

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 September 28, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris  
Public: Lee Grant, Steve Knox

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

**Pledge of Allegiance:**

**New Business:**

- **Approval of the minutes: September 21 minutes and sealed minutes:** Selectman Ferris made a motion to approve the September 21 minutes, Selectman Hiland seconded the motion. Selectman Ferris made a motion to amend the minutes under Rick Alimi (USFS), to add: The Forest Service's budget was frozen so they do not have money. Selectman Ferris offered a steel eye beam to place as a barrier and it was turned down. He wanted a limit barrier installed in the original place on Passaconaway Rd. and there was no response from Rick Alimi. Selectman Hiland seconded the motion and all were in favor.

Chairman Ryan made a motion to approve the sealed minutes as submitted, Selectman Hiland seconded the motion and all were in favor.

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

<b>Signed checks</b>	<b>\$13,103.44</b>
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<b>Approved three building permits</b>	<b>Map 3 Lot 61 Sub 52 Map 1 Lot 1 Map 7 Lot 87</b>
<b>Approved one pistol permit</b>	
<b>Signed MS-1 assessment report</b>	

- **Town Administrator report:** Road Agent, Curtis Coleman reported he has posted the red listed Drake Hill Rd. bridge to a five ton limit. He also has a “no outlet” sign posted on Passaconaway Rd.

The Selectmen would like Peter Carboni, Code Enforcement Officer, to inspect the Fish & Game buildings to be leased by Albany for the use of the farmers. Peter is out of town this week.

Selectman Ferris would like a second inspection done by Adrian Simons. He has concerns for the condition of the buildings, the maintenance that will be required and the possibility of the town not being able to legally sign a lease to use the buildings if it will cost the town money. These concerns result from the budget workshop Selectmen Ferris and Hiland attended. Public money may not be spent for private purposes. Plowing may be an additional cost. Selectman Hiland would like to see what is there before the snow begins to fly.

The Zoning Board of Adjustment will meet on Tuesday, October 4, at 4:30 p.m. to hold a public hearing for a variance on Map 12 Lot 5.

**Town Counsel:**

Selectman Hiland discussed interviewing new town counsel. He thought it may fall under nonpublic session but would like to get advice from the NH Municipal Association. Chairman Ryan would like to put together a list of who the Board would like to interview and a list of questions to ask. Selectman Ferris was concerned about the potential for a conflict of interest if a firm represents Albany as well as another entity, such as Conway.

**Appointments: Veronica (Notchnet):**

Veronica informed the Board of the services her company offers. They manage and maintain websites and have been working with municipalities for many years. She discussed the different software available to manage websites and the fees charged to update, host and manage the current website. The Selectmen asked about individual e-mail addresses for officers and the ability for each board to access and update their own pages. Veronica replied it is all possible. She recommends updating the current software so

the website would be easily accessible by tablets and cell phones. Veronica told the Board she offers support over the phone, online and in person. 70% of her customers have been with her since 1999 and it is because of the company's customer service. Selectman Hiland would like the website to be easily navigated and well organized. Veronica replied she and the Board could brainstorm and come up with a plan. Steve Knox told the Selectmen, he uses Notchnet for the meeting video website and found Veronica to be very responsive.

**Old Business:**

- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet-no action taken.
- Meeting with Passaconaway owners-Selectman Ferris will try to make contact with an association member.
- MWVEC & NCC meeting-Selectman Hiland is still planning.
- Red listed bridges-Selectman Hiland is planning a Capital Improvement Plan meeting and he would like to start saving for the town's portion of the cost to fix the Drake Hill Rd. bridge. He would like to get an estimate and divide it up into three or four years to put into a newly created capital reserve fund.
- Semi-annual billing-Selectman Hiland noted if Albany is to change to a fiscal year, we would have to save for the initial additional six months budget. He thinks this should be added to the Capital Improvement Plan as well and possibly creating another capital reserve fund for the purpose which is one way to fund the expenditure.
- Town hall door replacement-no action taken.
- Website update-no action taken.
- Meeting with state reps.-Selectman Hiland would like to wait until after the November election before setting a date.
- Sign ordinance-The Board will hold a work session. No action taken.
- Contract/lease review policy-Selectman Hiland said Primex recommends having a policy for the review of contracts in general. It keeps things in order. One official should sign all contracts/leases and the policy should cover all boards. Primex should review all contracts as well as town counsel.
- Review Fish & Game contract-no action taken.

**Other Business (Board reports):**

Selectman Hiland reported the Planning Board had a work session to discuss accessory dwelling units and implementing them into the zoning ordinances.

Steve Knox added it was a good meeting and very informative.

Selectman Ferris reported the Conway Selectmen have voted not to move the recreation center to the empty space in the SAU 9 building. They will continue to pay for maintenance on the vacant space.

Selectman Hiland noted Albany is an exempt entity and is not required to pay taxes on the phone, internet or oil bill. There is a form on the Attorney General's website to submit to the companies to have the charge removed from the bill. Selectman Hiland went on to say if someone makes a donation to the town, they may write it off on their taxes because the town is exempt. Selectman Ferris added the donated money must go specifically toward the intended purpose.

Selectmen Hiland said there is a website that compares data of tax bases in New Hampshire. It is a gross evaluation comparison of all towns. The website is nhpfc.org.

Selectman Hiland said the Attorney General's office is warning about issues throughout the state. Towns need to abide by terms of conservation easements, such as the one on the Albany Town Forest. The Selectmen need to stay on top of this. The Town Administrator told the Board the Upper Saco Valley Land Trust, who owns the easement on the property, conducts an inspection every year and sends a letter to the Conservation Commission to let them know they are in good standing.

Selectman Hiland also informed the Board if a grant is received by the town, the Selectmen are charged with accepting it formally. If it is more than \$10,000, a public hearing must be held and the purpose has to be for the good of the public.

**Correspondence:** NHDES Septic operation approval Map 1 Lot 1  
North Country Council Annual Meeting invitation

**Public Comment:** None

**Adjournment:** At 5:19 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