

“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 July 18, 2018

Call to Order: At 5:02 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

New Business:

- **Approval of the July 11 minutes:** Selectman Ferris made a motion to approve the 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	\$949.94
Approved accounts payable invoices	\$3,584.03
Reviewed & signed previously approved accounts payable & issued checks	\$42,516.31
Approved one building permit	Map 14 Lot 43
Approved one septic design	Map 5 Lot 5

Town Administrator's Report:

The Tax Anticipation Note (TAN) line of credit application is almost complete. The Board needs to decide on an amount to borrow. Chairman Hiland made a motion to apply for the TAN in the amount of \$400,000, Selectman Ferris seconded the motion and all were in favor.

Homeland Security and Emergency Management would like contact information for a Selectman in case of an emergency in the middle of the night. Chairman Hiland volunteered his contact information may be given.

Mike Conroy will send in an estimate to paint the trim around the town hall within the next few weeks. Chairman Hiland would like to be at the town hall when Mike visits to look at the project.

A right to know request was submitted by a law firm regarding two properties in town. The Town Administrator spent the afternoon gathering the information and responded to the request via e-mail.

The Transportation Alternative Program letter of intent was completed and submitted last Friday. Chairman Hiland and the Town Administrator worked together to finalize and submit it.

The narrative for the EMPG grant for the generator was finalized and submitted last Friday.

The PILT class action opt in form was completed and mailed in.

A thank you e-mail was sent to Timothy Hill, Department of Education, Brad Simpkins, NH Division of Forest and Lands and Joseph Kenney, Governor's Council on behalf of the Selectmen and Town of Albany for all of their hard work in getting Albany's PILT money back and correcting the error in reporting that caused the reduction in the first place.

A request for more information has been requested by Senator Shaheen's office regarding a zip code for Albany. The postal service has requested which Albany addresses reflect the same number addresses in Conway. The Town Administrator will work on the list tomorrow.

Appointments: None

Old Business:

- Emergency Management/Operations Plan – July 26 at 1 pm
- Town Hall – building & parking lot maintenance-no action taken.

- State Bridge Aid – application filed and received by NHDOT
- Generator purchase/grant – grant application in process.
- QuickBooks Pro transformation – Rick e-mailed Rhonda and will follow up with a phone call.
- Albany zip code – in process
- Chapel Committee/Historical Society – meeting July 23 at 7 pm
- Security/Fire system upgrade and evaluation – Pope Security will submit a plan.
- Passaconaway Rd.- Northern Borders Regional Commission grant – submitted.
- Transportation Alternatives Program (TAP) – Letter of intent submitted.
- Federal Land Access Program (FLAP) – application period is July 16 – October 15. Chairman Hiland would like to meet with Alex Belenz, NCC and Josh McAllister, HEB Engineers to come up with a plan for applying. The funding could coincide with the Northern Borders funding.
- Annual Select Board meeting date in Wonalancet – September 12 at 4 pm
- Business Roundtable meeting – TBD (September)
- Records Retention Committee meeting– TBD (October)
- Road Standards update – in process
- Winter road maintenance policy – in process
- Cable TV contract (2021) – no action taken.
- Cersosimo Lumber – no action taken.
- Town Hall session with legislators – September 26 at 7:00 p.m.

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-no action taken.

Other Business (and Board reports):

Planning Board – Rick-next meeting August 13 at 7:00 p.m.

ESAA – Rick-STEM program is ongoing this week with kids from Conway and Fryeburg participating.

Conservation Commission – Cathy-next meeting August 7 at 6:00 p.m.

School Board – Joe-nothing to report.

Other: Chairman Hiland has received three reports of a fully loaded logging truck travelling on Bald Hill Rd. The truck is driven by a resident on Bald Hill Rd. and he reportedly parks the truck in his driveway overnight. A letter will be drafted regarding the Selectmen's concern for the condition of Bald Hill Rd.

Correspondence: None

Public Comment: None

Next Meeting: July 25 at 5 PM

NonPublic Session RSA 91-A:3 II (c):

At 5:29 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 5:35 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 5:37 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Hiland motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Selectman Ferris seconded the motion. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

Adjournment:

At 5:38 Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator