

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  
January 25, 2017**

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:**

- **Approval of the January 18 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectman Hiland seconded the motion and all were in favor.

<b>Signed checks</b>	<b>\$3,376.79</b>
<b>Approved one pistol permit</b>	
<b>Signed one Timber warrant &amp; certification</b>	<b>Map 9 Lot 53</b>
<b>Approved revised septic designs</b>	<b>Map 6 Lot 49</b>

**Town Administrator’s Report:**

Moderator, Ed Alkalay was contacted to see if he would moderate the public hearing for the proposed budget. Selectman Hiland said he wouldn't mind changing the date of the public hearing in order to accommodate Ed. It would be a good trial run as Ed mentioned he was going to change the format of the budget. Selectman Ferris agreed. The Town Administrator will let Ed know.

The list of open offices was posted in the newspaper. Declaration of Candidacy is open until Friday, February 3.

The contact recommended by Bob Mathieu to inspect the steeple has not responded as of yet.

### **Review proposed 2017 Municipal Budget:**

The Selectmen reviewed the draft budget. The Historical Society line item will be removed. The highways and street line item will be increased per Road Agent, Curtis Coleman. The Selectmen discussed the Emergency Management line item and North Country Council. Selectman Ferris thought the Sheriff's Department line item could be reduced. Chairman Ryan thought that money was well spent keeping Albany's neighborhoods safer. Selectman Hiland suggested the possibility of starting a neighborhood watch.

Selectman Hiland would like to research cash on hand and set bills Albany will have to pay in order to make an educated decision as to when a Tax Anticipation Note-TAN may be utilized. Then the Board can decide how much to budget for interest. Town Clerk/Tax Collector, Kathy Vizard, submitted her budget with and without semiannual billing. Selectman Hiland noted once the interest rate is received from the bank, the numbers will tell whether it would be cheaper to take a TAN.

### **Appointments: Sheriff Richardi:**

Sheriff Richardi told the Selectmen patrols in Albany have been quiet lately. Chairman Ryan told Sheriff Richardi the Board has discussed reducing the patrols. Sheriff Richardi replied, the patrols are pretty minimal right now, approximately eight hours per week or two shifts, but it is up to the Selectmen. Selectman Hiland asked Sheriff Richardi about neighborhood watches and if signs may be available through the state warning criminals of the neighborhood watches. Sheriff Richardi believes the signage and any costs associated would be at the town's expense but he will look into the

possibility of state funding. He added, it is eyes and ears. Selectman Hiland said he would like to look into the effectiveness of the patrols by going on a ride along with a deputy. Sheriff Richardi will contact the Town Administrator with some dates and times for Selectman Hiland. Selectman Hiland thanked the Sheriff for a job well done.

**Rob Nadler (Conservation Commission Chair):**

Selectman Hiland told Rob he has contacted Town Counsel, Matt Serge, with permission from the Select Board. He asked him about the management contract with the farmers and if it had to go before town meeting. Originally, Matt did not think it had to go before town meeting for approval but wanted to research it. Rob agreed that was the original intent.

Rob would like to cut the Conservation Commission's legal line item to 1,500. Selectman Hiland thought it would be a good idea for the Conservation Commission to rejoin their association. Rob agreed.

Rob told the Board that Paul Brown would like to be appointed to the Conservation Commission as an alternate. Selectman Hiland made a motion to appoint Paul Brown as an alternate to the Conservation Commission, Selectman Ferris seconded the motion and all were in favor.

Rob noted there were issues with the blanket authority for gifts and grants. Selectman Hiland replied that is a question he asked of town counsel and is awaiting a reply.

Selectman Hiland told Rob there is legislation in Concord being discussed on January 31 that would make the farmers exempt from paying property taxes on land they use. It may be beneficial to e-mail the legislators in favor of it.

Rob told the Board he could not attend the North Country Council meeting but e-mailed them to see if they may need a letter of support for Albany's state road work that is currently in the 10 year plan. He thought they may need a letter of support. Selectman Hiland would like to see the rumble strip project removed. Rob thought that would require a letter to be written to NHDOT.

Rob discussed the North Country Council, saying they helped Albany with the revised Master Plan and never charged for the advice and recommendations. It doesn't take a lot of hours to make up for the membership fee that Albany pays. Because of Albany's involvement, a lot of

projects were put back into the 10 year plan. He feels the membership fee is cheap money.

Rob said Albany was on a list of unpaid members at the Mount Washington Valley Economic Council. The Town Administrator replied the membership fee has not been paid for 2017 yet because it has not been appropriated yet. Rob discussed what the Economic Council was involved in, in 2016.

Rob and the Board discussed the Conservation Commission's plan for 2017. They will continue work on the trails, get the farmer's contracts finalized and are proposing to create a pull off parking area by the Fish & Game buildings. Rob and the Board discussed creating a parking lot vs. a pull off area, the future of the Fish & Game buildings if the lease is extended, and putting buildings on town owned property.

#### **Old Business:**

- Chief Solomon's recommendations-Safety Sweep will install the chimney extension and send an invoice.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-Selectman Hiland would like to contact NHDOT to see why the Covered Bridge remains on the red list. He would like to contact NHDOT to confirm they have received Albany's application for state aid.
- Semi-annual billing-Selectman Ferris would like to see the fiscal year discussion placed under old business.
- Meeting with state reps.-no action taken.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board, ZBA and Deputy Health Officer appointees-Selectman Ferris questioned the necessity of a Deputy Health Officer. The Town Administrator said a second set of eyes during an inspection is helpful. Selectman Hiland added there are times a conflict of interest arises and the Health Officer may need to step aside. Selectman Hiland announced that Tara Taylor would like to become a full voting member on the Planning Board. Selectman Ferris made a motion to appoint Tara Taylor to the Planning Board as a full voting member, Chairman Ryan seconded the motion and all were in favor.
- 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-Selectman Hiland made a motion to write a letter to NHDOT District 3 requesting the removal of rumble strips from the 10 year plan. Selectman Ferris heard from a very few who did not like the rumble

strips. Chairman Ryan added they do save lives and this is a bad section of Route 16 in Albany. Lee Grant told the Board he lives on Route 16 and he and June are against them.

Selectman Hiland said he was against widening the shoulders on Route 16 as well, because it would require the taking of property owner's land. Tara Taylor, who has retired from NHDOT, presented facts to Selectman Hiland and changed his mind.

Chairman Ryan has mixed feelings. She would like to hear the results of the test of rumble strips through Madison. They are loud but if they save a life, it's important. She is not sure she would sign a letter of support to remove the project. Selectmen Ferris suggested writing the letter however, he is reserved as to whether he would sign it or not. Chairman Ryan agreed. Selectman Ferris seconded the motion and all were in favor.

**Other Business (Board reports):**

Selectman Hiland said the Planning Board held a public hearing on ordinance amendments. All were approved and they will move forward to the warrant for approval at town meeting.

The Capital Improvement Plan committee met. It was productive. A plan was drafted for the roads. It was agreed that \$30,000 will be added to the Highway Capital Reserve Fund each year to fund that plan. A new capital reserve will be created to fund the town's portion of fixing the Drake Hill Bridge after receiving state aid of 80%. The Committee figures \$10,000 per year will cover the town's portion.

Selectman Hiland forwarded Conway Fire Chief's contact information to the manager of Huttopia, formerly Pine Knoll Campground.

The NH Municipal Association has on their action policy, a bill before legislature on the delinquent tax collection of mobile homes. Albany wrote them a letter requesting they look at this issue.

Selectman Hiland would like to get a quote from Road Agent, Curtis Coleman, the cost for winter road maintenance on the Fish & Game property.

Selectman Hiland would like permission from the other Board members to contact Town Counsel to see where he is at with the farmer's management

contract. Both Selectmen agreed Selectmen Hiland could contact Town Counsel.

Selectman Hiland said the NH Municipal Association contacted him and would like to profile him in their September/ October edition of Town and City. Selectman Hiland would like the profile to include all of the Selectmen and the Town Administrator as we work as a team.

Selectman Hiland contacted Veronica at Notchnet. They are not capable of video recording meetings. She would be happy to work with anyone that wanted to connect the videos to our website.

Selectman Hiland noted the video company from Maine has a good reputation and would cost the town \$3,000 per year, including equipment. Selectman Ferris made a motion to create a warrant article to approve video recording. Selectman Hiland would like to wait because Steve Knox is going to contact Ed Comeau of governmentoversite.com to see what he would charge. Selectman Hiland said he would agree to place an article on the warrant for videoing meetings. Chairman Ryan agreed as well.

Selectman Ferris is attending a School Board budget meeting this evening.

Selectman Ferris said after looking through his notes, the Selectmen previously discussed separating farmland and forestland through a warrant article. Selectman Hiland suggested a warrant article to authorize the Conservation Commission to manage forestland as well as farmland. Selectman Ferris felt it would be prudent. Chairman Ryan thought this should have been posed to Conservation Commission Chair, Rob Nadler. She went on to say she was sure the Conservation Commission would be happy to have everything cleared up.

**Correspondence:** None

**Public Comment:**

Steve Knox told the Selectmen there does not appear to be a drop in interest in the video of Albany meetings. He was surprised to see that the Planning Board videos are most viewed. The rough average is over 100 views per month.

June Johnson told the Board they are doing a good job, covering a lot of areas and doing it well.

CR\_\_\_\_  
RH\_\_\_\_  
JF\_\_\_\_

Selectman Hiland thanked the Planning Board for their efforts on behalf of the Board of Selectmen.

**NonPublic Session RSA 91-A:3 II (a) & (c):**

At 5:52 p.m. Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Hiland seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 6:18 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

**Adjournment:**

At 6:20 p.m., Selectman Ferris made a motion to adjourn, seconded by Selectman Hiland and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator