

“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 June 13, 2018

Call to Order: At 5:04 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

Attendance:

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

Town Administrator: Kathy Golding

Public: Dorothy Solomon

New Business:

- **Approval of the June 6 minutes:** Selectperson Ryan made a motion to approve the June 6 minutes as submitted, Chairman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectperson Ryan made a motion to approve the consent file as presented, Chairman Hiland seconded the motion and all were in favor.

Signed payroll checks and vouchers	\$870.92
Approved accounts payable invoices	\$4010.70
Reviewed & sign previously approved accounts payable & issued checks	\$59229.43
Approved one pistol permit	

Town Administrator's Report:

The Town Administrator reported the new municipal sign has been installed by Gemini signs. They will be also installing a new sign displaying the office hours and meeting times.

Deputy Rowe and Road Agent, Curtis Coleman have reviewed and given input on the amendments to the parking and camping ordinances. The Selectmen approved of the amendments and they will be put on the website for the public to view.

Appointments: None

Old Business:

- Emergency Management/Operations Plan – meetings to be scheduled.
- Town Hall – building & parking lot maintenance – no action taken.
- State Bridge Aid – application filed and received by NHDOT – no action taken.
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – in process
- Albany zip code – in process
- Chapel Committee/Historical Society – no action taken.
- Security/Fire system upgrade and evaluation – Pope Security will submit a plan – no action taken.
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted – Transportation Alternatives Program (TAP) – there was a question as to if Passaconaway Rd. would qualify for the program. Sara Young-Knox e-mailed Chairman Hiland with the state's designation of Passaconaway Rd. as an official bike route. Chairman Hiland forwarded all of the information to HEB Engineers for their assistance in applying for the funding. Chairman Hiland thanked Steve and Sara Knox for their assistance. Chairman Hiland announced the FLAP funding will open their call for projects soon. Chairman Hiland wondered if the car counts on Passaconaway could also count the number of bikes travelling on Passaconaway Rd.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Camping & Parking issues on Passaconaway Road by tourists – Deputy Rowe recommendations for BOS ordinances. – Public Hearing June 20 at 5:30 p.m. Chairman Hiland made a motion to move forward with the current amendments to the ordinances, Selectperson Ryan seconded the motion and all were in favor.
- Road Standards update – in process
- Road Agent Spring update – June 20

- Records Retention Committee – Chairman Hiland will bring it up at the next Planning Board meeting. Selectperson Ryan volunteered to be the Selectmen’s representative to the committee.
- Winter road maintenance policy – no action taken.
- Cable TV contract (2021) – Albany will receive a letter outlining a boiler plate contract shortly. Chairman Hiland has reached out to town counsel and other towns and received advice on issues to look out for.
- TAP grant – discussed – see above.
- Cersosimo Lumber – Chairman Hiland would like the Road Agent inspect Passaconaway Rd. along with the Selectmen, review the video prior to the logging operation and then invite Cersosimo Lumber to a meeting to discuss the road bond.
- Town Hall session with legislators – Chairman Hiland would like to schedule the meeting for September.
- Amend Rules of Procedure – Chairman Hiland made a motion to change the Selectmen’s Rules of Procedure under Section 1 under Meeting #4, the first annual Combined Board meeting will be held on the second Wednesday in February, to the second Wednesday in January, Selectperson Ryan seconded the motion and all were in favor.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.
- Route 16 – 2219 NH Route 16 – fire cleanup update – the property owners are still working on their cleanup.

Other Business (and Board reports):

Planning Board – Rick- next meeting is Monday 6/18 at 7

ESAA – Rick – nothing to report

Conservation Commission – Cathy – the Town Administrator reported that the Road Agent has worked on the parking lot to the town forest.

School Board – Joe – Chairman Hiland attended the meeting and reported that Stan Solomon had been voted as Chairman of the School Board. Joe Ferris was appointed as the Vice-Chair. A committee has been formed to investigate the current contract with SAU 9 and options for the Town of Albany. All of the public members present at the meeting volunteered to serve on the committee.

Other: Chairman Hiland reported the Code Enforcement books are available through the NH Municipal Association.

Correspondence:

Public Comment: Dorothy recognized the Littlefield Farm for their educational class with the middle school. It offers kids a unique experience and helps the school system.

Next Meeting: June 20, 2018 at 5 PM

Adjournment:

Selectperson Ryan made a motion to adjourn at 5:44 p.m., Chairman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator