

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
June 28, 2017

Call to Order: At 4:05 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 Vizard

Public: Dorothy Solomon, Steve Knox, Rob Nadler, Greg DiSanto, Jennifer Reczek, John Kamb and Curtis Coleman.

New Business:

- **Approval of the June 21 minutes:** Selectperson Ryan made a motion to approve the June 21 minutes as submitted, Chairman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectperson Ryan made a motion to approve the consent file as submitted, Chairman Hiland seconded the motion. Chairman Hiland made a motion to remove one abatement approval for Map 2 Lot 3, Selectperson Ryan seconded the motion and all were in favor. A vote was taken on the consent file as amended and all were in favor.

Signed checks	\$67,900.03
Approved one building permit	Map 8 Lot 53
Approved one abatement	Map 9 Lot 136
Denied one abatement	UTIL-POLE

Town Administrator's Report:

A call was received from the executor of Rick Moulton's estate, his daughter, Sabrina. She is following up on a violation letter she received. She lives in South Carolina, has three children with another child on the way. Sabrina hoped to rebuild her father's property to what it used to be when she was a child, but it's not a reality for her at this time. She is contacting companies to remove the vehicles and equipment from the property. She intends on selling the property. Sabrina is requesting more time to clean up the property. The Selectmen agreed Sabrina can have 30 more days in order to comply with their letter of violation.

The Town Administrator is working to complete the necessary paperwork in order to receive the grant funds for the panic hardware installation on the town hall doors.

The auditor is still finishing up the financial statements and report. The Tax Anticipation Note will be applied for once received.

The Conservation Commission Association does offer a few educational classes. However, two of them have already passed in May. The annual meeting and conference is to be held in November.

Appointments: Jennifer Reczek (NHDOT Project Manager), John Kamb (USFS Engineer), Curtis Coleman (Road Agent) and Greg DiSanto (North Country Council): 4 PM

The Selectmen explained the current condition of Passaconaway Rd. and their desire to repair it. Road Agent Curtis Coleman explained the unique issues Passaconaway Rd. has. The logging operation is due to be complete this fall. Jennifer Reczek explained the Federal Lands Access Program (FLAP) and how the application and approval process takes place. Currently, there is about \$500,000 left in the fiscal years 2018-2020. There has already been a "call for projects" that closed in October 2016. Another "call for projects" may go out next spring. FLAP is a reimbursement program, so the town would have to put the funds up front. The town's match is approximately 17% of the project. Curtis Coleman is putting together a plan and has an engineer working on it. He will break it down into phases. Rob Nadler suggested the Forest Service should take care of the whole project. John Kamb thought the Forest Service could take care of it, but it would be like a federal agency applying for federal grants. It may not comply with their program. Curtis will be in touch with John Kamb to collaborate on the project.

Jennifer will be consulted with along the way as well. The Select Board thanked everyone for attending the meeting today.

Old Business:

- Albany Selectmen business roundtable – Chairman Hiland is working on it.
- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – Chairman Hiland would like to look into getting a grant this year as federal funding is being cut and this grant may not be available next year. The Selectmen could move money within the budget to pay for a generator that would suffice.
- Planning Board appointees – The Planning Board recommends Sean Wadsworth be appointed as full voting member of the Planning Board. Selectperson Ryan made a motion to appoint Sean Wadsworth to the Planning Board as a full voting member, Selectman Ferris seconded the motion and all were in favor. Chairman Hiland would like a letter of thanks sent to Sean for his volunteerism and to notify him of his appointment.
- 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.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road- 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- no response yet.
- One Wheel Drive –update- cleanup in process.
- Route 16 Moulton property/camp ground – Certified letter sent - junk cars, trucks and campers clean-up-Selectmen authorized a 30 day extension to comply with letter of violation.
- Bald Hill Road Munro- cleanup in process.
- Town computer vulnerabilities – Computer Port scheduled 7/13

Other Business (and Board reports):

Planning Board – Rick- work session consisted of working on the ordinances.

Conservation Commission – Cathy – nothing to report but the next meeting will be on July 18 rather than July 11. The Town Administrator will change the video schedule.

Chairman Hiland spoke with Conservation Commission Chairperson, Rob Nadler. The farmer's contracts have been drafted and he is in the process of having the farmers sign them and submit updated insurance certificates specifically naming Albany as additionally insured.

School Board – Joe – nothing to report.

Other: Chairman Hiland would like the Town Administrator to use a town credit card rather than the bank debit card she currently uses. A credit card would be more secure. He asked the Town Administrator to contact the bank.

Chairman Hiland attended the Eastern Slope Airport Authority quarterly meeting. There were problems with a project at the airport. It is still not complete. The low bidder was chosen for the project and Chairman Hiland thinks this will end up in court.

The Airport Authority will hold their annual meeting and barbeque on August 18. Everyone is welcome to attend.

Chairman Hiland noted Primex replied regarding liability coverage for the Albany Civic Group and Party Group. They are not covered under Albany's liability policy. He would like to consult with town counsel to see if something can be done to cover these two worthy groups. They do good things for the town.

Chairman Hiland discussed pertinent legislation that has been voted on in the NH legislature.

Steve Knox added he heard the Croydon bill passed allowing municipalities without schools to send their students to private or non-secretarial schools. Albany would have the option to send students to Waldorf, Robert Frost or Fryeburg Academy.

Chairman Hiland announced upcoming educational opportunities through the NH Municipal Association.

Chairman Hiland thanked the Town Administrator for forwarding welfare emergency instructions to the Select Board. It may come in handy if Kathy is out of the office.

RH____
CR____
JF____

Selectman Ferris is curious about the forest road Pete Howland, Cersosimo Lumber, spoke of last week. He would like to know how these roads become established. Do they have to receive town permission? They intersect our town roads and can cause damage. Chairman Hiland thought those questions and concerns should be brought up at the meeting with Tom Wagner and his replacement.

Chairman Hiland would like to schedule a nonpublic session next week to discuss semiannual billing and other employment issues.

Correspondence: Carroll County Annual Report, Wonalancet Newsletter, Letter from Department of Safety regarding the grant Albany applied for in the name of Conway Village Fire District

Public Comment:

Steve Knox concurred with the Board's sentiment to have Tom Wagner's replacement attend the Selectmen's meeting when scheduled. He can be brought up to speed with Albany's issues.

Next Meeting: July 5 at 5 PM

Adjournment:

At 6:02 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator