

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-Amended Albany, NH**

**May 17, 2017 5:00 p.m.**

**Members present:** Rick Hiland, Cathy Ryan and Joe Ferris

**Town Administrator:** Kathy Vizard

**Public:** Dorothy Solomon and Nancy Mayville

**Call to Order:** At 5:00 p.m., Chairman Hiland called the Selectmen’s meeting to order.

### **Pledge of Allegiance:**

### **Appointments: Nancy Mayville**

**(NHDOT Municipal Highways Engineer):**

Nancy gave the Selectmen an overview of the parameters of what makes a bridge red listed and how the state program for bridge aid works. Although the program funds 80% of the cost to fix/replace a bridge, the town may be responsible to pay 100% out of pocket and then be reimbursed the 80%. The 80% reimbursement would take place at certain intervals through the project.

### **New Business:**

- **Approval of the May 10 and May 13 minutes:** Selectman Ferris made a motion to approve the May 10 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor. Selectman Ferris made a motion to approve the May 13 minutes as submitted, 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>\$ 52,452.31</b>
<b>Approved one pistol permit</b>	
<b>Approved amended septic design</b>	<b>Map 6 Lot 49</b>
<b>Signed letter of violation</b>	<b>Map 3 Lot 30</b>

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

The Town Administrator has begun the application process for the tax anticipation note (TAN). She would like direction from the Board as to how much to apply for. The Board agreed on \$800,000.

The flags for veteran's graves have been ordered and will be placed before Memorial Day.

Planning Board books have been ordered for the new Planning Board members.

The Town Administrator will draft a letter to the owner of 5 Moulton Drive regarding old vehicles, campers, boats and other debris that constitutes a junkyard. She would like to get an inventory of the property from the prior Health Officer who has been on the property.

The panels on each side of the office entry way have been replaced.

Chairman Hiland would like to meet with Josephine Belleville from the Department of Revenue (DRA). She wrote the recommended changes to the assessing contract. Jason Call, Albany's assessor should be at the meeting as well to discuss.

Phil Bodwell, DRA appraiser supervisor, visited the office. He and Brenda Pabon, DRA appraiser, will be overseeing Jason's work throughout the year.

The NH State Fire Marshall came in to look at the building permit application submitted by Hutttopia. There are state code violations that need to be remedied before they can open.

Heidi Lawton, NH Homeland Security came to the office to inform the town of the different ways the EMPG grants may be used. The grant that the town already applied for should be approved soon. It will cover 50% of the cost to put panic hardware on the town hall doors.

**Old Business:**

- Chief Solomon's recommendations – no action taken.
- Albany Selectmen business roundtable – no action taken.
- Red listed bridges – waiting on NH DOT estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Review Fish & Game contract – no action taken.
- Generator purchase/grant – no action taken.
- Planning Board and ZBA appointees – one Planning Board alternate and one Zoning Board of Adjustment member are needed.
- 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 – discussed pros and cons of rumble strips.
- Meeting with Forest Service and North Country Council – waiting on Tom Wagner USFS -
- Procedure for signing documents out of session – Joe submitted his draft for discussion. It was decided not to add the procedure to the Rule of Procedure. All Selectmen will receive a phone call when asked to come in to sign documents.
- Policy for enforcement of road violations & fines – review by Town Counsel – Joe- a public hearing is not necessary but a good practice according to NH Municipal Association's legal team. An ad will be placed in the paper for a public hearing on road violation enforcement and fines and videoing of meetings.
- Policy for videoing of meetings – Rick – a public hearing will be held.
- Meeting in Wonalancet – waiting to schedule. The Tamworth Selectmen would like to attend also.
- Dedication of the Annual Town Report – no action taken.
- TAN application – see above- in process.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – Chairman Hiland would like input from Road Agent, Curtis Coleman
- Signs on Passaconaway Rd. –No outlet- 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-look for other companies.
- NH DOT Drake Hill Road Bridge estimate status-won't hear for a few months.
- EMPG grant status-should hear if approved soon.

- Town Hall main entrance side panel replacement and repairs-complete.
- Electrician – for Chief Solomon list electrical issues and the generator hook-up-the electrician has ordered parts and will begin the work when they come in.
- 1 Wheel Drive –update-nothing
- Route 16 Moulton property/camp ground – junk cars, trucks and campers clean-up letter-being drafted.
- Bald Hill Road Munro-update-nothing
- NH DRA – April 14 Contract review letter - recommendations to assessor's contract-invite DRA and assessor to a meeting.

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

#### **Planning Board – Rick- none**

**Conservation Commission – Cathy-** the farmers are waiting for the final contract from the town attorney. Different farming issues were discussed. Problems arose from dogs running through the farms. Signs are to be placed. The Conservation Commission is requesting a policy to be approved by Selectmen allowing boards and commissions to accept a dollar amount as a gift without the Selectmen's direct approval

#### **School Board – Joe-none**

**Other:** Rick- Farmer's contract update-recommendations from town counsel as well as Primex have been added to the farmer's contract. It has been sent to Conservation Commission Chair, Rob Nadler to distribute to the farmers. Rick- proposal regarding accepting small gifts-. Chairman Hiland spoke with town counsel and agreed that \$200 will be the maximum allowed gift.

Rick- meeting with Curtis and Forest Service Engineer regarding the Covered Bridge and program to fix Passaconway Rd.-the Forest Service Engineer told Chairman Hiland and Curtis they cannot place a barrier before the Covered Bridge. There are no parameters to follow, so it would be out of line. The engineer gave Curtis suggestions for signage to protect the bridge.

Rick-meeting with three member committee that approves funding for the program to fix Passaconaway Rd.-the Forest Service Engineer also discussed Passaconaway Rd. He gave Chairman Hiland contact information for the people who oversee the federal lands access program (FLAP). Passaconaway Rd. would qualify as an access road to federal lands. Funding may be available to help fix the road. Chairman Hiland would like North Country Council to be involved with this.

Discuss town computer vulnerabilities-Chairman Hiland thought it would be prudent to have Computer Port in to evaluate the security of our network and then come to a meeting to report on it.

**Correspondence:** Proposed changes to the Conway Solid Waste Ordinance

**Public Comment:** Dorothy Solomon asked that no parking signs be placed at the bottom of Moat View Drive as well as on the Kancamagus Highway at the bottom of Moat View Drive. It is very dangerous.

Dorothy asked the Board if they intend on charging rent for the town hall for gatherings such as the annual turkey dinner. It benefits Albany residents. Chairman Hiland's concern is for liability and thought maybe a rider could be added to the Town's policy to cover these events.

**Next Meeting: May 24 5 PM**

**Adjournment:**

At 7:17 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator