Roundtable meeting – TBD (September)
- Records Retention Committee meeting– TBD (October)
- Road Standards update – in process-Chairman Hiland will meet with Road Agent, Curtis Coleman tomorrow.
- Winter road maintenance policy – Chairman Hiland will meet with Road Agent, Curtis Coleman tomorrow.
- Cable TV contract (2021) – no action taken.
- Cersosimo Lumber – no action taken.
- Town Hall session with legislators – September 26 at 7:00 p.m.-Chairman Hiland asked the Town Administrator to reach out to our current representatives and Senator to invite them.

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-Chairman Hiland would like to invite the property owners in for an update.

Other Business (and Board reports):

Planning Board – Rick- the Planning Board had a preliminary consultation with a representative of a property owner on Iona Lake. They are planning to subdivide their property. They discussed many options. A few of the Planning Board checklists and applications have been updated.

ESAA – Rick- the bylaw committee is meeting tomorrow here at Town Hall.

Conservation Commission – Cathy- next meeting is September 4 at 6:00 p.m. They are in the process of changing the locks on the gates to the Town Forest. The Conservation Commission thanks Chairman Hiland for donating the locks.

School Board – Joe- next meeting September 11 at 5:30 p.m. They will be discussing the reimbursement of the government.

Other: Selectman Ferris noted while watching the video of the Selectmen’s meeting, the voice recognition was difficult. He would like to see if a remote microphone can be hooked up. Chairman Hiland noted headphones help with the sound clarity.

Chairman Hiland noted the North Country Council’s Annual Meeting is to be held on October 17 from 5:00 p.m. – 8:00 p.m. He feels a representative from Albany should attend. Chairman Hiland gave credit to Alex Belenz and Michelle Moren-Grey for doing an outstanding job for Albany this year.

Chairman Hiland spoke with NH Representative, Mark McConkey about getting a letter of support for Albany’s application for TAP funding. He also spoke about legislation to give a Town’s Moderator the authority to postpone town elections and town meeting. Chairman Hiland said the current statute is fine, it just needs to be amended to add a process or procedure for all towns to follow. Chairman Hiland also mentioned Class III Recreation Roads in the statutes and asked him to check into the possibility of getting part of westerly end (starting just before Moat Mountain trailhead to the Kancamagus Highway) of Passaconaway Rd. classified as a Class III Recreation Road because the state would then be in charge of maintaining it. Chairman Hiland also mention the statutes that allowed municipalities to approach the Superior Court for County assistance for road repairs. Mark said he would check into these and get back to us.

Chairman Hiland would like a meeting to be set up with the representative from Claim Lynx, the health insurance agent company.

Correspondence: Town of Conway-Potential Regional Impact

Public Comment: none

Next Meeting: September 5 at 5 PM

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

RH____
CR____
JF____

At 6:52 p.m., Chairman Hiland made a motion to move into nonpublic session to be briefed on a completed a welfare case citing RSA 91-A:3 II (c). Selectperson Ryan seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectperson Ryan, aye, Selectman Ferris, aye.

At 7:03 p.m., Chairman Hiland motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 7:04 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. Selectman Ferris seconded the motion. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

Adjournment:

At 7:07 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