

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 May 3, 2017

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Excused: Town Administrator, Kathy Vizard

Public: Steve Knox, Dorothy Solomon, Fire Chief Steve Solomon, CVFD Commissioner Mike DiGregorio

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

Pledge of Allegiance: All joined in reciting the Pledge

Approval of consent file: None

New Business:

- **Approval of the April 26 minutes:** Selectman Ferris made a motion to approve the April 26 minutes as presented, Selectman Hiland seconded the motion. With no discussion or changes to the April 26 minutes, Chairman Hiland called for a vote on the motion to approve the minutes as presented. Selectperson Ryan abstained. Selectmen Hiland and Ferris were in favor. (2 – 0 - 1)
- NHMA has asked for Towns to update their officials lists for the 2017-18 New Hampshire Municipal Officials Directory – placed on follow-up list

- Letter from NH DRA dated April 14 after review of our assessing contract made 5 recommendations to be included in our contract – placed on follow-up list
- NH HB 329 regarding the aftermath of all the Towns who postponed elections and Town Meetings due to the nor'easter snow storm on March 14. The legislation gave a procedure for municipalities that felt they needed a legislative remedy to accept the results they may utilize this procedure. Selectman Hiland contacted Town Counsel who did not find it necessary to go through this procedure and left it up to the decision of the Selectmen. Selectman Hiland also contacted Town Moderator, Ed Alkalay and received the same answer. Both felt that the NH Statute that the Town followed was pretty self-explanatory and sufficient to deal with the storm and postponement. After some discussion Selectman Ferris made a motion to *bypass having a public hearing to accept the 2017 Town Meeting and election results*. The motion was seconded by Selectperson Ryan. With no further discussion, Chairman Hiland called the motion to a vote and all were unanimously in favor. (3 – 0)

Town Administrators Report:

- Selectman Hiland announced that the Selectmen have been taking turns manning the Selectman's Office and providing coverage to keep it open all week in the absence of our Town Administrator.
- The new parking tickets have arrived and have been given to the Sheriff's Dept.
- Colin Preece from the Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road that is closed for the winter months for a snowmobile trail as part of what they are negotiating with the USFS and other land owners. Further discussion is needed on this with the Road Agent and also on Town liability and possible damage to the road surface if a hard packed base is not maintained.

Appointments:

Fire Chief Steve Solomon and CVFD Commissioner Mike DiGregorio - for preliminary discussion on renewing our fire and ambulance contract which expires on December 31, 2017.

Discussion involved various calculations on costs; costs of operations have increased over the past 2 years; Selectmen received a 2018 Contract Renewal information sheet with calculations; discussion followed regarding the costs of all the medical, rescue & fire calls to the USFS and their campgrounds & trails which Albany should not have to pay for nor should Conway Village but we do; it was agreed that Albany & CVFD should discuss this further with the USFS at a future

date TBD; the proposed new contract price is \$130,000; Selectman Hiland asked if they would be amenable to getting into a progressive 3 year contract and there was interest, Steve and Mike said they would get back to us on a 3 year contract with numbers for further discussion; Selectman Hiland also offered to assist Chief Solomon with any grants that could be applied for on behalf of Albany to help in keeping fire department costs down which will also help the Town of Albany with its contract costs in the future; Selectman Hiland asked if they would like to attend our next meeting with the USFS and all agreed; we will notify them when the meeting is scheduled. The Selectmen all thanked Steve and Mike for coming and all agreed to keep the lines of communications open. Steve and Mike also mentioned that there is dumping of garbage and debris behind the houses along the railroad tracks by the Middle school that border Albany Town Forest land that we should be aware of. The Conservation Commission will be notified about this to follow-up.

Old Business:

- Chief Solomon's recommendations - no action taken - waiting on EMPG grant on crash door upgrade & scheduling contractor for electrical.
- Albany Selectmen business roundtable – in planning process.
- Red listed bridges - no action taken - in process – need follow-up.
- Semi-annual billing - no action taken.
- Fiscal year budgeting - no action taken.
- Review Fish & Game lease contract-no action taken - waiting on Conservation Commission to arrange walk around of the site with Select Board and F&G officials.
- Generator purchase/grant – waiting on electrician to install connection - no action taken.
- Planning Board, ZBA still need to fill positions – volunteers still needed – 2 full members & 2 Alternates on Planning Board, 1 full member on ZBA.
- Discuss the possible future establishment of a Heritage Commission – waiting on Albany Historical Society - no action taken.
- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028- do we want annoying rumble strips removed from specs? - no action taken.
- Meeting with Forest Service and North Country Council regarding possible Passaconaway Road grant, Passaconaway road damage from logging operation, Albany Covered Bridge barrier, calculations on

- payments made to Town & Schools by USFS, – waiting on Tom Wagner to get back to us – needs follow-up to him.
- Procedure for signing documents out of session – Selectman Ferris – draft in process - no action taken.
 - Policy for enforcement of spring road closing, violations and fines – Selectman Ferris – contacted NHMA legal to review draft - draft was presented and discussed – needed a couple of additions and was discussed further. It was decided to send draft to Town Counsel for comment.
 - Policy for videoing of meetings – Selectman Hiland – discussion of draft covered everything and will be discussed further at the next meeting.
 - Meeting in Wonalancet-waiting on their schedule - no action taken.
 - Dedication of the Annual Town Report - the Board recommends a three person committee to research possible dedications, thank you to volunteers, Citizen of the Year, etc. – no action taken.
 - TAN application - waiting on audit completion - no action taken.

Other Old Business: the Selectmen had discussion on the need for follow-ups on the following issues from previous meetings and to keep this concept on the agenda in the future:

- Steeple people – need them to look at any possible Chapel steeple roof leaks, structural damage and cost estimate to repair – **follow-up**
- NH DOT Drake Hill Road Bridge estimate status – **follow-up**
- Route 16 sign lighting problem/issue contact - – **follow-up**
- EMPG grant status – **follow-up**
- Town Hall main entrance side panel replacement and repairs – **follow-up**
- Electrician – for Chief Solomon list electrical issues and the generator hook-up – **follow-up**
- 1 Wheel Drive – fire debris clean-up letter – **follow-up**
- Route 16 Moulton property/camp ground – junk cars, trucks and campers clean-up letter – **follow-up**
- Bald Hill Road Monroe property junk trailer clean-up letter – **follow-up**

Other Business (Board reports):

Other : Steve Know reported on his call-in proposal to add to the live streaming of meetings to further participation by the public. There was further discussion and the Selectmen took it under advisement for future consideration.

RH____
CR____
JF____

School Board - Selectman Ferris – Sara Knox has been chosen as Chairperson of the School Board, Joe Ferris has been appointed to the SAU 9 Budget Committee as Albany’s representative

Conservation Commission - Selectperson Ryan – next meeting May 16

Planning Board - Selectman Hiland – Tara Taylor has chosen as Chairperson and Adrian Simons as Vice Chairman. We have received 5 applications from the ad in in the Daily Sun for secretary and they are currently being interviewed. Next meeting is May 8 at 7PM.

Correspondence: Chairman Hiland read several items of correspondence that was received by the Town during the previous week.

Public Comment:

Dorothy Solomon asked if a Neighborhood Watch type program was still being considered. Answer yes.

Next Meeting:

May 10 at 5PM in Town Hall Conference Room

May 10 at 7PM combined meeting with all Town representatives, boards and commissions

Adjournment:

At 6:50 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
Select Board Chairman / Acting Secretary