

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  
 October 11, 2017**

**Call to Order:** Chairman Hiland called the Selectmen’s meeting to order at 5:03 p.m.

**Pledge of Allegiance:**

**Attendance:**

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

**New Business:**

- **Approval of the September 27 minutes:** Selectman Ferris made a motion to approve the September 27 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>\$22,682.34</b>
<b>Approved two building permits</b>	<b>Map 9 Lot 145 Map 3 Lot 7</b>
<b>Approved one timber intent</b>	<b>Map 6 Lot 128</b>
<b>Approved one septic design</b>	<b>Map 11 Lot 3</b>
<b>Approved one request for leave</b>	
<b>Reviewed fully executed contract with CVFD</b>	
<b>Reviewed NHDOT letter</b>	

<b>Reviewed final audit report</b>	
<b>Reviewed two letters from NHDES</b>	
<b>Reviewed Town Clerk's Motor Vehicle audit</b>	
<b>Reviewed budget</b>	

**Town Administrator's Report:**

Jennifer Reczek (NHDOT) reported that the FLAP call for projects closed last fall and there hasn't been a second call for projects. She suggested monitoring the website for any updates.

Chuck Henderson (Sen. Shaheen's office) contacted the other two representatives that oversee the FLAP program. They confirmed there hasn't been a second call for projects and also suggested monitoring the website.

Tony Hobbs (Rep. Shea-Porter's office) researched Albany's PILT reduction and got conflicting answers from four different departments. He spoke with Chairman Hiland about the Secure Rural Schools program noting that revenue should be reported by the school district and not associated with the town at all. Tony will continue his research and report back to the town.

Fire Chief, Steve Solomon was approached by Albany Fire Warden, Peter Carboni, who would like to step down from the position. Peter asked Chief Solomon if he would step into the position. Chief Solomon will meet with the Selectmen next week.

Dana Jones (WMOP) offered a heating oil price of \$2.14 per gallon and a propane price of \$1.49 per gallon. These prices can be locked in until the end of the month. Dana wrote that Albany saved \$450 last year by locking in the prices.

Chairman Hiland would like to meet with Dana to discuss the propane generator hookup and the tanks to supply it. Should the town get larger tanks and have them topped off every few weeks in the winter months? Or should the town get a tank to solely supply the generator.

Chairman Hiland would like to review and vote on the generator bids in mid-November and finalize its cost by adding in the cost to connect the propane to it.

The Town Administrator has signed up for the NHMA Annual Conference for November 15 and 16.

The State's motor vehicle and licensing software upgrade went smoothly with no glitches. Everything is up and running as normal.

**Appointments:** None

**Discussion: Letter of support for the Conway Bypass**

Chairman Hiland received a call from Representative Ed Butler. Ed asked for a representative from Albany to be present at the public meeting regarding the Conway Bypass tonight. Chairman Hiland told Ed he supports the bypass and would support drafting a letter as such. Selectman Ferris said he does not support the bypass. There are existing roads in New Hampshire that need maintenance. The money should be spent there. Selectperson Ryan agreed the current roads need to be maintained and the bypass has been on the agenda since 1967. She thought it should be kept on the horizon for discussion. The Select Board will express their individual opinions to Ed rather than write a letter of support.

**Old Business:**

- Albany Selectmen business roundtable – Chairman Hiland is planning the meeting for November. Scott Whigham of Almost There has agreed to host it.
- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – the Selectmen will vote on a bid in November
- Planning Board appointees – 2 Board openings
- 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.
- Dedication of the Annual Town Report – no action taken.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – no action taken.
- Town report checklist – was reviewed at the Board's work session. Chairman Hiland will amend.
- Cemetery records returned to town hall – Cemetery Trustees will meet on Saturday.
- Amendment to Rules of Procedure – Chairman Hiland read aloud the amendment: Annual March Reorganizational Meeting---The Selectmen shall vote yes or no to authorize the Chairperson of the Select Board to make decisions on time sensitive or critical matters of the daily operations of the Selectmen's office. (*i.e. closing of the office because of snow or an emergency*) Any decisions will be reported to the Select Board at their next scheduled meeting. Selectmen Ferris made a motion to approve the amendment to the

rules of procedure, Selectperson Ryan seconded the motion and all were in favor. Selectman Ferris made a motion to authorize Chairman Hiland to make decisions on time sensitive or critical matters of the daily operations of the Selectmen's office and report back to the Select Board at their next scheduled meeting, Selectperson Ryan seconded the motion and all were in favor.

- Expansion of CVFD boundaries – Conway Selectmen meet 10/17 @ 4 pm – Selectman Ferris and Selectperson Ryan will be in attendance.

**Other Old Business:** follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— Chairman Hiland met a person interested in purchasing the property to clean it up and make it a campground.
- One Wheel Drive clean up – progress continues.
- Bald Hill Road Munro- no contact.
- Bridge St. update – follow up will be made with Curtis.

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

**Planning Board – Rick-** the Planning Board hired Sara Verney as their new secretary. There is a perspective new member to the Planning Board. Amendments to the Zoning Ordinances are being finalized. They are mostly housekeeping items.

**ESAA – Rick** – Chairman Hiland noted there are a lot of misconceptions regarding the airport and the land it sits on and the proposed Tax Increment Financing (TIF). He spoke with the Chairman and the Co-Chairman who report nothing has been done illegally. The airport does not own the land it sits on. The only authority it has is over the airport itself and its operations. There has been no negotiations between the airport authority and Nestle.

**Conservation Commission – Cathy** – the farmer's contracts have been distributed but not returned yet. The Littlefield Farm did a nice display at the Fryeburg Fair of their produce. The fields have been mowed. Mike Steward had reported the bike paths are coming along with the assistance of the bike club. There is a guide for Conservation Commissions that the Commission will look into. Conservation Commission Chairman, Rob Nadler discussed the Natural Resources inventory of wetlands that was done in 1991. There was discussion as to whether to upgrade it. Chairman Hiland would like to see the Planning Board and Conservation Commission work together when approving site plan reviews and subdivision. Applications should be reviewed in a timely manner.

**School Board – Joe** – the next meeting will be held on November 14 at 5:30.

**Other:** Chairman Hiland picked out three LSR's that the Board may be interested in following. #2461 relates to ambulance and insurance collection. #2456 relates to a portion of rooms and meals tax that goes to search and rescue. #2057 is sponsored by Tom Bucu and relates to search and rescue reimbursement.

Chairman Hiland would like the original Fire & Rescue contract to be filed with the Town Clerk and a copy filed in the Selectmen's office.

Chairman Hiland asked if a Quickbooks consultant had been reached. The Town Administrator replied no.

Chairman Hiland would like to schedule a meeting with Road Agent, Curtis Coleman to discuss road priorities and his future budget.

Chairman Hiland would like to schedule a work session on November 4 and discuss the Employee Manual.

Chairman Hiland noted that one of the farmers donated 50 pounds of squash to the Annual Turkey dinner. Green Thumb farm donated 50 pounds of potatoes.

Town Administrator's job description – Chairman Hiland made a breakdown of the Town Administrator's proposal and what it would cost the town and taxpayers. He handed out copies.

Chairman Hiland went through the Town Administrator's job description and made notes for discussion. The Board discussed work hours, the definition of a full time employee, the definition of exempt vs. non-exempt. He would like to set a schedule. Selectperson Ryan added the level of work ebbs and flows at different times of the year. Chairman Hiland would like to lower perceptions and implement any changes to the schedule at the beginning of 2018.

**Correspondence: USDA Community Programs**

**Public Comment:** Steve Knox, on behalf of his neighbor asked the Select Board to consider moving a stone that is in front of the chapel. It has a dedication plaque on it displaying the names of two family members who served and died in the war. Currently, the stone is not visible to visitors to town hall. Chairman Hiland asked the Town Administrator to consult with Curtis to see what it would take the move the stone.

Steve Knox asked if there has been any correspondence regarding the tax rate. There has been none.

**Next Meeting: October 18 at 5 PM**

**NonPublic Session NH RSA 91-A:3 (c) :**

RH\_\_\_\_  
CR\_\_\_\_  
JF\_\_\_\_

At 6:55 p.m., Selectman Ferris made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectperson Ryan seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 7:19 p.m., Chairman Hiland motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 7:20 p.m. it was determined that the minutes shall not be publicly disclosed. Selectman Ferris 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. Selectperson Ryan seconded the motion and all were in favor.

**Adjournment:**

At 7:21 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator