

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 18, 2017

Call to Order:

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

Pledge of Allegiance: All present joined Chairman Hiland in the Pledge.

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
Town Administrator: Kathy Golding - Excused
Public: Dorothy Solomon, Chief Steve Solomon, Colleen Cormack

New Business:

- **Approval of the October 11 minutes:** Tabled to the next meeting as no one had time to read/review. It was noted that the authorization vote for the Chair under the new Rule of Procedure was not in minutes.
- **Approval of the October 11 non-public session minutes:** Tabled to next meeting as no one had time to read/review.
- **Approval of consent file:** There were some questions by all about the \$75 check to the Secretary of State regarding renewal of a Notary license and the \$75 was removed from the consent file so that all could get their questions/concerns answered at the next meeting. Selectman Ferris made a motion to approve the consent file as amended, Selectperson Ryan seconded the motion and all were in favor. (3-0-0)

Signed checks	\$1581.49 - \$75 (\$75 removed as all had some questions, all also questioned the reason for the late fee on Tax Collector seminar
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	registration. \$1506.49 was the adjusted amount approved.
Approved building permits	none
Approved one timber intent	none
Approved one septic design	none

- **2017 Tax Rate** – the 2017 tax rate could possibly be set next week.
- **White Mountain Oil & Propane** – Motion was made by Selectman Ferris to lock in Heating Oil at \$2.14 and Propane for \$1.49, second by Selectperson Ryan, all were in favor. (3-0-0)

Town Administrator’s Report:

All fire extinguishers in the Town Hall have been inspected.

The Cemetery records have been returned to the Town Hall and the Cemetery Trustees met on this past Saturday.

Bridge Street debris – Curtis inspected the situation and determined that it is not on Bridge Street, that it was beyond and not on a Town Road & we have no jurisdiction. – It was determined by the Select Board to contact the Sheriff’s Dept. to maybe notify Conway of the debris.

Road Agent – Curtis would like to know if the BOS planned to move forward with hiring an engineer for Passaconaway Road. – the Select Board would like to get an idea as to the estimated cost and asked to schedule a future meeting to discuss with Curtis.

Appointments:

Chief Steve Solomon (CVFD) - 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. The Chief informed the Select Board that he would be willing to fill the position but the Board thought that it would be best to advertise for an Albany resident first before we made that decision. It will be noticed in the Albany column, an ad in the newspaper and noted on the home page of the Town Web Site. We will let Chief Solomon know of results.

Chief Solomon also brought back a request from the CVFD Commission and Conway Select Board to see if the Albany Select Board would be interested in participating in a combined Public Hearing regarding approval process starting the procedure to extend the CVFD Sewer Boundary to include the Almost There restaurant. The Select Board agreed and asked them to get in touch with our Town Administrator to set a date and advertisement for this Public Hearing.

Colleen Cormack (LMWVSWD) – Colleen was interested in getting the Select Board's opinion or decision on whether to keep the Conway Transfer Station open on November 12th which is Veteran's day. She explained that it very rarely falls on a Saturday; that other Towns want it to remain open; that the Conway Selectmen voted to keep it open; that the Conway Transfer Station employees asked to keep it open as it would create a very busy Sunday which is only a half day; that the committee did not have enough members present for a quorum in order to vote at their last meeting; that they have not had any inquiries or complaints from veterans to date. The Select Board had several questions and comments including a suggestion to handout small American Flags or similar to all the people using the facility on that day and maybe checking with local veteran's groups like the American Legion or VFW. Also asked it traffic to the Transfer Station would conflict with any Veteran's Day activities in the area. All members of the Select Board indicated they would recommend having it open.

Colleen also brought up the subject of the annual hazardous waste day which was very successful this year but it was very busy. They have had requests to have more than one per year. The Select Board suggested that they try a spring and fall date on a one year trial basis to see how well they will be attended. Colleen says that it does not cost the Town very much money to participate due the way they calculate each Town's share. A motion was made by Selectman Ferris to hold recommend to two hazardous waste days in 2018, second by Selectperson Ryan, all were in favor.(3-0-0)

The Select Board thanked Colleen for all the good work she does for the Town in her capacity as the Albany Representative to the LMWVSWD.

Old Business:

- Albany Selectmen business roundtable – Chairman Hiland is planning the meeting for late November. Scott Whigham of Almost There has agreed to host it. Date will be set by the next meeting. Working on acquiring contact information of Albany businesses.
- State Bridge Aid – waiting on NHDOT for 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 sometime in order to prepare warrant article for Town Meeting. Chairman Hiland would like to meet with Dana and/or a technical person 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.
- Planning Board appointees – 2 Board openings
- Discuss the establishment of a Heritage Commission – no action taken.
- North Country Council updates to 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 – a final form draft was presented, reviewed, and noted as the first reading to be voted on to be placed as an addendum in the Rules of Procedure at the Oct 25 meeting.
- Cemetery records returned to town hall – Cemetery Trustees met on this past Saturday (Oct 14) and all the cemetery records are now at the Town Hall. The goal is to digitize the records and to get some of that information on the Web Site.
- Amendment to Rules of Procedure – Town Report Check List on agenda for Oct 25th for approval vote.
- Expansion of CVFD sewer boundaries – Conway and Albany Select Boards are in process of scheduling a combined Public Hearing to get the process moving forward.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up
- One Wheel Drive clean up – good progress continues. Almost complete.
- Bald Hill Road Munro- no contact.
- Bridge St. update – Curtis inspected the situation and determined that it is not on Bridge Street, that it was beyond and not on a Town Road & we have no jurisdiction. – It was determined by the Select Board to contact the Sheriff's Dept. to maybe notify Conway of the debris.

Other Business (and Board reports):

Planning Board – Rick- none

ESAA – Rick – next director meeting is October 26 at 7:30PM at the Airport

Conservation Commission – Cathy – none

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

Other:

Discussion: Selectman Ferris' proposal & comparison to Brookfield NH

Chairman Hiland distributed a breakdown he did of Selectman Ferris' proposal that was presented at our previous work session where Albany was compared to Brookfield NH as being similar in size and primarily with regards to personnel performing/conducting town business. Good discussion took place on the differences between the two towns. Brookfield business is done primarily by volunteers, paid volunteers, paid elected positions, and hired part-time employees whereas Albany has volunteers, paid volunteers, elected paid volunteers and a paid full time hired Town Administrator and a paid PT hired Planning Board Secretary. The main difference is that Albany's Town Administrator does the majority of day to day Town business wearing many hats as described in the TA Job Description as directed by the Select Board over the past several years. Brookfield utilizes many paid PT individuals, both volunteered and hired, to get all town business completed including the Selectmen putting many additional hours running the town in between their meetings.

Further Discussion: Draft of the Town Administrator Job Description

Chairman Hiland recommend that he would like to see the Select Board finish up and approve any revisions to the TA Job Description prior to the November 4 Select Board work session on the review/revision Albany Employee Manual. All were in agreement.

Chairman Hiland proceeded to go through the Town Administrator's job description that was discussed at the last meeting line by line adding several proposals and items not previously considered. He will provide a formal draft for the next meeting for further consideration and/ or possible approval.

Chairman Hiland would like to lower perceptions and implement any changes to the TA Job Description, work schedule, Selectman's Office hours by the beginning of 2018.

Correspondence: None

Public Comment: Colleen informed the Select Board that the quality of the audio of the video of the meetings is not as consistent/clear and depends on where the person speaking is located in the room. Chairman Hiland said that it was a very economical system to accomplish the request of the residents. That there is one ceiling mounted camera and a ceiling mounted microphone just a bit forward over

the Select Board seating positions. It was noted that the use of headphones when watching meetings on video is very helpful.

Next Meeting: October 25 at 5 PM

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

At 7:58 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. (3-0-0)

At 8:25 p.m., Chairman Hiland motioned to move into public session, seconded by Selectperson Ryan, all were in favor. (3-0-0)

At 8:25 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. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye. (3-0-0)

Adjournment:

At 8:28 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor. (3-0-0)

Respectfully Submitted,

Rick Hiland
Select Board Chair – Acting Secretary