

“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 April 25, 2018

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

Pledge of Allegiance:

Attendance:

Members present: Rick Hiland and Joe Ferris. Cathy Ryan excused.

Town Administrator: Kathy Golding

Public: Dorothy Solomon

New Business:

- **Approval of the April 18, 2018 minutes:** The minutes were tabled until the next meeting as Selectman Ferris was not in attendance of that meeting and Selectperson Ryan was not present to approve the minutes.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Chairman Hiland seconded the motion. Selectman Ferris would like to see a septic approval number on the building permit application. Chairman Hiland asked the Town Administrator to contact the Code Enforcement Officer about this. The motion was called to a vote and all were in favor.

Signed payroll checks and vouchers	\$4,388.17
Approved accounts payable invoices	\$198.00
Reviewed & sign previously approved accounts payable & issued checks	\$9133.79
Approved one building permit	Map 3 Lot 61 Sub 33

- **Unseal sealed minutes of April 11 meeting:** Chairman Hiland said the NonPublic session of April 11 had been questioned. He questioned it himself but went along with it because there would be discussion of specific prior owners and he accepted it. Chairman Hiland contacted the NH Municipal Association's legal department and they replied it was not a proper session. Chairman Hiland made a motion to unseal the minutes of the nonpublic session held on April 11 and to include the verbiage from that session into today's Selectmen's meeting minutes. Selectman Ferris seconded the motion. Selectman Ferris would like to include his comments from that session into today's minutes. The comments were that he asked Mr. Parker if the park rent could be waived if the Town took a manufactured house by Tax Collector's Deed. Mr. Parker gave no reply.

Verbiage from April 11 nonpublic session: Description of matters discussed and final decisions made: _ Steve Parker evicted Daniel Sargent from 147 Golden Oaks. The mobile home has been boarded up and Steve would like to demolish it. He is asking that the back taxes be abated so the trailer is free and clear. Rick asked how many trailers are not correctly deeded. Steve will look into it but said most are now deeded correctly. After a sale, he takes the new deed to the Registry of Deeds himself. Steve said the residents of Piper Meadows need to be educated as to the Town's ability to tax deed their mobile homes. They have nowhere else to live, they will come in to pay if the consequence is there. Steve added there is one more mobile home that needs to be demolished and owes back taxes. The prior owner passed away last fall. Steve is not ready to demolish that trailer yet. Rick would like to tour Piper Meadows on May 2 and have the Health Officer present. Steve verbally granted permission for the Selectmen and Health Officer to tour the property. He will submit a letter in writing as well. Rick made a motion to abate \$1922.58 on taxes owed on 147 Golden Oaks, Joe seconded the motion. Rick and Cathy were in favor of the motion, Joe abstained.

Chairman Hiland has asked Mr. Parker how many mobile homes had unregistered deeds and how many children live in the private community. He would like a response from Mr. Parker.

A vote was called on the motion and all were in favor. Selectman Ferris would like to know how many trailers have had their taxes abated over the years.

- **Approve Emergency Management Performance Grant (EMPG) agreement:** Selectman Ferris made a motion to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the

amount of \$3,500.00 to update the community's Local Emergency Operations Plan. Furthermore, the Board acknowledges that the total cost of this project will be \$7,000.00, in which the town will be responsible for a 50% match (\$3,500.00). Chairman Hiland seconded the motion and all were in favor.

Town Administrator's Report:

Selectperson Ryan has been registered for the Local Official's Workshop on May 15 in Moultonborough. Chairman Hiland and Selectman Ferris would also like to go.

The Health Officer and the Deputy Health Officer have been registered for the annual Health Officer's workshop on May 24th in Concord.

The grant approval is underway for the Local Emergency Operations Plan (LEOP) and the generator installation. The Board signed the grant agreement for the LEOP. The pictures of the generator placement were sent and returned. More information is needed.

Timothy Hill, Department of Education, e-mailed to say he has been in contact with the Department of Interior regarding the reduction in Albany's payment in lieu of taxes (PILT). He has resubmitted the documents correcting the problem. Albany should not have seen the deduction and hopefully will receive the money back. Timothy will keep the Board informed of any updates.

The invitations to the Business Roundtable meeting have been mailed out. Michelle Moren-Grey from the North Country Council and Jac Cuddy from the Mount Washington Valley Economic Council plan on attending. Chairman Hiland said that Steve Knox has invited the person who handles the Northern Borders Regional Commission grants. She has accepted the invitation.

Randy Leach has started spring cleanup in the town hall parking lot. He has also started cleanup in Albany's cemeteries.

The Town Administrator is still working on the transformation of the QuickBooks program. In the meanwhile, the budget will be presented in its old format. Selectman Hiland printed out a copy of Tamworth's breakdown of their budget and gave it to the Town Administrator.

Old Business:

- NCC email about traffic counts and location of 4-5 traffic counting units on Passaconaway Road. Do we wish to change the placement of units?
Review & email to NCC - Selectman Ferris put together a list of where the 5 traffic counting units should go in order to get good pertinent traffic count results. Selectman Ferris will write up a memo to be sent to Alex at NCC with our recommendations for the unit placement. It

was also determined that a Selectman should be present when the units are placed.

- Emergency Management/Operations Plan – grant approval in process.
- Town Hall building maintenance- Chairman Hiland would like to add town hall parking lot maintenance as it is falling apart in places.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM.
- Albany Selectmen business roundtable – scheduled May 8 at 6:00 p.m.
- PILT – Department of Education will follow up.
- State Bridge Aid – application filed and received by NHDOT.
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – in process.
- Albany zip code – in process.
- Chapel paint and lead testing – there is lead in paint chips - no action taken yet. Committee needs to be formed of Town citizens to determine future & future maintenance & repairs. Also Historical Society - Discuss the establishment of a Heritage Commission? And determine what needs to be done to preserve Town artifacts from the Historical Society. Selectman Hiland received an email from Dorothy Solomon who has volunteered to serve on committee. It was also discussed that a Selectman should also be on the committee.
- Security / Fire system upgrade and evaluation as to real need – Chief Solomon/Sheriff Richardi are to attend the Selectmen’s meeting on May 16
- Passaconaway Rd. - break up plan into phases. Apply for Northern Border Regional Commission grant. Due by May 11.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Camping & Parking issues on Passaconaway Road by tourists – waiting for recommendations from Deputy Rowe for BOS ordinances.
- Road Standards update – in process.
- Road Agent Spring update – will be scheduled in May.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter to be sent - junk cars, trucks and campers clean-up.

Appointments:

Curtis Coleman, Road Agent & Josh McAllister, HEB Engineers:

Chairman Hiland explained the deadlines set for the Northern Borders Regional Commission grant. He would like to put a plan together to break up the Passaconaway Rd. project into phases and apply for a grant for phase one this year.

Josh said he hasn’t worked on a plan that hasn’t been fully designed. He would like to see the application process to see what level of design is necessary and what level is necessary to come up with a price. The Board discussed sections of Passaconaway

Rd. that need the most attention. Josh suggested that he and Curtis get together to come up with a plan, then walk the road to confirm the plan. He believes there won't be a problem getting the grant application submitted by the deadline of May 11.

Other Business (and Board reports):

Planning Board – Rick- the Zoning Ordinances have been updated with the recently voted amendments added.

ESAA – Rick – the Board of Directors meet tomorrow.

Conservation Commission – Cathy – Chairman Hiland reported the remote control airplane group resubmitted their certificate of insurance with Albany named as additionally insured.

School Board – Joe – next meeting is scheduled for June 12 at 5:30 p.m.

Other: Combined Boards Meeting – scheduled for May 9 at 7:00 p.m.

Correspondence: none

Public Comment: Dorothy Solomon reported that her neighbor, Sandy Stowell's daughter, had a terrible motorcycle accident and remains in an induced coma. Sandy has also fallen and broken a rib. Dorothy asked for prayers for both of them. Chairman Hiland suggested sending a card to Sandy. Selectman Ferris offered help if needed.

Next Meeting: May 2, 2018 at 5 PM

Adjournment: At 6:08 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator