

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 April 19, 2017

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Public: Steve Knox, Dorothy Solomon, Jim Innis (USFS), Tom Wagner (USFS), Curtis Coleman (Road Agent)

Excused: Town Administrator, Kathy Vizard (attending TC/TC Workshop)

Call to Order: At 5:00 p.m. Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance: All joined in reciting the Pledge

New Business:

- **Approval of the April 12 minutes:** Selectman Ferris made a motion to approve the April 12 minutes, Selectperson Ryan seconded the motion. Discussion. Selectman Ferris made a motion to amend page 3, 2nd paragraph under “Discuss & Approve Abatement for Map 6, Lot49 (campers)” from 2016 for the vote to read “~~all were in favor~~ there were two (2) in favor (Cathy & Rick) , none opposed and one (1) (Joe) abstained. (2 – 0 – 1).” Selectperson Ryan seconded the motion and all were in favor of the amendment (3 – 0). With no further discussion or changes to the April 12 minutes, Chairman Hiland called for a vote of the motion to approve as amended. All were in favor. (3 – 0)

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 (3 – 0).**

Signed checks	\$5050.54
Sign Letter to Matt Golding	
Approved one Timber Intent	USFS Units 37, 38, 43, 75, 76, 77, 78

- **Approve EMPG grant:**
Chairman Hiland made a motion to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$2,097.00 for the purchase and installation of panic alarms and locks for the doors in the Emergency Operations Center (EOC). Furthermore, the Board acknowledges that the total cost of this project will be \$4,194.00, in which the Town will be responsible for a 50% match (\$2,097.00). Selectman Ferris seconded the motion and all were in favor (3 - 0).

Town Administrators Report:

Followed up with steeple people, Audit 4/20 all day, ordered parking tickets, followed up with DOT on bridge aid, updated WEB site with new & old video links and added new page “About Albany”, letter to Morris West as Alternate to Planning Board, forwarded various workshop dates for Health Officers, Planning Board, Conservation Commission.

Appointments:

Tom Wagner (USFS), Jim Innes (USFS), Rob Nadler (NCC), Curtis Coleman (Road Agent)

1. The Board discussed with all present the damage to Passaconaway Road and the possibility of federal grant monies or funding available from the “Eastern Federal Lands Access Program” to possibly assist the Town with the expense of fixing the road especially after the damage done by the USFS logging operations of the past 4 ½ years as the road was never intended to take heavy logging trucks over many

- months of heavy hauling. Tom Wagner mentioned that he had made contact with several contacts at the federal and state levels prior to our meeting but had not heard back from them in time for our meeting. Tom did say that Passaconaway Road is listed as an access road to US Forest Service Land & Parks and thus qualifies for the road access aid/funding. Tom handed out some information about the program. Chairman Hiland asked and Tom acknowledged that he would finish making the contacts and that he would get back to the Town with further information and the next steps that the Town can take to move forward. Tom said that all aid depends on the funding available. Rob handed out minutes of the NCC Transportation Advisory Committee meeting of May 19, 2016 where he requested assistance from the NCC regarding federal funding for Passaconaway Road, they agreed and are currently looking into this and will get back to Rob with further information.
2. The Board also discussed the issues with the Albany Covered Bridge barrier, damage to the bridge, damage to temporary barrier last year, signage, and the NH DOT letter regarding the sign requirements regarding "Passenger Car Only" signs. All agreed that there is a liability issue here as well and it needs some serious attention before the tourist season begins. Tom Wagner said he would get his department engineer to contact and meet with Curtis Coleman to discuss what can be done to protect the bridge until they are finished logging operation into late summer or early fall. There engineer and Curtis will also discuss damage to Passaconaway Road and possible repairs and rebuilding of the road. Tom acknowledged that they will come up with a plan to protect the bridge from damage. Curtis will get all the damaged signs from the gate to the bridge replaced.
 3. The Board also discussed the amount of money that the USFS pays the Town in lieu of taxes, how they calculated the amount, if there is any chance to increase the amount due to the activity of the Conway Village Fire Depts. and our Carroll County Sheriff Depts. patrols during the tourist season to their areas that the Town of Albany has to pay for. Lost & injured hikers, fires, medical calls, parking problems, and drinking issues. Tom said he would look into that and get back to us.
 4. The Board asked that any future logging operations in the National Forest if they would get Town Officials involved earlier in the process before RFPs are drafted in order to hopefully address some of the issues we have experienced this time around. They all agreed.
 5. All agreed that we need to keep the lines of communication open through all the above issues 1 thru 4. The Board thanked Tom Wagner, Jim Innes, Rob Nadler and Curtis Coleman for getting

together to discuss these issues and look forward resolving these issues.

Old Business:

- Chief Solomon's recommendations - no action taken - waiting on grant on crash door upgrade & scheduling contractor for electrical.
- Albany Selectmen business roundtable - no action taken.
- Red listed bridges - no action taken - in process.
- Semi-annual billing - no action taken.
- Fiscal year budgeting - no action taken.
- Review Fish & Game contract-no action taken - waiting on Conservation Commission to arrange walk around of the site with Select Board and F&G officials.
- Generator purchase/grant - no action taken.
- Planning Board, ZBA still need to fill positions – volunteers needed.
- Discuss the establishment of a Heritage Commission - no action taken.
- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028- no action taken.
- Meeting with Forest Service and North Country Council-to be scheduled – see above minutes from today's meeting.
- Procedure for signing documents out of session - Joe – draft in process - no action taken.
- Policy for enforcement of road violations - Joe - draft in process - no action taken.
- Policy for videoing of meetings - Rick – distributed draft copy of ordinance to Board members for review for the next meeting discussion.
- Meeting in Wonalancet-waiting on their schedule - no action taken.
- Dedication of the Annual Town Report - the Board recommends a three person committee to research, thank you to volunteers, Citizen of the Year, etc.
- TAN application - waiting on audit completion - no action taken.

Other Business (Board reports):

Selectman Ferris – none

Selectman Ryan – none

Selectman Hiland – will be meeting with Rob Nadler after this meeting to review and discuss farmer's management contract. Planning Board will meet on April 24 at 7PM in a regular meeting.

RH____
CR____
JF____

Correspondence:

Carroll County Registry of Deeds
Mt. Washington Valley Economic Council
Primex 2017-2018 Property Liability Member contribution

Public Comment:

Dorothy asked that the Town contact Sheriff Depts. and NH State Police as cars are parking on the road due to snow banks unloading canoes and kayaks and not paying attention to oncoming traffic and that it was a real traffic hazard.

Next Meeting:

April 26 at 5PM in Town Hall Conference Room

Adjournment:

At 6:30 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Rick Hiland
Select Board Chairman / Acting Secretary