

“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 May 23, 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, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon, Tom Fadden, Harold Whitaker and Curtis Coleman

**Appointments: Road Agent, Curtis Coleman
Review Driveway permit: Map 6 Lot 104**

Tom Fadden and Harold Whitaker have submitted two driveway permit applications in order to travel over town roads with their logging trucks. Curtis has a concern for Town Hall Rd. if they so choose to use that route. He would recommend to the Selectmen that they require a \$50,000 road bond in order to cover any road damage that may occur as a result of the logging trucks traveling over it. Curtis would like to see Tom and Harold create logging roads within their property in order to bring the logs out onto NH Route 16. The other option would be to bring the logs out from Hurley Corner onto Bald Hill Rd. Curtis said if the Route 16 plan cannot work, then coming onto Bald Hill Rd. would be a better option than Town Hall Rd. He would still recommend a road bond to cover any damage that may occur. The Select Board told the gentlemen that they cannot be denied access but will require a bond to cover the damage. The decision was left to Tom and Harold

which route they would like to go. They will be back in contact with the Board and Curtis with a decision.

New Business:

- **Approval of the May 16 minutes:** Selectman Ferris made a motion to approve the May 16 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.
- **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.

Signed payroll checks and vouchers	\$3,749.83
Approved accounts payable invoices	\$3,767.30
Reviewed & sign previously approved accounts payable & issued checks	\$110,990.43
Approved request for leave	
Approved two timber warrants/certifications	
Approved one building permit	Map 7 Lot 69

- **Indemnification of officials/employees:** At a recent workshop attended by Chairman Hiland and Selectperson Ryan, they learned that local officials and employees should be indemnified by the governing body. Chairman Hiland drafted up an indemnification document. He asked the other Board members to review it. It will be voted on at their next regular meeting. Selectman Ferris made a motion to indemnify town employees and official pursuant to NH RSA 31:105 and 31:106, Selectperson Ryan seconded the motion and all were in favor.
- **Gibson Center request:** Selectperson Ryan serves on the Board of Directors for the Gibson Center for Senior Services. Their Long-Range Planning Committee is proposing that the Gibson Center take the lead in applying for membership of the New Hampshire and Maine AARP Network of Age-Friendly Communities as the 10-town Mount Washington Valley. Participation in this membership would open a network of services available to senior citizens in our community. Some examples are workforce training, a home share network, safe neighbor alerts, regional newsletter and development of transportation services. Membership would also provide access to grant opportunities, membership in the rural peer network of research and support, access to key information about the program, public recognition and AARP promotion of the Mount Washington Valley’s commitment to become more age-friendly. There is no cost. All that is necessary is a letter of commitment from each town and a representative to

sit on the Steering Committee. Chairman Hiland is in support of this effort. He would like to draft the letter of support from the Town of Albany.

Town Administrator's Report:

The Town received an e-mail from Timothy Hill, NH Department of Education. Albany will be fully reimbursed for its reduction in payment of lieu of taxes for the past two years. The total reimbursement is \$41,284.00. There had been an error in reporting Albany's Secure Rural School funding. Timothy has corrected it for the future and Albany's reimbursement should appear along with the annual payment in lieu of taxes in June. The Town Administrator sent an e-mail of thanks to Councilor Joe Kenney, Brad Simpkins, NH Division of Forest & Land and Timothy Hill for their successful efforts.

The Town Administrator will take part in a webinar on equalization training. It is on May 30 and will go over basic sales validation, how to validate multi parcel sales and how to attach documents to sales.

The Town Administrator ordered a copy of "A Hard Road to Travel" to have on file at the office.

The Selectmen's office received an inquiry from a lawyer representing an Albany property owner who voluntarily landlocked her property in 1991. The Planning Board at that time approved a boundary line adjustment erroneously (neither parcel consisted of two acres) and a release of easement was recorded at the Registry of Deeds. The question is, if it was approved erroneously, is it still in effect? The Town Administrator has begun investigating the file and will continue to look through minutes of meetings at that time to see if the approval was ever rescinded.

The grant for the Emergency Operations Plan has been approved. June Garneau of Mapping Solutions will begin setting up meetings for the update.

The Department of Revenue has asked for updated information for Albany's permanent file. The Town Administrator is looking through town reports for the requested information and will get back to them.

Chairman Hiland reported he tried to log on to the Junkyard webinar today with no luck. He sent a complaint to NH Municipal Association. Selectman Ferris reported he tried as well to no avail.

Chairman Hiland would like to be signed up for the NH Municipal Association class, A Hard Road to Travel. It will be held on October 4.

Chairman Hiland said a new book is available from NH Municipal Association regarding Code Enforcement. He would like to order three copies.

Chairman Hiland along with the Town Administrator marked off where the generator will be placed in order to take pictures for the grant application. Selectman Ferris asked if the generator sound would be considered a nuisance by the neighbors. Chairman Hiland replied no, it runs at approximately 66 decibels which is about the level of noise made by their conversation right now. The generator would probably run once every two weeks for about a half hour at a time and will run during the day so as to not bother the neighbors.

Old Business:

- Emergency Management/Operations Plan – grant approved – will move forward with meetings.
- Town Hall – building & parking lot maintenance – no action taken.
- NHMA Webinar for Officials on Junk Yards and enforcement on May 23 from 12 -1PM – Chairman Hiland and Selectman Ferris could not log in. They will view it when it becomes available on YouTube.
- PILT – the Town will be reimbursed \$41,284.00
- 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 Committee/Historical Society – Dorothy Solomon reported Morris West has volunteered for the committee.
- Security/Fire system upgrade and evaluation – Pope Security will submit a plan.
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted.
- 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. – Chairman Hiland dispersed draft ordinances and noted signs will have to be placed in order for the Deputies to enforce them.
- Road Standards update – in process.
- Road Agent Spring update – to be scheduled.
- Records Retention Committee – an e-mail was sent out asking for volunteers from each Board to take part on this committee. Chairman Hiland thought the committee should meet annually in the fall.
- Winter road maintenance policy – to be discussed with the Road Agent.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— there has been no response from the letter. Selectman Ferris was told someone is living in a cabin. Chairman Hiland added he was told people are living in the campground behind the cabins. The Health Officer should inspect the property and report back to the Selectmen.
- Route 16 – 2219 NH Route 16 – fire cleanup update – Chairman Hiland would like a letter to be mailed to the property owners asking them to clean up the last of the fire debris on their property.

Other Business (and Board reports):

Planning Board – Rick- nothing to report.

ESAA – Rick – Chairman Hiland was asked to sit on the governance and bylaw committee to which he agreed. They came up with some recommendations that will be made to the full board on July 30.

Conservation Commission – Cathy – next meeting is June 5 at 6 PM

School Board – Joe – next meeting is June 12 at 5:30 PM

Other: Chairman Hiland researched the cable contract to be renewed in 2021. He made a few phone calls and was given a list of things for the Town to watch out for. Town Counsel may have to be involved. Cable TV will someday be a thing of the past. Cable TV and telephone service are regulated. Internet service is not regulated and is where the future of TV lies. Currently, Albany receives franchise fees. This will no longer be the case when cable TV doesn't exist. The Town should get a copy of what is being proposed.

Chairman Hiland attended the Lakes Region Planning Commission meeting in Ossipee. There will be a lot of road construction and improvements going on over the next few years just south of Albany. Chairman Hiland made a lot of good contacts. It was a good networking opportunity. He would like to get together with surrounding towns and talk about issues that affect our towns.

Councilor Joe Kenney, gave Chairman Hiland information about a TAP (Transportation Alternative Program) grant that Albany may qualify for. Passaconaway Rd. is a published bike route and may qualify for this grant. It could offset Albany's portion of the Northern Borders grant, if approved. Steve Knox was contacted and asked to have the North Country Council assist Albany in applying for the grant.

Chairman Hiland would like the Select Board to consider a logging ordinance and a weight limit ordinance in the future.

The Cemetery Trustees toured all of Albany's cemeteries on Sunday. They have been cleaned up by Randy Leach and he will mow them all this week. Flags have

RH____
CR____
JF____

been placed on the Veteran's graves. The Trustees will be working toward a solution on the moss problem in the High St. cemetery.

Correspondence: None

Public Comment: None

Next Meeting: June 6, 2018 at 5 PM

Adjournment:

At 6:45 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