

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
April 26, 2017

Members present: Rick Hiland and Joe Ferris

Excused: Selectperson Cathy Ryan, and Town Administrator, Kathy Vizard

Public: Steve Knox, Dorothy Solomon, Sara Knox (MWVEC Rep)

Call to Order: At 5:00 p.m. Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance: All joined in reciting the Pledge

New Business:

- **Approval of the April 19 minutes:** Selectman Ferris made a motion to approve the April 19 minutes as presented, Selectman Hiland seconded the motion. With no discussion or changes to the April 19 minutes, Chairman Hiland called for a vote on the motion to approve the minutes as presented. All were in favor. (2 – 0)

Approval of consent file:

- **Selectman Ferris made a motion to approve the consent file as presented, Selectman Hiland seconded the motion and all were in favor (2 – 0).**

Signed checks	\$0.00
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Vachon Clukay & Co. PC	Letter of Understanding pertaining to the annual audit

Town Administrators Report: NONE

Appointments:

Sara Knox – MWVEC Albany Representative

Sara brought the Select Board up to date on what is happening with the Economic Council:

- The MWVEC is sponsoring the 10th Annual Regional Science and Technical Exhibition scheduled for May 11, during the day at the Tech Village in Conway. Everyone is invited to attend.
- Eggs and Issues on May 4th – Tyler Brennen will talk about health issues.
- There are webinars on the SCORE web site on various subjects to help businesses. Sara asked if we could link this on the Albany web site.
- The Select Board thanked Sara for coming to the meeting with the update and invited her to attend anytime in the future.

Old Business:

- Chief Solomon’s recommendations - no action taken - waiting on grant on crash door upgrade & scheduling contractor for electrical.
- Albany Selectmen business roundtable – in planning process - no action taken.
- Red listed bridges - no action taken - in process – need follow-up.
- Semi-annual billing - no action taken.
- Fiscal year budgeting - no action taken.
- Review Fish & Game lease contract-no action taken - waiting on Conservation Commission to arrange walk around of the site with Select Board and F&G officials.
- Generator purchase/grant – waiting on electrician to install connection - no action taken.
- Planning Board, ZBA still need to fill positions – volunteers still needed – 2 full members & 2 Alternates on Planning Board, 1 full member on ZBA.
- Discuss the possible future establishment of a Heritage Commission – waiting on Albany Historical Society - no action taken.

- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028- no action taken.
- Meeting with Forest Service and North Country Council regarding possible Passaconaway Road grant and Albany Covered Bridge barrier – waiting on Tom Wagner to get back to us – needs follow-up to him.
- Procedure for signing documents out of session – Selectman Ferris – draft in process - no action taken.
- Policy for enforcement of spring road closing and violations – Selectman Ferris – contacted NHMA legal to review draft - draft was presented and discussed – needed a couple of additions and will be discussed further with full board at next meeting.
- Policy for videoing of meetings – Selectman Hiland – discussion of draft covered everything and will be discussed further with full board at the next meeting.
- Meeting in Wonalancet-waiting on their schedule - no action taken.
- Dedication of the Annual Town Report - the Board recommends a three person committee to research possible dedications, thank you to volunteers, Citizen of the Year, etc. – no action taken.
- TAN application - waiting on audit completion - no action taken.

Other Old Business: discussion on the need for follow-ups on the following issues from previous meetings:

- Steeple people – need them to look at any possible Chapel steeple roof leaks, structural damage and cost estimate to repair
- NH DOT Drake Hill Road Bridge estimate status
- Route 16 sign lighting problem/issue contact
- EMPG grant status
- Town Hall main entrance side panel replacement and repairs
- Electrician – for Chief Solomon list electrical issues and the generator hook-up.
- 1 Wheel Drive – fire debris clean-up letter.
- Route 16 Moulton property/camp ground – junk cars, trucks and campers clean-up letter.
- Bald Hill Road Monroe property junk trailer clean-up letter.

Other Business (Board reports):

Selectman Ferris – Combined SAU 9 School Board meeting on Thursday
April 27

Selectman Ryan – excused

Selectman Hiland – Morris West and Adrian Simons were sworn in and Huttopia had their site plan review amended to allow temporary awning type structures down in the pool area and relocate a small parking area adjacent

for registration to allow them to open July 1st. The Planning Board approved the request to amend.

Correspondence: NONE

Public Comment:

Steve Knox thought that the video of meetings was going very well but commented that it might be nice if we looked into being able to allow the public watching the meetings in live streaming to be able to phone call or email or text into the meeting to comment or ask questions during public comment. Selectman Hiland explained that these are Select Board meetings and that the Select Board in an effort to be transparent and encourage participation allowed the public in attendance to raise their hand, be acknowledged and comment on topics germane to the immediate discussion topic during the meetings. Would this disrupt meetings? Selectman Hiland then made a motion to appoint Steve the chairman of his committee to look into this type of extra participation and report back to the Select Board on how and who was going to run this aspect of his idea and its associated cost for equipment. It was immediately seconded by Selectman Ferris and all were in favor. (2 – 0)

Next Meeting:

May 3rd at 5PM in Town Hall Conference Room

Adjournment:

At 5:55 p.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor (2 – 0).

Respectfully Submitted,

Rick Hiland
Select Board Chairman / Acting Secretary