

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 24, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon and Steve Knox

Call to Order: At 4:00 p.m. Chairman Ryan called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approve August 17 minutes and nonpublic minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Chairman Ryan seconded the motion. Selectman Ferris discussed pistol permits and would like permit holders to know about firearm education that is available. He would like to offer educational information that is available in the Mount Washington Valley to each pistol permit holder. Chairman Ryan called for a vote on the motion. All were in favor. Dorothy Solomon asked if a permit could be withheld if the Selectmen had information about a person and they should not hold a pistol permit. Selectman Hiland replied unless it is in the system, the Town has no right to withhold a pistol permit.

Signed checks	\$4,105.60
Signed two pistol permits	

Signed one timber intent	Map 7 Lot115
Signed one septic design	Map 9 Lot 132

- **Review/Sign Tax Collector Deed Waivers:**

Selectman Hiland made a motion to waive the Tax Collector's deeds to 125 Golden Oaks Rd., 12 Octa Lane, 103 Golden Oaks Rd., 86 Golden Oaks Rd., 7 Bear Drive, and 2059 NH Route 16, Chairman Ryan seconded the motion and all were in favor.

Steve Knox asked what waive meant. Selectman Hiland replied it doesn't relieve the property owner of the tax, it releases the Town from liability of owning the property.

Chairman Ryan made a motion to accept the Tax Collector's deed for 76 Wildwood Rd., Selectman Hiland seconded the motion and all were in favor.

- **Town Administrator report:**

NH DOT has inspected Albany's bridges within the past two years. Selectman Hiland added there are five town owned bridges. Three were inspected in August 2015 and 2 were inspected in October 2015.

The town assessor has completed his field work and is still entering it into the software. He is waiting for Department of Revenue's current use values as well as their utility values.

Selectman Hiland called the Department of Revenue and was told the current use rates were set in May but there has been a glitch and they won't become official until October. As far as the utility values, they have no idea when they will be released.

Granite State Glass will be out for a quote on the town hall double doors.

The first withdrawal from the Tax Anticipation Note is scheduled for September 1, in the amount of \$200,000.

Road Agent, Curtis Coleman reports that Old Colony Rd. has been fully paved with an overlay. They have been mowing the sides of the roads and grading them.

Next Wednesday is the fifth Wednesday of the month, there is no Selectmen's meeting.

There has been no response from the e-mail sent to Walter Mitchell.

JP Pest Services will be here to treat the town hall and chapel for insects.

The first sealed bid for the property at 1024 West Main St. Ext. has been received. There has been approximately 10 bid packets handed out.

The Sheriff's Department will get back to the office with a date for a deputy to meet with the Selectmen.

- **Review NHMA voting delegate:**
Selectman Ferris made a motion to appoint Selectman Hiland as Albany's NHMA voting delegate, Chairman Ryan seconded the motion and all were in favor.

Appointments: None

Old Business:

- Chief Solomon's recommendations-Selectman Hiland noted the recommendation from Chief Solomon was so that both doors in town hall could be opened from the inside. This would require hardware for the doors, not replacing the doors. The exit door in the town hall facing the chapel needs to be replaced.
- Meeting in Wonalancet-no action taken.
- Meeting with Passaconaway owners-no action taken.
- On demand training-scheduled for September 14 at 6 pm.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-Chairman Ryan discussed a survey asking people their opinion about billing property taxes twice a year and should it be handed out at the election or placed in tax bills. Some voters are not property owners and to get a true result, the survey should not be handed out at election and sent in the property tax bills. Selectman Ferris would like to send it out in the property tax bill as it will get to everyone. Selectman Hiland concurred.
- Town hall door replacement
- Website update-no action taken.
- ~~Violation letter complete.~~
- Meeting with state reps.-no action taken.
- ~~NHDOT inspection of bridges complete.~~
- Sign ordinance-the Board will review the current sign ordinance to work on.

Other Business (Board reports):

Selectman Hiland noted the Eastern Slope Airport Authority held their annual meeting and barbeque last Friday. Albany was well represented with Selectman Hiland, Chairman Ryan and Conservation Chair, Rob Nadler in

attendance. The airport is doing well and has received a grant for \$250,000 from the Maine Border Commission and the New Hampshire Border Commission in regards to their new terminal. There is a new executive board and it is working out nicely.

Selectman Hiland would like to see a budget update soon.

Selectman Hiland discussed the minutes from the combined board meeting with the Conservation Commission. There was a consensus we went away with that we were going to go with a one year lease to buy time, go to town meeting and recommend approving a five year lease. This would give the Selectmen time to work with State Representatives to amend the law. The minutes of the meeting do not reflect that. Selectman Hiland asked Chairman Ryan to amend the minutes at the next Conservation Commission meeting. Selectman Hiland would like to meet with the farmers to get it worked out.

Selectman Hiland would like to meet with the Conway Assessor and at a later date, the Conway Planning Board to see if there may be any issues. He would like to call a meeting of the farmers. He would hate to see they are hearing rumors and get the wrong impression of what the Board is trying to accomplish and that we do support them. Selectman Ferris agreed a meeting should be set up with the farmers so everyone is on the same page. Selectman Hiland would like to set it up through the Conservation Commission.

Selectman Hiland will attend a Primex workshop about signing contracts. Contracts are legal documents and once signed they become legal. Chairman Ryan noted how difficult it can be for people coming forth to serve giving the best they can offer. Legal terminology takes research. Selectman Hiland noted they can't just be thrown around and signed. Once signed, they are a legal document. Chairman Ryan said it seems to be more and more. The NHMA Knowing your Territory book is so much thicker that it used to be. Selectman Hiland responded by saying it doesn't negate the position, it brings responsibility. A lot of research should have been done when this land was purchased. The Selectmen have to make it right. Selectmen Hiland questions whether the Conservation Commission has the authority to manage the farm land.

Correspondence: Town of Conway Regional Impact letter
NHDRA-Wildwood Water Co. assessment

Public Comment:

CR____
RH____
JF____

Steve Knox thought it was a good idea for the Selectmen to meet with the farmers. It may be unsettling for them and seen as a threat to see the nullification of the agreement.

Adjournment:

At 5:00 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator