

“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 September 5, 2018

Call to Order: At 5:00 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 August 22 minutes and sealed minutes:** Selectman Ferris made a motion to approve the August 22 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor. Selectperson Ryan made a motion to approve the August 22 sealed minutes as submitted, Selectman Ferris seconded the motion and all were in favor. Chairman Hiland noted the purpose of the nonpublic should be stated in the minutes of the meeting.
- **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	\$908.66
Approved accounts payable invoices	\$1,727.16
Reviewed & sign previously approved accounts payable & issued checks	\$4,994.09

Reviewed & signed MS-1	
Reviewed & approved one septic design	Map 6 Lot 109
Reviewed insurance certificate for Reach the Beach Relay	

- Rules of Procedure Review:** Chairman Hiland proposed amendments to the Selectmen’s Rules of Procedure for review.

Amendment #1-SECTION 1: MEETINGS-change the meeting time from 4:00 to 5:00 p.m.

Amendment #2-SECTION 5: AGENDA-add “& MINUTES”.

Amendment #3-SECTION 5: AGENDA-add “3. All amendments to any meeting minutes shall be in written format with the exception of spelling, punctuation, etc., or as determined by the Chairman.”

Amendment #4-SECTION 5: AGENDA-add “4. All main motions and motions to amend, shall be highlighted in either bold or italic font in the written minutes.”

Amendment #5-SECTION 8: RULES OF ORDER-change from-“3. When the Select Board votes are not unanimous, they shall be recorded with a numerical vote of ayes, nays and abstentions. (i.e. 2-1, 1-2, 2-0-1)” to: “3. When a vote of the Select Board has been taken, the vote shall be recorded in the official minutes of the meeting with a numerical vote of ayes, nays and abstentions. i.e. (3-0), (2-1), (1-2), (2-0-1).”

Amendment #6-SECTION 18: SELECTMEN’S OFFICE HOURS-change from-“Monday-Thursday 9am -4pm & Friday 9am-12pm” to: “Monday 12pm-4pm, Tuesday 9am-12pm & 1pm-4pm, Wednesday 12pm-4pm, Thursday Closed, Friday 9am-12pm & 1pm-4pm”

Chairman Hiland put the amendments on the table for consideration. A vote will be taken at next week’s meeting.

- Sign letter of support for TAP application:** The Selectmen signed the letter of support the Transportation Alternative Program funding application. It is due on Friday at 4:00 p.m. Chairman Hiland reported the application was worked on today and added it may have to be hand delivered to Concord on Friday to ensure a timely submission. Letters of support have been received from Executive Councilor, Joe Kenney, NH Representative Mark McConkey, US Forest Service District Ranger, Jim Innes and North Country Council Executive Director, Michelle Moren-Grey. Josh McAllister, HEB Engineers, submitted all the necessary data in order to complete the application and everything will be placed on a memory stick as required for submission.

Town Administrator's Report:

The video company was contacted regarding the sound quality of the meeting videos. Eric Spelinhauer replied back that our microphone was the best that they offer. He made a few adjustments through the software to hopefully help the problem. Chairman Hiland would like to know if a microphone could be placed on the table and connected into the video system.

The Town Hall is rented September 8.

The Assessor has completed his 2018 work and the Selectmen have signed the MS-1 assessment report to be uploaded to the Department of Revenue's tax rate setting portal.

The Planning Board Secretary has resigned. The Planning Board will have to accept the resignation. Chairman Hiland noted that he, along with the Planning Board Chair, Tara Taylor and a Board member have been conducting the Secretary's duties in her absence.

Tom Quigley, Claim Lynx, will meet with the Selectmen on September 26 at 5:30 p.m. Chairman Hiland asked the Town Administrator to contact him to see if he needs any further insurance details before the meeting.

The property owners at 2219 NH Route 16 have referred the Town to their lawyer, who is handling their insurance case, regarding the cleanup of their property from the fire in 2016. The Town Administrator has also received a new deed on the property transferring ownership to their mortgage company. Chairman Hiland made a motion to draft a letter to the mortgage company to have them finish the cleanup of the property, give a 60 day timeframe in which to do so, and to authorize the Town Administrator to sign the letter. If there are any issues, the mortgage company may contact the Town. Selectman Ferris seconded the motion and all were in favor.

Appointments: None

Old Business:

- Emergency Management/Operations Plan – September 25 at 5 pm
- Town Hall – building & parking lot maintenance-no action taken.
- 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 – letter received from USPS denying the individual zip code.
- Chapel Committee/Historical Society – September 27 at 7 pm

- Security/Fire system upgrade and evaluation – scope of work to be drafted
- Transportation Alternatives Program (TAP) – see above
- Federal Land Access Program (FLAP) – no action taken
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Records Retention Committee meeting– TBD (October)
- Road Standards update – in process-Chairman Hiland met with Road Agent Curtis Coleman to review. Josh McAllister, HEB Engineers will review and make any necessary recommendations.
- Winter road maintenance policy – in process
- Cable TV contract (2021) – Chairman Hiland reported the Tamworth Selectmen met with the Director of Broadband Technology, Carol Miller, who put on a two hour presentation. Chairman Hiland contacted Carol explaining Albany will be renegotiating the cable contract within the next few years. She e-mailed information pertinent to Albany and agreed to meet with the Board sometime in the future.
- Cersosimo Lumber – Chairman Hiland met with Road Agent, Curtis Coleman. Curtis has a concern as to how to prove Cersosimo did the damage to Passaconaway Rd. Chairman Hiland thinks the Board should try to cash in on the road bond but would like to send the information to Town Counsel to ask his opinion. Selectmen Ferris felt it was a small price to pay for the possibility of receiving the amount of the bond. Selectperson Ryan thought it was only fair to the taxpayers to look into it.
- Town Hall session with legislators – September 26 at 7 p.m.
- North Country Council Annual Meeting- October 17
- Treasurer’s office – Chairman Hiland noted that the Town Selectman’s Office computer was down last Thursday (8/30) with no ability to access computer files and that was another reason to set up the back office for the Treasurer in case the current computer goes down, there is a backup station to use.
- Claim Lynx – September 26 at 5:30 pm

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 – see above

Other Business (and Board reports):

Planning Board – Rick-there will be a consultation with a gentlemen seeking to put in a tiny house park. There will be a public hearing on the increase of fees to the boundary line adjustment and subdivision applications.

ESAA – Rick- the ByLaw committee met and finalized the proposed ByLaw draft. Per the current ESAA bylaws procedure for amending the ByLaws the draft will

now go to the Executive Committee, the Board of Directors for approval and then to the general members for final approval

Conservation Commission – Cathy-signs have been posted throughout the Forest and trails reminding pet owners to pick up after them and warning of agricultural areas. More signs may be placed next year. The Commissioners thanked Chairman Hiland for the new locks for the gates. Three of the bike trails have been named. Chairman Hiland would like to ensure the Town is covered for any liabilities that may occur on the bike trails. The liability insurance company will be contacted.

School Board – Joe-September 11 at 5:30 pm

Other: Election Coverage: Chairman Hiland will be available all day. Selectman Ferris is not available. Selectperson Ryan can make it by 1 pm and for the rest of the day.

Chairman Hiland announced the North Country Council is holding a Transportation Advisory Committee meeting to discuss NHDOT's 10 year plan. He hopes someone can represent Albany.

Chairman Hiland requested a current budget update report for the next meeting for review and a current budget update report going forward at the first meeting each month October through January in order to make sure we do not overspend any budget lines without Select Board knowledge.

Chairman Hiland made a motion to have the Town Administrator attend the Eversource Social meeting in Gorham on September 27 instead of September 18 in Hampton so the office does not have to be closed. Gorham is also closer in distance. Selectman Ferris seconded the motion and all were in favor.

Correspondence:

e-mail: opt in class action law suit to recover PILT underpayments
Carroll County 2017 Annual Report
Carroll County Supplemental budget

Public Comment: None

Next Meeting: September 12 at 4 PM in Wonalancet

RH____
CR____
JF____

Adjournment:

At 5:56 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