

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**  
February 15, 2017 4:00 p.m.

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

- **Approval of the February 8 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.

Chairman Ryan noted that because she voted via phone last week, there should have been a roll call vote to accept the grants on behalf of the Conservation Commission. Selectman Ferris made a motion to accept all grants and gifts previously received by the Conservation Commission, Selectman Hiland seconded the motion and all were in favor. Selectman Hiland would like a letter from the Upper Saco Valley Land Trust explaining what has been given to the Conservation Commission.

**Town Administrator’s Report:**

Road Agent, Curtis Coleman called the office regarding the Fish & Game property. He would like to amend his line item to \$205,000. This winter has been harsh on his budget.

He was asked to submit a quote for maintenance and the expansion of the parking lot. He proposes \$250 per year for grading, plowing at \$30 per storm times 25 storms and to expand the parking lot would cost about \$4,000 with material and labor.

The Steeple Keeper is scheduled to look at the chapel on Friday.

### **Review proposed 2017 Municipal Budget and Warrant:**

Selectman Ferris does not support the budget. Nothing has been cut and the budget should be based on needs not wants. Chairman Ryan didn't want to cut the town short. She felt certain areas had been cut and when revisiting other line items, she felt it was not prudent to reduce them. Selectman Hiland pointed out areas of the budget that had been reduced such as elections and the Planning Board's budget but added other areas had to be increased such as the interest on tax anticipation note. Selectman Ferris questioned the Conservation Commission operating expense line. Conservation Commission Chairman, Rob Nadler said they need the money in the budget in case they don't receive a grant. They are tied by easements and must comply. They will apply for all the grants they can but nothing is guaranteed. Rob felt the Selectmen over the past 10 years have done a good job of keeping the budget down.

Rob presented information on the North Country Council. He feels strongly that Albany should stay on as a member. He told the Board about a grant that has been deeply buried and could possibly pay to repair Passaconaway Rd. North Country Council would support Albany in its efforts to apply and received this grant, although the Town would have to make the effort. Rob gave the Selectmen contact information to start the process.

**Appointments: none**

### **Other Business (Board reports):**

Selectman Ferris said the School Board held their public hearing on their budget on Tuesday evening.

Selectman Ferris made a motion to move the Selectmen meeting time to 5:00 p.m., Selectman Hiland seconded the motion. Chairman Ryan noted it is difficult to get people to meetings for appointments as it is outside normal office hours. She felt to put the meeting to a later time is also a stretch on her already long day. Selectmen Ferris and Hiland voted in favor and Chairman Ryan voted against the motion. The motion carried.

Selectman Ferris said he will not support this budget because nothing is being cut from it. Selectman Ferris was excused from the meeting at 5:22 p.m.

Selectman Hiland reported that the Planning Board meeting had been cancelled. No business going on at the Planning Board meetings. They are going to prepare for the next set of ordinance amendments. Their work session scheduled for February 27 will become their regular monthly meeting.

Selectman Hiland discussed volunteers and he will attend a webinar on volunteers. He would like to create a policy for volunteers to protect the town's liability.

**Correspondence:** None

**Public Comment:** None

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

At 5:49 p.m. Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Hiland seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye.

At 6:14 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Hiland, all were in favor.

At 6:15 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 Hiland seconded the motion and all were in favor.

**Adjournment:**

At 6:16 p.m., Selectman Hiland made a motion to adjourn, Chairman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator