

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 16, 2017**

**Call to Order:** At 5:05 p.m., Chairman Hiland called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**Attendance:**

Members: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon and Steve Knox

**Appointments: Pete Howland (Cersosimo) and  
Curtis Coleman (Road Agent):**

**5:15 p.m.**

Chairman Hiland told Pete that the Selectmen and the Road Agent have concerns for Passaconaway Rd. A repair has been made in the narrows. Curtis said the washout was Mother Nature’s fault, not the trucker’s. But the increase trucking on any road is going to cause deterioration. Curtis would like to see the logging operation finish by this fall. Passaconaway Rd. was not designed for the weight of the trucks going over it for this length of time. Chairman Hiland told Pete the Selectmen voted to reduce the speed limit in the “narrows” to 10 miles per hour. Curtis will be putting up signage warning drivers of the narrow road with no shoulders and the speed limit. Pete had put up signs warning drivers to yield to logging trucks.

Selectman Ferris told Pete the Board discussed reducing the weight limit of the trucks to reduce the wear and tear on the road. Pete replied it didn’t make sense

from his point. Using the larger trucks distributes the weight and this is the legal weight on state roads. Curtis would like to see the operation completed this fall. Pete replied he would like it complete as soon as possible as well but it depended on the weather and the pulp mill. It had shut down recently for two weeks. It just reopened. Curtis does not want to see winter logging on Passaconaway Rd. Pete repeated he would like to finish before winter.

Curtis said the road crew would be paving a portion of Passaconaway Rd. and he would like Pete to ask his boss to contribute to that cost. Pete said he would convey the message and get back to the Selectmen's office with a reply. The renewed road bond will be mailed by Cersosimo. Pete left the meeting.

Curtis ordered the warning signs for Passaconaway Rd. He sent the electronic file of the Passaconaway Rd. project to the Forest Service Engineer. The Selectmen want to be ready to apply for the forest land access plan (FLAP).

**New Business:**

- **Approval of the August 9 minutes:** Chairman Hiland made a motion to table the August 9 minutes, 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.

<b>Signed checks</b>	<b>\$3,036.53</b>
<b>Approved excavation tax warrant</b>	<b>Map 3 Lot 42</b>
<b>Approved 3 building permits</b>	<b>Map 3 Lot 61 Sub 40 Map 9 Lot 145 Map 6 Lot 29</b>
<b>Approved one request for leave</b>	
<b>Reviewed Reach the Beach Relay certificate of insurance</b>	
<b>Signed updated Workers' Compensation Notice of Compliance</b>	

**Approve letter to the County Delegation and County Commissioners:**

Selectman Ferris made a motion to approve and sign the letter of support to the County Commissioners and County Delegation, Selectperson Ryan seconded the motion and all were in favor.

**Approve letter of violation for Map 3 Lot 30:** Selectperson Ryan made a motion to approve and sign the letter of violation, Selectman Ferris seconded the motion and all were in favor.

**Approve letter of property cleanup for Map 6 Lot 52:** Selectperson Ryan made a motion to approve and sign the letter of property cleanup, Selectman Ferris seconded the motion and all were in favor.

Selectman Ferris made a motion to reopen the approved minutes of the August 2 meeting in order to amend, Chairman Hiland seconded the motion to open the approved minutes of August 2. With no further discussion, Chairman Hiland called the motion to reopen the August 2 minutes to a vote and all were in favor.

Selectman Ferris made a motion to amend the reopened August 2 minutes to add to page two, paragraph two that Selectman Ferris recommended shutting the road down because it is not safe. *He put forth several different options including to reduce the logging weight.* Chairman Hiland seconded the motion. There was no further discussion. Chairman Hiland put the motion to amend the August 2 reopened minutes to a vote and all were in favor.

Chairman Hiland made a motion to authorize the Town Administrator and the Town Treasurer to withdraw and transfer funds from the tax anticipation note to the general fund in order to pay our bills in a timely manner when due, Selectman Ferris seconded the motion and all were in favor.

Chairman Hiland noted he will attend the Conway Village Fire District (CVFD) Commissioner's meeting in support of Scott Whigham's quest to expand the CVFD boundaries to include Almost There so he may connect to their water and sewer system.

### **Town Administrator's Report:**

The Selectmen meeting in Wonalancet is tentatively set for Wednesday, September 20 at 5:00 p.m.

The Health Officer inspected One Wheel Drive. There is one 55 gallon drum with unknown contents. It is sealed and safe. He recommends a letter be written to the owners for a final cleanup timeline.

The signed Tax Anticipation Note agreement was submitted to the bank. The office will be notified once the funds become available.

The North Country Council annual meeting will be held on October 19. No further information is available at this time.

### **Old Business:**

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – waiting on NHDOT estimate

- Semi-annual billing – no action taken.
- Fiscal year budgeting – Selectman Ferris would like to work on presenting fiscal year budgeting to the townspeople. Chairman Hiland said it will stay under old business.
- Generator purchase/grant – no action taken.
- Planning Board appointees – 2 Board openings- Chairman Hiland said the Planning Board is also in need of a secretary.
- 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 and removal of rumble strips from plan – a public hearing will be held on September 19 at 7:00 p.m. at the Conway Town Hall.
- Meeting in Wonalancet – scheduled for September 20.
- Dedication of the Annual Town Report – no action taken.
- TAN application – agreement mailed to the bank.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – no action taken.
- Town report checklist – Chairman Hiland would like the checklist completed by November.
- Cemetery records returned to town hall – no action taken.

**Other Old Business:** follow-ups

- Steeple people – need them to look at any possible Chapel steeple roof leaks, structural damage and cost estimate to repair – Chairman Hiland made a few phone calls and sent e-mails inquiring about getting estimates for our chapel.
- One Wheel Drive – the Board signed a letter asking for a cleanup timeline.
- Route 16 Moulton property/campground – a second letter of violation was signed.
- Bald Hill Road Munro-update – in process.

**Other Business (and Board reports):**

**Planning Board – Rick-** Chairman Hiland reported the Planning Board secretary has quit. They are in search of someone new to fill the position. A public hearing will be held in September for a boundary line adjustment.

**Conservation Commission – Cathy-** the Conservation Commission held a volunteer day on Saturday. More was done than anticipated. People using the trail thanked the Conservation Commission members for their work.

**School Board – Joe** – the Conway School Board met on Monday. They voted to look into early childhood education; to possibly include a preschool and what that cost may be. The Albany School Board will meet on September 12.

**Other:** Chairman Hiland informed the Board he looked into the payment in lieu of tax program (PILT). He would like to understand why Albany’s payment was reduced by \$21,000. He didn’t think it was a prior year’s timber tax as reported by the Department of Interior. He suspects it has to do with a program called Secure Rural School Program. He would like to do more research through the Department of Revenue to see all the numbers submitted to the Department of Interior were correct.

Chairman Hiland would like to discuss the Conway Village Fire District’s proposed contract and make a counter offer at a future meeting.

Chairman Hiland noted the NH Municipal Association Newslink published interesting legislation to deal with utility assessments. Assessor Jason Call should be contacted to see if he recommends its approval.

Chairman Hiland would like to mention the NH Municipal Association’s law lecture series to the Planning Board, the Conservation Commission and the Zoning Board of Adjustment.

Chairman Hiland handed out a list of things to do.

**Correspondence:** Department of Revenue letter re: SB 38  
NHDOT letter re: SB 38  
Letter of thanks from Tri-County CAP

**Public Comment:** As Albany’s representative to the North Country Council, Steve Knox told the Board he will attend their annual meeting on October 19.

**Next Meeting: August 23 at 5 PM**

**Adjournment:** At 7:02 p.m. Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator