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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 8, 2017**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, 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 1 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor. Selectman Hiland made a motion to open the approved minutes from February 22 meeting, Chairman Ryan seconded the motion and all were in favor. Selectman Hiland made a motion to amend the February 22 minutes to show a roll call vote of each warrant article, Selectman Ferris seconded the motion and all were in favor. Selectman Hiland made a motion to approve the amended minutes of February 22, 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 and all were in favor.

Signed checks	\$28,147.64
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Town Administrator's Report:

The Bridge Aid Estimate has been submitted and received by NH DOT.

The Selectmen have received an expanded version of the budget in order to answer questions at town meeting.

Northtown Associates has submitted their certificate of insurance as requested by the Selectmen. Selectman Hiland made a motion to approve the 2017 assessing contract, Selectman Ferris seconded the motion and all were in favor.

The Tax Collector submitted a list of delinquent taxpayers. She noted that the impending lien notices have not gone out yet and the 2016 taxes due will be significantly lower. Selectman Hiland would like to forward the list to the State Representatives as evidence that towns have problems collecting property taxes from mobile homes.

Appointments: None

Old Business:

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-Selectman Hiland would like to set up the meeting at a local establishment.
- Red listed bridges-Bridge Aid Estimate application has been submitted.
- 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-interviews for the Deputy Health Officer position will take place after town meeting.
- 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.

Other Business (Board reports):

Selectman Hiland reported the Planning Board has approved the conditions imposed upon Huttopia as complete and have signed off on their plans. They also discussed definitions included in the zoning ordinances as well as volunteers.

Selectman Ferris reported the SAU 9 board met in executive session to discuss Superintendent Richard's performance. There is an Albany School Board meeting on Tuesday.

Chairman Ryan noted she could be at the town election by 1 p.m. on Tuesday. Selectman Hiland said he could be there all day. Selectman Ferris was unsure of his schedule and will get back to the Selectmen.

Selectman Hiland said the meeting with the three State Representatives went very well. There were about 30 people in attendance and an array of topics were discussed. He would like to continue this tradition.

Selectman Hiland mentioned even though the roads have been posted, he was told there was a logging truck on Passaconaway Rd on Thursday. He would like to create a policy to enforce road violations so fines may be issued. Right now there is nothing to enforce. Chairman Ryan noted that in the past Road Agent, Curtis Coleman had given verbal permission to allow someone to travel on a posted road. Selectman Ferris added violations can be brought to District Court who can impose fines according to the law. Selectman Hiland said an ordinance would be in order to cover that and the law could be noted in the ordinance. Steve Knox told the Board he has not seen any activity since Thursday and thought the logging company was getting their equipment out of there.

Selectman Hiland would like to follow up on the road bond and agreement that was signed. If the road bond was to be collected upon, what proof do we have and what would the video show? All of this should be included in the policy or ordinance as a reminder for future boards.

Correspondence: None

Public Comment: Dorothy Solomon asked if the Town's Attorney will be available by phone on the evening of town meeting. Selectman Ferris thought someone should be available in case there is an issue. The Town Administrator will contact Town Counsel to have someone available by phone.

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Adjournment:

At 5:40 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