

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 24, 2017 5:00 p.m.**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Vizard - excused

Public: Dorothy Solomon, Steve Knox and Rick Munro

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

Pledge of Allegiance: By all present.

**Appointments: Rick Munro regarding the property on Bald Hill
Road to be cleaned up and the Health Officer letter.**

Rick Munro explained where they stood at this time and discussed the phone call he had with Chairman Hiland on Tuesday and explained that he went to the Probate Court with the letter he received from the Town and they gave him the latest document regarding the case. He also said the court said to get a copy of that letter to the current Attorney representing the family in the case. The Select Board also said that they would draft a letter to the current Attorney and include a copy of the Health Officers original letter with it. And explain that this matter needs to be addressed in the next 30 days. The Select Board agreed to work with Rick Munro in good faith to get this resolved and Rick Munro agreed and thanked the Select Board.

New Business:

- **Approval of the May 17:** Selectman Ferris made a motion to table the May 17 minutes until the next meeting as there were a couple of questions regarding content, seconded by Selectperson Ryan 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	\$ 866.00
Approve 2 Building Permits	Map 1 Lot 10 Map 8 Lot 51
Approve 1 Sign Permit	Map 6 Lot 57

Town Administrator’s Report: NONE - excused

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 – 2018 Town Meeting - no action taken.
- Planning Board and ZBA appointees – one Planning Board alternate and one Zoning Board of Adjustment member are needed. It was noted that due job constraints, Leah Valadares has resigned from the Planning Board but may be interested in the ZBO vacancy as it would take less time. Chairman Hiland said that there 3 full positions open on the Planning Board.
- 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 -
- Policy for enforcement of road violations & fines – review by Town Counsel – 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 – a public hearing will be held.
- Meeting in Wonalancet – waiting to schedule. The Tamworth Selectmen would like to be notified as they would like to attend also. Chairman Hiland extended this same option to meet with residents

- from Passaconaway Road area and also residents on Bald Hill Road area possibly at Tin Mountain?
- Dedication of the Annual Town Report – no action taken.
 - TAN application – in process – Chairman Hiland circulated an updated Excel Calculator for figuring the 2017 TANs costs to the Town.
 - Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – waiting on them –no action taken.
 - Signs on Passaconaway Rd. –No outlet- need follow-up with Curtis
 - No Parking Signs on the Kank and Moat View Dr. – need to notify NH DOT and Curtis.

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. – follow-up and call 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 – no word yet.
- 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- they have started to dismantle the burned out building.
- Route 16 Moulton property/camp ground – junk cars, trucks and campers clean-up certified letter-being sent.
- Bald Hill Road Munro-update- see above under “Appointments”.
- NH DRA – April 14 Contract review letter - recommendations to assessor's contract-invite DRA and assessor to a future meeting.
- 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.

Other Business (and Board reports):

Planning Board – Rick- discussion took place regarding the videoing of work sessions where the board is working on organizing files, file cabinets and sorting paper work from the past. It was decided that yes they should video the work sessions in order to be transparent. Also the knob on the video switch is broken and Chairman Hiland has ordered a replacement knob of better quality.

Conservation Commission – Cathy - there was a misunderstanding regarding the \$500 donation by the NEMBA and further discussion explaining the real issue. Selectperson Ryan made a motion to accept a donation of approximately \$500 from the New England Mountain Bike Association (NEMBA) consisting of materials for trail work, lumber, culverts, and any other materials needed to perform maintenance on behalf of the Albany Conservation Commission, seconded by Selectman Ferris. With no further discussion the vote was called with all voting in the affirmative.(3–0).

School Board – Joe – Joint School Board Meeting on June 9th, SAU 9 meeting on June 1st.

Other:

Rick - Protocol regarding accepting small gifts-. Chairman Hiland spoke with town counsel and agreed that \$200 will be the maximum allowed gift. Town Counsel contacted Chairman Hiland and said we would have that by Friday, May 26th.

Rick - meeting with three member committee that approves funding for the program to fix Passaconaway Rd.- Town Administrator contacted the NHDOT person and received an email back with some positive news that there may be some funds still left in the current fund. Town Administrator is in the process of setting up a meeting with NCC , NH DOT and LRRPC representative to give us some guidance on the process.

Joe – a resident approached him to float an idea regarding the Albany Covered Bridge – securely install significant cross beams at 8” height at both ends of the bridge and paint & make them look like they are part of the bridge structure. – idea is a real possibility and will be taken under advisement.

Joe – from our noticed meeting on Passaconaway Road on May 13th, something we forgot at the last meeting was the new structure on a camper and shed the left side of Passaconaway Rd heading toward the Covered Bridget. 3 lots back from the Johnson Development Rd. – Question for Code Officer was there a building permit applied for? Also did the Cersosimo logging people get a driveway permit for the additional road cut on the right hand side of road accessing the logging cut. There may be drainage issues there. They also screwed 3 signs to

CR____
RH____
JF____

tree along Passaconaway Rd. – should they have been put on posts??
Need to follow-up.

Correspondence: NONE

Public Comment: NONE

Next Meeting: June 7th at 5 PM (no meeting on May 31)

Adjournment:

At 6:15 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor. (3 – 0)

Respectfully Submitted,

Rick Hiland
Acting Secretary