

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 March 15, 2017

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Dorothy Solomon and Steve Knox

Call to Order: At 5:00 p.m., Chairman Ryan called the Selectmen's meeting to order.

Pledge of Allegiance:

New Business:

- **Approval of the March 8 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion. Selectman Ferris discussed road violation fines and the lack of need for an ordinance. The law can enforce it. Selectman Hiland added there is nothing in the law that provides for a second or third offense. He brought it up for discussion down the road. A vote was taken on the motion and all were in favor.
- **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.

Signed checks	\$3,285.54
Approved one building permit	Map 9 Lot 169
Approved one pistol permit	

Town Administrator's Report:

The Town Administrator will book one interview for Deputy Health Officer next Wednesday in nonpublic session if the Health Officer is able to attend. Two weeks later the second interview can be conducted.

On Sunday, the Center Conway Baptist Church has rented the town hall for their 30th anniversary.

Chairman Ryan announced, due to the blizzard, the town election and town meeting have been postponed until Thursday. Dorothy Solomon thanked Moderator, Ed Alkalay for making the decision to postpone the election and meeting. She thanked the Selectmen for going along with the decision and thanked the Town Administrator for getting the word out. Albany is unique as it is very diverse, ranging from Passaconaway Rd. to Wonalancet. It was very dangerous driving conditions and a good decision was made. Selectman Hiland told Dorothy that a lot of discussion and consideration went into the decision.

Selectman Hiland made a motion to officially support the decision made by Moderator, Ed Alkalay and the effort he took in order to make the decision to postpone the town election and town meeting. Chairman Ryan seconded the motion and all were in favor.

Chairman Ryan apologized to the citizens of Albany. She made an error on Monday giving the wrong time that absentee ballots would be available on Tuesday. She had an early morning and worked 11 hours on Monday. She apologized to the citizens, her fellow board members and the Town Clerk.

Appointments: None

Old Business:

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board, ZBA and Deputy Health Officer appointees-no action taken.
- Discuss the establishment of a Heritage Commission-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-no action taken.
- Procedure for signing documents out of session-no action taken.
- Policy for enforcement of road violations-no action taken.

Other Business (Board reports):

Selectman Hiland noted that because of the postponement, Moderator Ed Alkalay is not available to moderate on Thursday. He has appointed former Moderator, Steve Knox to the position. Chairman Ryan feels fortunate to have Steve as a backup. Voting will take place 10am-6pm. The school district meeting is at 7pm and the town meeting immediately afterward.

Selectman Hiland said the Planning Board is holding an open house during their work session on March 27 at 7pm. They are trying to attract volunteers and want to invite anyone interested to come to their meeting to see what the Planning Board is all about and to meet the Planning Board members. Selectman Hiland will have handouts for anyone interested at the town election on Thursday.

Selectman Hiland discussed the road bond agreement with the loggers. It has expired and he would like to see updated bonds for all of the years in between. Chairman Ryan agreed it would be prudent. Selectman Hiland noted in the agreement, annual inspections were to be done. He wonders if they were done. Selectman Ferris added they should have been documented. Road Agent, Curtis Coleman should be involved in the discussion and if the inspections have been done and documented. The Town Administrator will draft a letter to Cersosimo Lumber to follow up on the agreement and bond and will contact Curtis. Steve Knox said when talking with one of the loggers months ago, the logger said their cut may be done by spring but with the weather and lumber prices, who knows when if it will be complete. Selectman Hiland said before the road opens the Covered Bridge barrier needs to be addressed.

Correspondence: NHDES letter of expiration for subsurface system

Public Comment:

Steve Knox hopes the Selectmen will support the warrant article to video meetings.

CR____
RH____
JF____

Dorothy Solomon said the election results will unlikely be in the town column this week. Selectman Ferris suggested the results be posted on the website and at town hall.

Steve Knox complemented the Board on a productive and effective year. They have accomplished a great deal. A job well done. Selectman Hiland replied with his thanks to Steve for videoing all the town meetings. Steve figures the cost for the video company would be \$1.00 per week on a property assessed at \$200,000.

Adjournment:

At 5:25 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