

“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-Wonalancet
 Minutes
 Albany, NH
 September 12, 2018**

Call to Order: At 4:00 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: Steve Knox, Doug McVicar, Dave Bowles, Becky Mason (Tamworth Selectperson) and Steve Gray (Tamworth Selectman)

New Business:

- **Approval of the September 5 minutes:** Selectman Ferris made a motion to approve the September 5 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	\$1,843.92
Approved accounts payable invoices	\$2,414.50
Reviewed & sign previously approved accounts payable & issued checks	\$1,783.61
Approved request for leave	
Signed support letter for World	

Fellowship Center	
Reviewed & denied 1 building permit	Map 9 Lot 77
Reviewed & approved 1 building permit	Map 10 Lot 16
Reviewed quote for crack sealing of the town hall parking lot	

Proposed amendments to the Rules of Procedure:

Chairman Hiland presented and read the amendments to the Rules of Procedure as follows:

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 called for a vote on the amendments, all were in favor (3-0-0).

Chairman Hiland asked the public for discussion on any new business. Doug McVicar talked about the prior discussion with Selectmen regarding parking at the base of the hiking trail in Wonalancet. The outdoor club felt it was “unfriendly” to fine parking violators when they encourage hikers to visit. They discussed leaving violators a note to let them know they are parking on private property and ask them to join the club and pay the annual dues. Chairman Hiland asked Doug to keep the Selectmen posted.

Chairman Hiland told the Tamworth Selectmen that a letter of support has been sent from Albany to our State Representatives and State Senator to overturn the Governor’s veto of SB 365 in support of Pine Tree Power in Tamworth.

Chairman Hiland also told the Tamworth Selectmen that he is on the Board of Directors at the NH Municipal Association and if there are any issues they would like to be brought forth, he would be happy to do so. Becky Mason asked Chairman Hiland if NHMA could change their policy as to how they respond to inquiries. She sent an e-mail inquiry and a reply was sent to the Town Administrator. She felt the reply should be sent to the person who inquired.

Chairman Hiland would like towns within our area to unify on issues we all face in order to get things done. Becky Mason would like to see towns get together to bring broadband internet to our area. She discussed how other towns have done it and feels if small towns like us get together, we may be able to accomplish it. Chairman Hiland added a statute would have to be passed in order to do so.

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 – in process
- 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) – submitted
- 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
- Winter road maintenance policy – no action taken
- Cable TV contract (2021) – no action taken
- Cersosimo Lumber – no action taken
- Town Hall session with legislators – September 26 at 7:00 p.m.
- North Country Council Annual Meeting- October 17-Steve Knox will attend as Albany's representative. Chairman Hiland made a motion to pay the fee for Steve Knox to attend the NCC Annual meeting, Selectman Ferris seconded the motion and all were in favor. (3-0)
- Treasurer's office – no action taken
- Claim Lynx – September 26 at 5:30 p.m.
- Amendments to the Rules of Procedure – passed. 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
- Route 16 – 2219 NH Route 16 – fire cleanup update – a letter will be sent to the new owner asking to complete the cleanup.
- Chairman Hiland visited White Farm, NH state surplus warehouse. They have office furniture for sale at a discounted price.
- Chairman Hiland announced the opening of a second Commissioner position for the North Country Council.

Other Business (and Board reports):

Planning Board – Rick- a preliminary consultation was held for an investor who would like to set up a “tiny home” park much like a mobile home park. The Planning Board directed the investor to look at the subdivision regulations as he would have to comply with them. The Planning Board held a public hearing to raise the fees of the lot merger and subdivision applications. Both passed unanimously. Member, Sean Wadsworth, has volunteered to take the Secretary position for the Planning Board.

ESAA – Rick – nothing to report

Conservation Commission – Cathy – the Conservation Commission held a short meeting on Tuesday in order to sign a letter of recommendation for HEB Engineers. They are bidding on work in Milan and asked for a letter of recommendation. The letter was approved, signed and mailed.

School Board – Joe – the Special Education line came in under budget by \$175,000. The next meeting will be held on November 13.

Other: The Board discussed the School Options Committee that has formed recently. There has been discussion of a Co-op school district. Again, Chairman Hiland noted the importance of small towns like ours getting together to accomplish things.

Correspondence: NCC-Commissioner appointment

NHDOT-Reach the Beach Relay permission to travel on state highway

Public Comment: Steve Knox informed the Board he attended a workshop in Berlin on how New Hampshire funds public schools. It was very informative.

Next Meeting: September 19 at 5 PM

Adjournment:

At 5:23 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

RH____
CR____
JF____

Kathleen Golding
Town Administrator