

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 September 27, 2017**

**Call to Order:** At 5:05 p.m., Chairman Hiland called the Selectmen’s meeting to order.

### **Pledge of Allegiance:**

### **Attendance:**

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon, Steve Knox, Chuck Henderson, Mike Ollen, Patrick Carroll, Joe Kenney, Greg DiSanto, Steve Solomon, Curtis Coleman and Jim Innes

### **Discussion:**

**Chuck Henderson (Sen. Shaheen’s office), Mike Ollen (Senator Hassan’s office), Patrick Carroll (Congresswoman Shea-Porter’s office), Jim Innes (USFS), Joe Kenney(Governor’s Executive Council), Curtis Coleman (Albany Road Agent), Steve Solomon (CVFD), Greg DiSanto (North Country Council)**

- Secure Rural School (SRS) program
- Payment In Lieu of Taxes (PILT)
- Fire & Rescue Cost
- Passaconaway Rd.-Federal Land Access Program (FLAP)
- Wonalancet parking issue on Ferncroft Rd.

Chairman Hiland began by saying Albany is the seventh largest town in New Hampshire in land mass, yet the National Forest owns 88%. There are 735

residents and maybe 1000 seasonally. The expenses that have been put on Albany have become an issue. Albany relies on the annual payment in lieu of taxes (PILT) distributed by the Department of Interior. This year's (PILT) was reduced by \$21,528 because of reported revenue from the Secure Rural Schools program. No other town in the state had this kind of reduction.

Chairman Hiland went on to say the fire and rescue calls to the National Forest in Albany have increased which in turn, increases the cost to Albany taxpayers, yet the payment in lieu of taxes went down. Albany cannot continue in this manner.

The National Forest has been running a logging operation for the past five years. The heavy logging trucks have taken a toll on the Passaconaway Rd. The Forest Service and a NHDOT representative is working with Albany to obtain money from the federal land access program (FLAP) as Passaconaway Rd. has been designated as a federal land access road. The town is seeking assistance and support from the Senators, Congresswoman, Forest Service, North Country Council and Executive Councilor Kenney to get any funding that may be available.

Chuck Henderson (Senator Shaheen's office) thanked Chairman Hiland for all of the information. Senator Shaheen is well aware of the problems facing rural communities. Especially ones with a huge amount of forest land. She feels the PILT program should be fully funded, but the Secure Rural Schools program is up for reauthorization and she is not optimistic about it passing. Chuck would like to do a site visit to Passaconaway Rd. He thought Curtis did a good job on the plans of the road.

Mike Ollen (Senator Hassan's office) added that Senator Hassan is also in favor of fully funding the PILT program. In order to address the road issue, it may take some creativity.

Pat Carroll (Congresswoman Shea-Porter's office) noted that the Northern Borders Regional Commission may be able to help with an infrastructure plan.

Conway Village Fire Chief, Steve Solomon distributed a data report of calls to the White Mountain National Forest over the past three years. Chief Solomon said, the Secure Rural Schools program is divided into three titles. Title III is funding for fire and rescue, but he wonders where it comes from and how can it be accessed. Is it received at the state level and who manages the program? Chairman Hiland added that another problem being faced is parking. There is not enough and people are parking along the road. Wonalancet, which is a part of Albany is facing the same problem at one of their trailheads. The overflow of visitors are parking on the side of Ferncroft Rd. on people's property. The people of Wonalancet want to welcome visitors but want their privacy as well. Jim Innes, WMNF, noted this is

happening because in this day and age of the internet, more and more people are visiting our area. Lodging facilities direct visitors to the area as well. Chief Solomon said the sheer volume of visitors is doing damage to the forest. Chairman Hiland said the Albany Board of Selectmen assured the residents of Wonalancet that they will work with them, whatever they decide. If they want no parking signs or speed limit signs placed on Ferncroft Rd., they will be placed and then enforced by the Sheriff's Department.

Chairman Hiland told all the representatives present that the Board appreciated their time for coming to the meeting and for any help and support they could offer to Albany.

Joe Kenney, Executive Councilor discussed Wonalancet's parking issue, Albany's Passaconaway Rd. repairs and search and rescue with necessary funding requirements. Chairman Hiland told Joe about the FLAP program that Tom Wagner, Forest Service Supervisor brought to the Selectmen's attention. Joe asked what Albany's major issues are. Chairman Hiland replied the red listed bridge on Drake Hill Rd., Passaconaway Rd. and search and rescue with funding. Albany has applied for bridge aid but has not received any response from the state yet. Passaconaway Rd. will need repairs whether Albany receives funding from the FLAP program or not. Joe asked if the road needs to be rebuilt. Curtis Coleman, Road Agent said it needs a two inch overlay and widening in one section along with some drainage. Joe thought there was some economic development money available. He will look into it. Joe added that NHDES and NHDOT have culvert programs. Once a plan has been drafted, money can be sought. Chairman Hiland told Joe that the Albany Select Board is working on cash flow for these projects. Most funding programs available are reimbursable. Albany will have to pay for the projects up front. Joe said there are transportation grants available as well and he thinks Albany is in a good position to get help. Joe would like the Select Board to prioritize the list of projects to be done. Joe said he would look into each of these issues and get back to us.

Chief Solomon told Joe about legislation submitted by State Representative Tom Bucu, of Conway that would have NH Fish and Game reimburse expenses for rescues. It will be supported by our District's State Representatives as well as Senator Bradley. If anything, it will start the conversation.

Joe complemented the Select Board's activism. Chairman Hiland replied Albany is not rich, we have a lot of poor and elderly. The Board is trying to do their best to make it as easy as possible and they are asking for help.

Curtis told the Board their next step would be to hire an engineer to start the design for Passaconaway Rd. They will make a recommendation and then it will be decided what the best scope is.

The Board thank Executive Councilor Joe Kenney for his time and assistance.

**Old Business:**

CVFD Fire & Rescue Contract: Chairman Hiland told Chief Solomon the draft five year contract was reviewed by our liability insurance company. They saw no problem with it other than suggesting we have Town Counsel review with reference to NH RSA 53-a. Town Counsel reviewed and had no amendments and added the contract fell more under RSA 154 and mutual aid. If the Conway Village Fire District Commissioners agree with the contract, the Select Board will approve the contract. Chief Solomon said the Commissioners are in agreement with the contract. Selectman Ferris made a motion to approve the Conway Village Fire District Fire and Rescue contract, Selectperson Ryan seconded the motion and all were in favor. The Board signed the contract.

**New Business:**

- **Approval of the September 20 minutes and September 23 minutes:**  
 Selectman Ferris made a motion to approve the September 20 minutes as submitted, Selectperson Ryan seconded the motion. Chairman Hiland made a motion to amend the minutes to add to the consent file, the approval of a second building permit for Map 9 Lot 43, Selectman Ferris seconded the amendment and all were in favor. Chairman Hiland called for a vote on the amended September 20 minutes, all were in favor. Selectman Ferris made a motion to approve the September 23 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Selectperson Ryan made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

<b>Signed checks</b>	<b>\$14,677.32</b>
<b>Signed deed to former owner</b>	<b>Map 5 Lot 12</b>
<b>Signed support letter for NHDOT Conway Village project</b>	

**Town Administrator’s Report:**

Chairman Hiland asked the Town Administrator to cancel the Eversource class scheduled for tomorrow. There are more pressing things to deal with at the office.

The Town Administrator would like to sign up for the NH Municipal Association’s Annual meeting. Selectman Ferris may go as well.

Chairman Hiland signed the auditor’s management letter.

**Old Business:**

The Selectmen attended the NH Municipal Association class on budgeting yesterday. Chairman Hiland thought it went well. He asked specific questions about cash flow and using the unreserved fund balance toward projects. That still has to be investigated. He also asked if the fire and rescue budget needed to go before town meeting as a warrant article. It was agreed that it does not and may be entered as part of the operating budget.

Chairman Hiland would like to look into hiring a Quickbooks professional to give advice on how to get more out of the program in the Selectmen's office. Barbara Reid, NH Municipal Association, will look into other towns that use Quickbooks. The Town Administrator has a contact who teaches the Quickbooks program to see if she has municipal experience.

Chairman Hiland read the amendment to the Rules of Procedure: 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.

Selectperson Ryan spoke with Scott Whigham from Almost There. Everything right now is at a standstill. He is waiting to hear from Greg Quint, CVFD Supervisor for the next step to expand their boundaries to include Almost There.

Selectperson Ryan read in the newspaper that Sheriff's Deputy, Dana Littlefield became the Chief of Police for Tamworth. She would like to write him a letter of congratulations from the Albany Board of Selectmen. Chairman Hiland agreed it would be a good will gesture from a neighboring town.

Selectperson Ryan received an e-mail from June Garneau. It is time to update Albany Emergency Operations Plan. The Town Administrator said it would be cleaner bookkeeping wise if the finances were taken care of all in one year. And we don't have the funding in the budget for 2017. Selectperson Ryan will contact June to see if it can be done in 2018.

Selectperson Ryan noted the next Conservation Commission meeting will be on Tuesday, October 3 at 6:00 p.m.

**Correspondence:** None

**Public Comment:** none

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

**Next Meeting: October 11 at 5 PM**

**Adjournment:** At 7:10 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator