

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 Selectmen’s Meeting
April 6, 2016 4:00 p.m.

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox and Rob Nadler

Call to Order: At 4:00 p.m., Chairman Ryan called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

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

Signed checks	\$42,782.66
Approved one timber intent	
Approved timber warrant	
Approved two excavation intents	
Approved request for leave forms	
Approved MS-535 financial	

report	
Signed thank you card	

- **Town Administrator's report:** Davis/Towle Insurance returned with a quote from Trident Company for property/liability insurance in the amount of \$9,500. They were still waiting on another quote from Traveller's Insurance, but they are typically higher than Trident. Primex, who Albany carries for workers' compensation insurance submitted a quote for \$2,100. This includes a discount for dual policies. Chairman Ryan made a motion to accept Primex's quote for property liability insurance, Selectman Ferris seconded the motion and all were in favor.

Road Agent, Curtis Coleman will be taking inventory of street signs throughout the town. He will replace any signs as necessary.

The auditors spent a full day at the office on Tuesday, March 29. All went smoothly and they have submitted the Department of Revenue's MS-535 report. They are still working on the summary report.

An accident in front of the chapel has demolished the new rock wall and stop sign at the bottom of the driveway. A claim to the property liability insurance company has been submitted.

Appointment: Rob Nadler (Conservation Commission)

Rob described the chronology of the re-formation of the Conservation Commission, the acquisition of the town forest, and the process the Commission went through to come up with their land use agreement. The land use agreement was guided by the town's legal counsel, but not written exclusively by them. This is an agreement and not a lease. Selectman Hiland was concerned that the agreement was in actuality a lease. He wants to be sure the documents are executed properly and legally.

Rob felt the process and documents were all in order and done legally with town counsel's consent. Selectman Hiland said only the Selectmen are authorized to sign a lease and regulate the use of the land.

Chairman Ryan asked where to go from here. Rob suggested calling the NH Municipal Association for legal advice and answers to Selectman Hiland's questions. Rob added the Conservation Commission has tried to follow all the laws. They know the upcoming Fish and Game agreement to access the town forest from their land has to be signed by the Selectmen. Rob suggested the Selectmen contact town counsel. Selectman Hiland said he would contact town counsel and get a second opinion from NH Municipal Association. If they come to the same conclusion, it would add validity. Selectman Hiland thinks the Conservation Commission does a nice job.

Director Barbara Robinson & Transportation and Planner Kevin McKinnon of North Country Council:

Barbara described the services that North Country Council provides. Selectman Hiland would like local businesses to take advantage of their services. Barbara replied it may be possible. They work with development partners. They also help to write grants. Kevin said the North Country Council could help with the town's capital improvement program. The Board discussed Albany's emergency management plan and the current updating of the Hazard Mitigation plan. Selectman Hiland asked if there were any grants available for a generator. The Albany Town Hall is labeled as a shelter and does not have a generator. Kevin replied it is possible and he would have to look into it.

Barbara described her background and her path to becoming Director of the North Country Council. Her specialty is business and economic development. She would like to move the entire organization forward and connect to towns. The regional plan is their core and they will build from there.

Selectman Hiland would like a representative from the North Country Council get in touch with the Town Administrator for the local businesses to make contact with.

Old Business:

Noise Ordinance-Selectman Hiland would like to take on these complaints as they arise. Rob Nadler agreed saying a noise ordinance is subjective. No action was taken.

NHMA proposed legislation-Selectman Hiland would like to submit his suggested proposed legislation and asked the other Selectmen if they would like to make any changes. Chairman Ryan would like it to come from the whole board not just her. She would like a copy of it to be attached to today's minutes so the citizens may read it. Selectman Hiland made a motion to submit proposed legislation to the NHMA, Chairman Ryan seconded the motion and all were in favor.

Change meeting time-Chairman Ryan would like to keep the meeting time at 4:00 during business hours. Selectman Ferris contacted Fire Chief Solomon who said it did not make a difference to him and Sheriff Richardi had not responded as of yet. Selectman Hiland said no matter what time the meeting is held, it is not going to please everyone. No action was taken.

Choose top 5 topics to work on-Selectman Hiland would like to have a meeting in Wonalancet to show the residents that the board cares that they are part of our town. He would like the topic to go under old business.

Chairman Ryan would like to work on Rules of Procedure. Selectman Hiland would like to have a work session to start that. The Board decided they will hold a work session on Friday, April 22 at 4:00 pm.

Selectman Hiland would like to work on the list of safety issues that Chief Solomon included in his report. Selectman Ferris would like to tour the town hall to see what has been taken care of and what needs to be done.

Chairman Ryan noted that because there has been a revolving door of Selectmen throughout the past few years, she thought there should be some sort of compilation of what is the Selectmen's responsibilities. Selectman Hiland suggested training sessions. We could hold them here and invite other towns. Selectman Ferris noted he had previously attended the Selectmen's Institute.

Other Business:

- **Board update reports:**

Rob Nadler attended "Eggs & Issues" put on by the Mount Washington Valley Economic Council. It was about funds that are available in the area. The local businesses Selectman Hiland spoke of may be able to take advantage of the funds as well as services from the Economic Council, SCORE and the Community Loan Fund.

Chairman Ryan attended her first Conservation Commission meeting. She learned a lot about the forest and trails and the work that gets done. She looks forward to learning more and moving forward.

Selectman Ferris noted the School Board will meet on April 12, at 5:30 p.m. They will be discussing the school bus contract.

Selectman Hiland announced the annual planning and zoning conference of the Office of Energy and Planning. It is to be held on June 4, 8:00-3:30 in Concord. The cost is \$55.00 per person.

Selectmen Hiland discussed recent approved legislation regarding Accessory housing. It won't go into effect until 2017 in order to allow Towns to amend their zoning ordinances to deal with it. Selectman Hiland proposed the Selectmen and Planning Board work together.

The Town Administrator will work on parking fines and updating the alcohol ordinance for approval by the board and a public hearing. She would like to update the fines to get them in order with surrounding towns.

Correspondence:

Letter from Mount Washington Valley Economic Council thanking Albany for their membership.

Selectman Hiland received an e-mail from Steve Knox that asked if he and Sara are required to sign an acknowledgement form that they have received a copy of Albany's Code of Ethics and are they to be sworn in as representatives to the Mount Washington Valley Economic Council and the North Country Council. Steve and Sara will sign an acknowledgement form but are not required to be sworn in.

Public Comment:

Steve Knox attended his first North Country Council meeting as Albany's representative. The topic of discussion was, how do we create resilient businesses. They also discussed zoning issues, water, sewer, renewable energy policies, bulk supply policies, higher education opportunities and adopting a hazard mitigation plan.

NonPublic Session: RSA 91-A:3 II (c) & (d): It was decided this nonpublic was not necessary and it was removed from the agenda.

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

At 5:52 p.m. Chairman Ryan 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 was unanimous in the affirmative.

At 6:10 p.m., Selectman Hiland motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 6:11 p.m. it was determined that the minutes shall not be publicly disclosed. Selectman 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. Chairman Ryan seconded the motion and all were in favor.

Adjournment:

At 6:12 p.m., Selectman Ferris made a motion to adjourn, Chairman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator

New Hampshire Municipal Association

2017-2018 Legislative Policy Process

Explanation of Proposed Policy

Submitted by : Cathy Ryan, Joe Ferris, Rick Hiland
April 8, 2016

Date:

Title of Person Submitting Policy: Albany Board of Selectmen

City / Town: Albany NH

Phone: 603-447-6038

To see if NHMA will SUPPORT / OPPOSE:

SUPPORT - Legislation dealing with the collection of delinquent property taxes on “manufactured housing” (mobile homes) on property owned by other land owners (mobile home parks), and also a process for getting these same owners of “manufactured housing” to update the property deeds filed at County Registry of Deeds when they sell the unit to another person(s). Similar to 2016 HB 1179 but better written.

2016 HB1179 would help alleviate this problem as “this bill provides that manufactured housing taxable as real estate which is located on the land of another may be taxed to the owner of the land if the tax is not paid when it is due by the owner of the manufactured housing”. A new piece of legislation needs to be better written and encompass the deed issues as well.

Municipal Interest to be accomplished by proposal:

This legislation would help Towns to collect taxes due to them on taxable “manufactured housing” real estate. The taxpayers in Towns that have these delinquent tax problems should not be subsidizing businesses or land owners that rent or lease land to the owners of these manufactured housing units.

Municipalities and Towns, especially small towns, need some help here with this issue.

Explanation:

Albany has experienced some problems with a trailer park in Town over the past several years with mobile home owners not paying their property taxes. Most of these are older units that change hands on cash sales with no updated legal deeds at the registry. Liens have been ignored and some go on for years to no avail. To go through the process to take units is expensive and if not removed from the property the Town is obligated to pay

CR____

RH____

JF____

the monthly rental on the property. Many of these trailers are many years old and are worth a fraction of their original values when new.

Email to: governmentaffairs@nhmunicipal.org no later than the close of business on April 22, 2016