

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 10, 2017

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
Town Administrator: Kathy Vizard
Public: Steve Knox and Dorothy Solomon

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

Pledge of Allegiance:

New Business:

- **Approval of the May 3 minutes:** Selectman Ferris made a motion to approve the 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. Town Administrator, Kathy Vizard asked the Board to amend the file to add, review two letters from the Health Officer to property owners and one e-mail reply regarding the letters. Selectman Ferris made a motion to amend the consent file to add the three documents for review, Selectperson Ryan seconded the motion and all were in favor. A vote was taken and all were in favor of approving the consent file as amended.

Signed checks	\$ 139,996.32
Approved requests for leave	
Approved MS-535	Auditor’s State report

Approved 4 building permits	Map 6 Lot 48
Approved 3 building permits	Map 9 Lot 6 Map 6 Lot 1 Map 6 Lot 45

- Chairman Hiland would like to draft a letter to the Town of Conway requesting permission for Albany to place a sign or two on Passaconway Rd. signaling to trucks that the road is not a through way. Curtis Coleman, Road Agent should be contacted for his input.
- The Board will meet on Saturday on Passaconaway Rd. to measure and inspect the road for damage. A report will be kept for future damage to the road.
- **MWVEC Representative re-appointment** – Sara Knox (also need an Alternate Representative): Selectman Ferris made a motion to reappoint Sara Young-Knox as Albany representative to the Mount Washington Valley Economic Council and Steve Knox as an alternate. Selectperson Ryan seconded the motion and all were in favor.
- **Planning Board alternate appointment**-Selectman Ferris made a motion to appoint Sean Wadsworth as an alternate to the Planning Board, Selectperson Ryan seconded the motion and all were in favor
- **Planning Board Secretary**-Selectman Ferris made a motion to hire Chelsea Tripp as Planning Board Secretary, Selectperson Ryan seconded the motion and all were in favor.
- **Office closing**: Selectperson Ryan made a motion to close the Selectmen’s office on Friday, May 12 at 10:30 a.m., Selectman Ferris seconded the motion and all were in favor.

Town Administrator’s Report:

The Town Administrator updated the Albany town officers on the NH Municipal Association website.

Granite State Glass is scheduled for Monday to install the side panels on the town office door.

The EMPG grant is in process. The final paperwork has been mailed. Albany should be notified soon if approved.

The Town Administrator spoke with Nancy Mayville, NHDOT Municipal Highway Engineer regarding the application for the bridge aid estimate. Nancy informed Kathy that the town is responsible for funding 100% of the bridge project and the state would reimburse Albany 80%. The Board would like more information and something in writing.

Curtis Coleman, Road Agent, has been notified of problem areas on the roads.

Dave Dascoulias has ordered parts for the electrical work to be done.

The Steeple company has been contacted to set an inspection.

The Town Administrator is in the process of drafting a letter to the owner of Map 3 Lot 30. She will consult with the prior Health Officer for an inventory of junkyard materials that remain on the property to be included in the letter.

Sheila Gormley is Albany's contact to place flags on the graves of veterans in the Albany cemeteries. A message has been left for her to contact the office.

The light on the billboard just south of Perm a Pave will be shut off and redirected.

White Mountain Waldorf School called. They are renewing their license to operate and will schedule an inspection of the school with the Health Officer.

The Department of Revenue has hired a new appraiser and will visit the office next Wednesday along with her supervisor.

The Department of Revenue has submitted suggested additions to Albany's contract with Northtown Associates. The Selectmen would like an addendum to the current contract to include the suggestions.

Appointments: None

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 – ZBA members 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 – no action taken.
- Meeting with Forest Service and North Country Council – waiting on Tom Wagner USFS – no action taken.

- Procedure for signing documents out of session – Joe-may need public hearing.
- Policy for enforcement of road violations & fines – review by Town Counsel – Joe-may need public hearing.
- Policy for videoing of meetings – Rick – may need public hearing.
- Meeting in Wonalancet – waiting to schedule- Tamworth Selectmen would like to attend.
- Dedication of the Annual Town Report – no action taken.
- TAN application – Audit complete. Application may move forward.
- 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
- NH DOT Drake Hill Road Bridge estimate status
- Route 16 sign lighting problem/issue contact- complete.
- EMPG grant status – waiting for final approval
- Town Hall main entrance side panel replacement and repairs - scheduled
- Electrician – for Chief Solomon list electrical issues and the generator hook-up- Electrician will schedule a time.
- 1 Wheel Drive – fire debris clean-up letter-letter sent by Health Officer
- Route 16 Moulton property/camp ground – junk cars, trucks and campers clean-up letter-letter to be drafted.
- Bald Hill Road Monroe property junk trailer clean-up letter- letter sent by Health Officer.
- NHMA has asked for Towns to update their officials lists for the 2017-18 New Hampshire Municipal Officials Directory – placed on follow-up list- complete.
- NH DRA – April 14 Contract review letter - recommendations to assessor’s contract-will contact the Assessor for an addendum

Other Business (and Board reports):

Planning Board – Rick- The new secretary was in and she was informed of her duties. The new alternate, Morris West participated in the meeting.

Chairman Hiland would like to know if a three year or five year Contract with the auditor might save the town some money.

The auditors asked Chairman Hiland questions regarding the Selectmen’s oversight of the budget, fraud suspect and internal

controls. Chairman Hiland thought the Selectmen should view the budget monthly.

Chairman Hiland would like to invite the Treasurer and Trustees of The Trust Funds to a meeting to see if there is anything the Select Board can do to help them do their jobs better.

Conservation Commission – Cathy- the next meeting is 5/16/17

School Board – Joe- the next meeting is in June

Other: None

Correspondence: None

Public Comment:

Steve Knox informed the Board of a meeting of the CEDS committee at the North Country Council in Littleton on 5/12.

Dorothy Solomon told the Selectmen there are missing no parking signs on Route 112 at the bottom of Moat View Drive and one missing no parking sign at the bottom of Moat View Drive.

NonPublic RSA 91-A:3 II (c):

At 6:10 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 6:19 p.m., Selectperson Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 6:20 p.m. it was determined that the minutes shall not be publicly disclosed. Selectperson Ryan motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Selectman Ferris seconded the motion and all were in favor.

Adjournment:

RH____

CR____

JF____

At 6:21 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