

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
 July 12, 2017**

Call to Order: At 7:02 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 excused
 Public: Dorothy Solomon and Steve Knox

New Business:

- **Approval of the July 5 minutes:** Selectperson Ryan made a motion to approve the July 5 minutes as submitted, Selectman Ferris seconded the motion and all were in favor. (3 – 0)
- **Approval of the July 5 non-public minutes:** Selectman Ferris made a motion to approve the July 5 minutes as submitted, Selectperson Ryan seconded the motion and 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	\$7,114.89
Approved one septic design	Map 3 Lot 38
Sign NH DRA Inventory Form	
Sign Insurance change form	
Review WMNF emergency call Report from Chief Solomon	

Town Administrator's Report:

- **Moulton Property** – clean-up will begin soon, they are taking inventory of all vehicles. If exempt from title they can have removed. They are also looking into removing a few abandoned trailers. – Selectman Hiland suggested that they remove all junk and unregistered trailers and vehicles.
- **An Albany resident requested that a community bulletin board be placed in hallway.** Selectmen agreed to have Town Administrator pick one up and mount on wall in hallway.
- **Conway Household Hazardous Waste Day** is Saturday September 23, 8:00AM to 11:30AM at the Conway Transfer Station.
- **WEB Site** – Veronica is working on fixing error messages, creating a few new pages and creating access for the Planning Board secretary to be able to update Planning Board information.
- **Review of tax deed list from 2014:**
 - Map 10 Lot 16** – we have no information relating to this property.
 - Map 7 Lot 42** – usually pays before deed date as it is his mother's home.
 - Map 7 Lot 115** – in negotiations with Tin Mountain to sell.
 - Map 6 Lot 65** – he emailed on 7/11 and is negotiations to sell property.
 - Map 6 Lot 153** – made \$500 payment on 7/12 and will pay balance by August 2.

The balance of list are properties in Piper Meadows.
Impending deed notices will be sent out next Wednesday.
Deeding date will be August 30 which will be addressed in the next few weeks.
- New parking/violation tickets are working well with several already being issued by the Sheriff's Deputies and returned paid by the violators. They have already paid more than the cost of printing.
- Selectmen commented on the nice flowers that Kathy had planted in the flower pots by the Town Hall entrance doors.

Appointments: None

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 – no action taken.
- Generator purchase/grant – will get prices.
- Planning Board appointees – there are two openings.
- 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 – no action taken.
- Meeting in Wonalancet – will be scheduled for the fall
- Dedication of the Annual Town Report – no action taken.
- TAN application – in process, waiting for auditor. Should have audit by next Tuesday 7/18 – checking account balance is still in good shape for this month for July.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road- no action taken. **We will notify Janice Ramaska when this is scheduled for a Selectman's meeting.**
- Meeting with Tom Wagner, his replacement, Conway Fire Chief Solomon and Conway Village Fire District Commissioners- the Town Administrator will follow up with Tom. – being set-up.

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- no response yet.
- One Wheel Drive cleanup– in process with Health Officer.
- Route 16 Moulton property/camp ground – Certified letter sent - junk cars, trucks and campers clean-up—extended until 7/28 – see Town Administrator's report.
- Bald Hill Road Munro- in process with Health Officer.
- Town computer vulnerabilities – Computer Port scheduled 7/13 – tomorrow.

Other Business (and Board reports):

Planning Board – Rick- Monday's meeting was spent working on house cleaning mistakes in Zoning Ordinances.

Conservation Commission – Cathy – Next meeting 7/18 at 6PM

School Board – Joe – Conway is talking about moving the 6th grade to the middle school.

Other: Chairman Hiland – get together at Huttopia on Friday 7/7 went well and had good attendance from Albany. They have done a very nice job on their campground.

Chairman Hiland read aloud an E-mail letter of concerns from Janice Ramaska, Secretary of the Johnson Development regarding the request of the Mountain Meadow Riders Snowmobile Club to utilize the closed portion of Passaconaway Rd. The Town Administrator will reply to Janice to acknowledge receipt, letting her know that the Selectmen have some concerns as well and that we will let her know if and when it will be

discussed at a future meeting with them so that representatives of the Johnson Development can attend if they wish.

Correspondence: E-mail letter from Johnson Development Secretary, Janice Ramaska.

Public Comment:

Dorothy Solomon has asked the Conway Daily Sun if they could do a story on Albany's new neighbor, HUTTOPIA. The Selectmen thanked her.

Steve Knox asked if the July 5th non-public minutes were sealed, Chairman Hiland informed him that they were not and that they were available for him to see at the end of the meeting.

Steve Knox also asked Selectman/School Board Member Joe Ferris about the discussion in Conway about moving the 6th grade into Kennett Middle School with the 7th & 8th grades, how it will affect Albany students, will it allow Conway to close an elementary school to save money and the potential future cost to Albany taxpayers. Selectman/School Board Member Joe Ferris said that it had just been brought up for discussion with the Conway School Board and that it is too early to know any answers to Steve's questions but the questions were good ones that would need to be asked.

Next Meeting: July 19 at 5 PM

Adjournment: At 7:44 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor. (3 – 0)

Respectfully Submitted,

Rick Hiland
Acting Secretary