

“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 March 28, 2018

Call to Order: At 5:03 p.m., Chairman Hiland called the Selectmen’s Meeting to order.

Attendance:

Select Board Members: Rick Hiland, Cathy Ryan, and Joe Ferris
 Town Administrator: Kathy Golding (excused)

Public Present : Dorothy Solomon

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

New Business:

- Approval of the March 21 minutes: Selectperson Ryan made a motion to approve the March 21 minutes as presented, Selectman Ferris seconded the motion and all were in favor. (3-0-0)
- 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. (3-0-0)

Sign payroll checks and vouchers	\$ NONE
Approve accounts payable invoices	\$790.00
Review & sign previously approved accounts payable & issued checks	\$75,836.65
Approve Warrant Article Payables	\$48,174.00

- Approval of Chairman day to day authority per Rules of Procedure: Motion to approve by Selectman Ferris, Selectperson Ryan seconded. In discussion it was agreed to table until next meeting.
- Annual Review of Rules of Procedure was placed on table to be included in old business.

Public Hearing: Amending existing pole petitions, adopting a resolution and adopting a new pole petition license application:

Chairman Hiland opened the Public Hearing at 5:15PM and stated that Pursuant to the provisions of NH RSA 231:163 and NH RSA 43:2, the Albany NH Board of Selectmen are holding a public hearing, today, on March 28, 2018 as properly posted & noticed to determine if it would be in the best interests of the public good to amend all of the existing pole licenses issued by the Town of Albany NH through March 28, 2018 to include language regarding taxation pursuant to NH RSA 72:23.

The Public Hearing was then opened for questions and comments.

There were no questions or comments and Chairman Hiland closed the Public Hearing at 5:24PM.

Chairman Hiland made a motion to approve the resolution that read:

Pursuant to the provisions of RSA 231:163 and 43:2, the Board of Selectmen held a public hearing on March 28, 2018 to determine if it would be in the best interests of the public good to amend all of the existing pole licenses issued by the Town of Albany through March 28, 2018 to include language regarding taxation pursuant to RSA 72:23.

As a result of the public hearing, the Board of Selectmen have found it is in the best interests of the public good to amend these existing pole licenses to include the following language:

In accordance with the requirement of RSA 72:23, I (b), this license is granted to the licensee(s) subject to the condition that the licensee(s) and any other entity using or occupying property of the municipality pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed real and personal property taxes no later than the due date. Failure of the licensee(s) to pay duly assessed personal and real property taxes when due shall be cause to terminate this license.

In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying the property of the municipality pursuant to this license shall be responsible for the payment of, and shall pay, both current and potential real and personal property taxes when due. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying the property of the licensor pursuant to this license.

The Petitioner hereby acknowledges its statutory obligation pursuant to RSA 231:177-181 to relocate the poles, structures, conduit, and equipment licensed hereunder upon written notice from the Town.

The Licensee is required to provide the town in writing the names and contact information for any additional provider(s) authorized now or in the future to place equipment at these location(s).

In addition, the Board of Selectmen has found it to be in the best interests of the public good to adopt a revised Pole License form to be used by the Town of Albany, effective March 29, 2018 that includes the same language noted above for all future pole licenses to be issued in the Town of Albany.

Motion was seconded by Selectman Ferris, with no discussion Chairman Hiland called the motion for a vote and all were in favor of approval of the resolution. (3 – 0 - 0) All Selectmen signed the resolution document. The Resolution and the approved Pole Petition License Application is attached to the end of these minutes.

Appointments: NONE

Town Administrator's Report: NONE

Old Business:

- Albany Selectmen business roundtable – Selectman Hiland is in process of scheduling another meeting in the middle of April to continue discussion with local businesses.
- State Bridge Aid – need to file application with NH DOT after Town Meeting – no action taken yet.
- Generator purchase/grant – ask Town Administrator to contact Fryeburg Electric regarding cost of annual maintenance and what is involved. Also to start the grant application process. Discussion on annual maintenance costs and winter heater kit that Town Administrator received via email from vendor.
- QuickBooks Pro training – Selectman Hiland will work with the Town Administrator on this project with a goal of having a preliminary budget report by the end of April.
- Albany zip code – request is currently at the regional administration level and waiting for response - no action taken.
- Chapel paint and lead testing – there is lead in paint chips – it was noted that a committee needs to be formed to evaluate what to do with Chapel going forward. Dorothy was asked to include request for volunteers for this committee in her weekly column.
- Security / Fire system upgrade and evaluation as to real need – discussion included asking for recommendations from both the Fire Chief and Sheriff when they are scheduled for their quarterly meeting with the Select Board.
- Historical Society – discussion included combining this with Chapel Committee discussed above under Chapel paint and maintenance.
- Town Report Check List – add Sheriff's report & stats per request from Town Meeting.
- Annual Select Board meeting date in Wonalancet – ask Town Administrator to contact

- Camping & Parking issuers on Passaconaway Road by tourists – Deputy Rowe recommendations for BOS ordinances. Contact has been made.
- Road Standards update – contact Road Agent to get his recommendations. Contact has been made.
- Passaconaway Rd.- waiting on application process to open in 2018 – received email from Alex at NCC regarding traffic counts and where it would be most beneficial locations of up to 5 traffic counter units. Select Board to think about locations with further discussion at next meeting & contact NCC with any changes or recommendations.
- Pole Licenses – Public Hearing – March 28 at 5:15PM and noticed – see above.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letters trucks and campers clean-up— Noted that there will be a NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.

Other Business (and Board reports):

Planning Board – Rick- Next meeting is April 9th at 7PM.

ESAA – Rick – NONE

Conservation Commission – Cathy – next meeting April 3rd at 6 PM

School Board – Joe – Meeting on April 10 at 5:30PM

Other: Selectperson Ryan has set May 9th at 7PM the date for the post Annual Town Meeting Combined Boards/Commission/Representative Meeting. It will also have a presentation on Surface Water by William Abbott from the Upper Saco Valley Land Trust. Selectperson Ryan will send out notification of the meeting. Selectperson Ryan also asked if the presentation could be first on the agenda for that meeting and it was agreed that it would be first item on agenda.

Other: Items to be placed on future agendas under old business:

- Selectperson Ryan will be contacting June at Mapping & Planning Solutions to schedule upcoming Emergency Management/Operations Plan meetings and to solicit volunteer attendees for the Town reimbursement credit portion of the expense.
- Chairman Hiland noted that JP Pest Service was scheduled to service the Town Hall on Friday (3/30/18) and that he would be here to open for the service between 1 – 2PM.
- Also noted that NHMA Webinars on April 4 (12-1PM) on Legislative Updates and April 11 (12-1PM) on RTK & Non Public Meeting.

Other: Selectperson Ryan gave notice that she will not be able to attend the April 25th Select Board meeting.

Correspondence: NONE

Public Comment: NONE

NonPublic Session RSA 91-A:3 II (a) & (c): NONE Scheduled

Next Meeting: April 4, 2018

Adjournment:

At 6:13 p.m., Selectman Hiland made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor. (3-0-0)

Respectfully Submitted,

Rick Hiland

Rick Hiland
Selectman /Acting Secretary

Attachments:

Copy of Pole Resolution

Copy of Pole Petition License Application