

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.

Minutes

Albany NH Selectmen's Meeting

May 21, 2014

At 4:20 p.m., the Selectmen's meeting was called to order. In attendance were Rob Nadler, Jack Rose and Kelly Robitaille. Also present were Lee Grant, June Johnson and Rick Hiland. The following business was conducted.

Regular Business:

- Reviewed & approved May 14 minutes-Jack made a motion to approve the minutes as submitted, Rob seconded the motion and all were in favor.
- Signed checks totaling \$201,015.14.

Town Administrator Report:

Kathy told the Board Domenic Richardi, Carroll County Sheriff, will be at next week's meeting to update the Board on the patrols.

The damage done to town owned property at 2008 Passaconaway Rd. will be submitted as a claim to the liability insurance company as soon as the invoice is received from the maintenance company.

Kathy received a call from the Conway Library. The Trustees met and are concerned if, in the future, Albany requires residents to pay for their annual library fees and then get reimbursed by the Town, this may create a hardship for some residents. The Library Trustees suggested that Albany pay for each individual by check to ensure all residents who desire a library card may acquire one. Rob said the Selectmen will take this into consideration. Until the library comes up with a new deal, there is nothing Albany can do.

New Business:

Reviewed one septic design. Kelly made a motion to approve the septic design, Rob seconded the motion and all were in favor.

Reviewed two abatements. Kelly made a motion to approve the abatements, Jack seconded the motion and all were in favor.

Kelly needs to leave from the next two Selectmen's meetings by 5:15 p.m. Kathy needs to attend an award ceremony at the high school at 5:15 p.m. on June 4. Rob made a motion to have the next two meetings at 3:30 p.m., Jack seconded the motion and all were in favor.

Rob would like to create a policy that any complaints that come to the town office must be in writing, either in a letter or an e-mail. That way the Selectmen are not following up on a he said/she said situation. Rob made a motion to approve the policy, Kelly seconded the motion and all were in favor.

Rob would like to invite David Maudsley in to a meeting to discuss retention of records as well as digitizing records as he did with the Planning Board. Rob thinks all town boards should be digitizing records in the same manner.

Jack asked June Johnson if a meeting had been scheduled for the town picnic and if a date had been chosen. Rob said the picnic is typically held the third Saturday in July, which this year will be July 19. June replied a meeting had not been scheduled but suggested the meeting be held late enough for those who work may attend. Jack suggested the meeting be held after a Selectmen's meeting on June 11. June thought that would be fine if it could be held at 6:00 p.m. June will e-mail everyone to notify them.

Website Planning:

Kathy asked Kim Guptill who the Chairperson of the School Board is, in order to set up e-mail addresses for the Chairperson and the Clerk. Kim was unsure as she missed the last meeting. Rob said that Joe Ferris was the

Chairperson. Kathy will contact Carla from AlpineWeb to set up the e-mails, show her how to log into them and show her how other boards may post their own minutes.

Kathy asked Rob if the Planning Board has chosen who will have a town e-mail address. Rob replied the Secretary and the Chairman. Rob said all three Selectmen will have an e-mail as well as Curtis Coleman, Road Agent.

Town Board Selectmen's Rep Reports:

Rob asked Kathy to provide enough copies for all Planning Board members to review information she forwards to the Planning Board as they do not have a copy machine available. Rob asked Kathy to look into a copy machine for the Planning Board room to be purchased from their budget.

Tara Bamford reviewed the Planning Board's proposed Master Plan with the Planning Board. She feels it needs more detail and the Conservation Commission should provide a water resource map to be included in the Master Plan. Tara suggested a mapping program through UNH.

Other Reports:

Cemetery update: Kelly, Kim Guptill and Cathy Ryan visited all of the cemeteries, along with Randy Leach of LCR, who does all the maintenance work for the cemeteries. Kelly reported Randy had already done a lot of work. There is still a lot of trimming to do in order to push the tree line back to the boundaries of the cemeteries. Moody and Hammond are in need of a lot of work. Wonalancet was in very good condition. Kelly went on to say they will hold a meeting as soon as they receive a few more quotes on different fencing. The sunken graves will be filled in the Canada St. cemetery. It was very sad to see. It is difficult to get machinery up there, so a wheelbarrow may have to be used. The Cemetery Trustees may have LCR do the work if it is not too expensive. Rick Hiland offered a small trailer of his that can be towed by an ATV. Kelly said he will keep that in mind.

Kelly praised Kim for all of her work she does for the cemeteries and added that Cathy Ryan has a lot of knowledge. Kelly noted Kim had moved all of the cemetery information from the Planning Board room when it was painted. It is currently at her house. Kelly feels it needs to be back here at town hall where it is easily accessible. Rob offered the two bottom drawers of the Conservation Commission's file cabinet.

Jack announced there will be another meeting with the North Country Council and Lakes Region Planning Commission for the Route 16 road safety audit from Ossipee to Bartlett. It will be held in the Planning Board room on June 12 at 12:00 p.m. Rob said this is a two year study and federal money may be available which may expedite an upgrade of Route 16 in Albany.

Rob and Jack attended a meeting of the Transportation Advisory Council at the North Country Council. There are upcoming Department of Transportation grants. All of the different grants have all been blended into one. Jack said the newly voted gas tax will give us some improvements in the North Country. Rob agreed saying it will be for state roads and bridges.

Rob and Kathy attended the Mount Washington Valley Regional Collaboration meeting. It was well represented by all towns in the valley as well as Fryeburg, ME. The meetings are being held to provide for the future planning of the Valley. Jack asked Rob if he thought it would go anywhere. Rob said yes, but it will take many years.

It was discovered at this meeting the Albany has a vote on the Board of Eastern Slope Airport Authority. Rob noted the Selectmen also should appoint a representative to Valley Vision. He would like to know when the Town's contract with Time Warner will expire. Kathy will look into this. Dorothy could put it in the town column to seek an active participants. Rick Hiland volunteered for the Eastern Slope Airport Authority representative. Kelly made a motion to appoint Rick Hiland as Albany's representative to the Eastern Slope Airport Authority, Rob seconded the motion and all were in favor.

Strategic Plan Update:

Rob would like to invite Conway Fire Chief Steve Solomon to a meeting to discuss the percentage of calls that are on the Kancamagus Highway to see how much these calls are costing us. Once we receive the data, Rob would like to approach the National Forest Service to see if they will share in the cost of fire and rescue in the National Forest. Rob thought it couldn't hurt to see if Madison would be willing to submit a bid for fire and rescue. Rick asked what their response time might be and what do they have for services. We must compare apples to apples. Rob replied it is more to keep them honest. Rob would like Peter Carboni to attend the meeting with Chief Solomon to ask any questions he may have.

Rob would like to start revising the proposed noise ordinance.

RN____
JR____
KR____

Rob wants Colleen Cormack to come to a meeting to discuss energy saving projects for the town hall and offices.

Rob would like to postpone a collaborative Board meeting until the Selectmen can work on the noise ordinance and the Planning Board can come up with a list of ordinance amendments

Rob would like to invite NHDOT District Three manager to discuss Route 16 driveway permits and the Town's input into them and if there is an issue, what is their resolution process.

At 6:12 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator