

“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 25, 2018

Call to Order: At 5:06 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 18 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	\$3,795.35
Approved accounts payable invoices	\$10,012.71
Reviewed & sign previously approved accounts payable & issued checks	\$3,584.03
Reviewed & approve one building permit application	Map 9 Lot 154
Approved one request for leave	
Approved one pistol permit	

Signed letter to resident	Bald Hill Rd.
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- **Review & approve Delegation of Deposit & Treasurer Assistance**
Authority: Chairman Hiland made a motion to approve the Delegation of Deposit and Treasurer Assistance Authority, Selectman Ferris seconded the motion. Selectmen Ferris noted an incompatibility of offices as the Town Clerk/Tax Collector also serves as Town Administrator. The newly appointed Deputy Treasurer should step in and serve the roles described in this delegation. Chairman Hiland said the Deputy Treasurer needs some time to become acclimated with the position as he was appointed only three weeks ago. Chairman Hiland called the motion to a vote. Chairman Hiland and Selectperson Ryan were in favor. Selectman Ferris was not in favor.
- **TAP Mandatory training-pre-application workshop:** Chairman Hiland has signed up for the class to be held in Lincoln on Wednesday, August 15. He is not in favor of closing the Selectmen's office on Tuesday, August 14 in order for the Town Administrator to attend. He will invite Steve Knox to attend with him as Steve was in attendance of the meeting held with Alex Belenz, North Country Council and Josh McAllister, HEB Engineers.
- **NHMA Floor policy request-postponing town elections:** Chairman Hiland is requesting that the Selectmen support a floor policy request to create and clarify legislation regarding the Moderator's authority to postpone annual town elections. Selectman Ferris made a motion to support the floor policy request regarding the Moderator's authority to postpone town elections, Selectperson Ryan seconded the motion and all were in favor. Chairman Hiland asked the Town Administrator to forward the policy request to NHMA.

Town Administrator's Report:

Judith Soule called the office regarding the correspondence of her property from 1994 when the Selectmen at that time sent her a letter notifying her the Planning Board erroneously approved her boundary line adjustment. She said this leaves her property without a clear title. Her lawyer recommends that she get something in writing from the Town saying they will not take action on the 1994 letter. The current Board feels this is not a town issue and will not take action. The Town Administrator asked Judith to put her request in writing to be presented to the Select Board for formal action.

The Tax Anticipation Note line of credit application has been completed and submitted and is in the approval process.

The Insured Cash Sweep application was reviewed and approved by the auditor. The Treasurer has signed it and it was submitted to the bank.

The Town Administrator found three addresses in Albany with similar addresses in North Conway. They will be forwarded to Senator Shaheen's office as they are assisting Albany to get a new zip code. Chairman Hiland said his packages often get delivered to the Mount Washington Observatory. He e-mailed links to Yelp, White Mountains NH and MapQuest. They all publish the Observatory's address as 2279 White Mountain Highway. Google Maps shows it as 2779 White Mountain Highway. The Town Administrator called the Observatory who confirmed the physical address as 2779 White Mountain Highway. They have contacted the three services that have it posted incorrectly to have it changed.

Chairman Hiland received a phone call from a veteran in Ossipee who had started a VFW. Chairman Hiland said Albany's VFW has a few file cabinets and equipment they may be able to use in Ossipee. Albany's VFW has dissolved. Selectperson Ryan and Selectman Ferris had no objection to offer the equipment to the Ossipee VFW. In turn, they may be able to help Albany with flags for veteran's graves.

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 – Chairman Hiland spoke with Rhonda Rosand. She is able to assist with setting up the new QuickBooks company. She charges \$225.00/hour. The Board discussed different options and decided to hire Rhonda for an hour to look at what the Town Administrator has started and then she can make recommendations on how to proceed.
- Albany zip code – in process-see Town Administrator's report.
- Chapel Committee/Historical Society – Dorothy Solomon reported no one came to the Chapel meeting. She has been doing some research with advice from David Smolen, Conway Library. He has experience with historical buildings.
- 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) – Letter of intent submitted
- Federal Land Access Program (FLAP) – will being meetings after the TAP class on August 15.
- 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 – no action taken.
- 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-a letter will be sent to the property owners asking them to make the final cleanup of the fire debris.

Other Business (and Board reports):

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

ESAA – Rick- the aviation camp held last week was a great success. 14 7-8 grade children participated.

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

School Board – Joe- next meeting September 11 at 5:30 p.m.

Other: Chairman Hiland reported there is an Election Law Training session in Conway on Tuesday, August 14, 6:00-8:30 p.m.

Correspondence:

Public Comment:

Next Meeting: August 1 at 5 PM: Selectperson Ryan suggested the Select Board meet every other week in August as it is a slow time for the Selectmen. Selectman Ferris agreed saying it is not necessary to meet every week. The Board discussed when they would sign checks and approve payables. Chairman Hiland was not in favor of abandoning the procedures in place. Selectperson Ryan made a motion to approve payables and sign checks out of session on August 1, August 15 and possibly August 29, Selectman Ferris seconded the motion and all were in favor. The Select Board will not meet on August 1, August 15 and possibly August 29.

Other Business:

The Tax Collector, Kathy Golding, presented the Board with the list of properties that have been sent a tax deed notice. The tax deeds are scheduled to be executed on August 15. The Board and Kathy discussed different options to be taken. The Board directed Kathy to look into the small claims court process for the mobile homes on the list.

RH____
CR____
JF____

Adjournment:

At 6:30 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator