

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 19, 2017**

Call to Order: At 5:02 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance: All present joined in.

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding - excused

Public in attendance: Alton Burnell, Mary Sweezey, Dorothy Solomon and Steve Knox

New Business:

- **Approval of the July 12 minutes:** Selectman Ferris made a motion to approve the July 12 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	\$26,262.00
Approved two septic design	Map 9 Lot 154 Map 3 Lot 38
Approval of Town Hall Rental	7/22/17 1 – 5 PM

- **CVFD – Fire Chief re-inspected our Town Hall, signed off on the list of faults from 2015 and issued a Certificate of Assembly for up to 160 people and a current oil burner permit.**

Town Administrator’s Report: None

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 – getting price quotes.
- 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 – **Chairman Hiland spoke to Auditor today and we should have a draft report on the portal within 24 hours per phone conversation. 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. **Chairman Hiland responded to Janice Ramaska via email explaining that the Select Board has concerns as well and that she will be notified if and when the Club comes before the Select Board so they may be able to attend.**
- 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
- Bald Hill Road Munro- in process with Health Officer.

- Town computer vulnerabilities – Computer Port scheduled 7/13 – no report yet.

Other Business (and Board reports):

Planning Board – Rick- next meeting August 14 at 7PM.

Conservation Commission – Cathy – Meeting 7-18 - scheduled a work party on August 12 starting at 9 AM – they need 4-8 people – trails are all in good shape. Chairman Hiland passed on some info to Cathy regarding a NH grant opportunity for the commission to look into.

School Board – Joe – Conway is talking about moving the 6th grade to the middle school and SAU Budget Meeting scheduled for July 24 and encouraged people to go.

Other Business:

Chairman Hiland – Spoke with Chief Solomon today on the phone regarding the emails that we received from him today. See correspondence below. The Selectmen all agreed that we would support his efforts with this legislation. They also discussed the Kancamagus Highway meeting as well as inviting Chief Solomon to the September NH Reps meeting we are planning. See below.

Chairman Hiland – reported that SB 38 has been signed by the Governor and allots an additional \$30 million dollars to be distributed to municipalities in additional road grants but the money requires a public hearing by the Town and must not be used to reduce taxes and must be spent directly on needed road repairs. Funding is supposed to be available to Towns by July 28.

Chairman Hiland – suggested that we hold another Town Hall meeting with our State Representatives sometime in the middle of September. First day to file LSRs for 2018 session is September 6th and last day is September 22nd. It would be good to meet with them to see if we can encourage them to look out for Albany NH. Chief Solomon will be invited along with other Towns (that share our NH Reps) as we did for the last meeting to attend. We will contact them and set up meeting & time.

Chairman Hiland – reported on his conversation with Town Counsel regarding the Conservation Fund and the Albany Party Group liability concerns and followed up by sending information that he found on the issues to Town Counsel. Town Counsel will respond in writing after he researches the issues and make recommendations.

Chairman Hiland – also is recommending that the Selectmen work on a Town Report Check List so that future additions of the Albany Town Report will contain all the required information by statute and any other information

pertinent to the taxpayers and residents of the Town. All Selectmen agreed and will work on it for the 2018 edition.

Correspondence:

Chief Solomon E-mail regarding proposed legislation he is writing to allow Towns to get reimbursed from the NH Fish & Game search & rescue account. The NH F&G Dept. is charged with responsibility of funding search & rescue throughout the State of NH and should be paying the costs, all the costs.

Chief Solomon E-Mail regarding a meeting being called to discuss emergency response issues on the Kancamagus Highway to be held on August 9 at 11 AM at the Russell-Colbath House in Albany.

Public Comment:

Alton Burnell - from 17 Town Hall Road has an issue with storm water run-off from Town Hall property doing damage to his driveway. Selectmen will inquire with Town Road Agent to determine what the problem is and if it can be remedied.

Mary Swezey – from 1335 Passaconaway Road – explained the September 30, 2016 letter she wrote to the Cemetery Trustees regarding information about available High Street cemetery burial plots and the November 3, 2016 letter that she wrote to Selectmen concerned about no response from her first letter to the Cemetery Trustees. She is looking for the most current layout of the High Street Cemetery with available burial plots listed, cemetery rules & regulations, prices for various burial plots, and application forms to be filled out by her so she may purchase the desired burial plots for her and her husband. The Selectmen will look into resolving this issue.

Steve Knox - reported as NCC /CEDS Albany Representative – last meeting discussion involved resilience and sustainability in the north country. A good discussion ensued.

Next Meeting: July 26 at 5 PM

Adjournment: At 6:20 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor. (3 – 0)

Respectfully Submitted,

Rick Hiland
Acting Secretary