

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
 December 7, 2016**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
 Public: Lee Grant, June Johnson and 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 and sealed minutes:** Selectman Hiland made a motion to approve the minutes and sealed minutes of the November 30 meeting, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion. The Selectmen compared the presented premiums and will stay with the current provider that is \$22.00 less per month. A vote was taken and all were in favor. The letters will be signed out of session as they were not ready in time for the Selectmen’s meeting.

Signed checks	\$360,839.15
Approved insurance rates	Dental, STD & LTD
Approved one building permit	Map 9 Lot 43
Sign letters	
Approved one septic design	Map 9 Lot 132

Town Administrator's Report:

Albany's new town counsel, Matt Serge will meet with the Selectmen next Wednesday.

The health insurance rates from the second carrier will be ready in two weeks.

CVFD boundary expansion:

The Selectmen were happy they held their public hearing jointly with the Conway Selectmen as there was more information discussed than was submitted on paper. The Board discussed the current boundaries and where the Conway Village Fire District wants to expand. There is a lot of division in Conway. Selectman Hiland noted there was a Conway Village Fire District meeting tomorrow and he thought it would be prudent for an Albany Selectman to be there.

Appointments: Fire Chief Steve Solomon (CVFD): 4:30 p.m.

Chairman Ryan told Chief Solomon that the Board had been working on his list of safety violations. Chief Solomon replied the list is typical in business inspections and sometimes will take years to remedy.

Chairman Ryan asked Chief Solomon what his take was on the expansion of the Conway Village Fire District's proposed boundary expansion. Chief Solomon discussed the issues of who would oversee the non-precinct expanded area, to include the high school. Currently, Conway Village Fire District does the safety inspections, responds to emergency calls and has done safety inspections. If North Conway Water Precinct took it over, the ambulance calls would be through a private company. Chief Solomon does not want to see that happen. The Board and Chief Solomon discussed federal grants. Chief Solomon told the Board he is interested in maintaining coverage at the high school and have an agreement for the next five years. It has to go on the warrant and be voted on.

The Selectmen gave Chief Solomon a list of commercial businesses in Albany that may need safety inspections. Chief Solomon said he has inspected a number of the businesses already. Chairman Ryan noted that after the fire at One Wheel Drive, the Board felt it was important to have all commercial businesses inspected. Chief Solomon responded the One Wheel Drive fire could have been a lot worse.

Selectman Hiland thanked Chief Solomon for the work he did on the forest fire. Chairman Ryan told Chief Solomon that the Forest Service told her that he and the surrounding departments did a great job. Chief Solomon

discussed the particulars of fighting the forest fire. The Selectmen extended their gratitude.

Chairman Ryan spoke of their meeting with Jim Innes of the Forest Service last week and the discussion they had regarding the lines of communication. Chief Solomon said he called the Sheriff's Department to have them notify the Road Agent and let him know they were closing the road. They notified a worker for the Road Agent, not Curtis Coleman. The Selectmen agreed to allow Chief Solomon to have their contact information.

Old Business:

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-the surveys that were mailed out to taxpayers asking their preference for semi-annual billing are still coming in, but currently the count is 168-no, 115-yes and 4-no preference. 44% of the surveys have been returned.
- Meeting with state reps.-no action taken.
- Contract/lease review policy-see below.
- Review Fish & Game contract-the Board would like to tour the buildings on the property.
- Generator purchase/grant-no action taken.
- Planning Board & School Board appointee-no action taken.

Selectman Ferris handed out health insurance family plan breakdowns that he obtained. Selectman Hiland found five companies that offer insurance.

Selectman Ferris has not contacted Kathy Carrier regarding the Swift River Commission.

Other Business (Board reports): The Planning Board is holding a public hearing on Monday, December 12 at 7 pm for a site plan review for Huttochia, Pine Knoll, LLC.

Selectman Hiland noted there is a webinar to be held by the NHMA on January 11 on legislative requests they will be supporting. They will also hold another webinar on the Right to Know law on February 8.

Selectman Hiland said the USDA had a notice through NHMA for grants for educational programs but nothing for businesses.

Selectman Hiland told the Board that NHMA will be holding a town meeting workshop on February 11 in Concord. Selectmen Ferris and Hiland will attend.

Selectman Hiland asked the Town Administrator to complete the NHMA Wage and Salary Survey. The survey is voluntary so everyone can compare to other towns.

Chairman Ryan said all three Selectmen met with the Conservation Commission and the farmers last night. The farmers told the Selectmen they need a seven year agreement in order to get funding for equipment, etc. Selectman Hiland would like to put together a list of questions for new Town Counsel, Matt Serge when he meets with Selectmen next week. The Board discussed whether the farmers will have a lease or a contract. The Board would like direction as to how to proceed. The Board discussed the acceptance of gifts and grants. Selectman Hiland would like to send a letter to Primex asking about the Town's liability for volunteers.

Correspondence: Proposed County Budget
NHDES Acceptance of Shoreland program permit
Application

Public Comment: Steve Knox asked if the farmers would be liable for any additional cost imposed on the Town of Albany. Selectman Hiland replied that should be spelled out in the contract.

Selectman Hiland would like to look at the Fish & Game buildings, maybe on a Saturday and get a quote for plowing in the winter. He would like to ask Primex for a quote for tenant insurance for leasing the Fish & Game property.

Work session: Contract/lease review policy

The Board went over the draft policy and a few grammatical amendments were made. No further amendments were made.

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

At 5:37 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, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

CR____
RH____
JF____

At 6:02 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 6:03 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Ryan 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. Selectman Ferris seconded the motion and all were in favor.

Adjournment:

At 6:05 p.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator