

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-Work Session
Minutes
Albany, NH
September 23, 2017**

Call to Order: At 9:05 a.m., Chairman Hiland called the Selectmen’s work session to order.

Pledge of Allegiance:

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
Town Administrator: Kathy Golding
Public: Steve Knox

New Business:

Chairman Hiland would like more information regarding the auditor’s management letter before he signs it.

The Board reviewed and amended the letter to be sent in support of the Conway Village Fire District (CVFD) projects on the NHDOT 10 year plan.

The Board decided to cancel their meeting scheduled for Wednesday, October 4.

Discussions:

Rules of procedure:

Town report checklist – The Board went over the town report checklist. It will be added to the Rules of Procedure as a guide or addendum. All town officers, representatives and State Officials should be listed in the town report. There are certain reports that have to be included in the Town Report by statute and these

were included in the checklist so they are not missed. It was decided that all board and committee reports shall be submitted to the Selectmen's office by the first Tuesday in February in order to be included in the Annual Albany Town Report. The Town Administrator will notify all parties in sufficient time of the deadline. The Town Administrator shall report any missing reports to the Selectmen at their following meeting to be followed up on.

Authorize the Chairman of the Select Board to oversee time sensitive and/or critical day to day office decisions and report at next Selectmen's meeting - This vote of the Selectmen to authorize will be approved at the first organizational meeting immediately following the Annual Town Meeting once per year- this authorization and procedure will be added to the Rules of Procedure.

Office hours: Office hours: After much discussion regarding the hours the Selectman's Office is open to the public, the need for discipline and organization within the office and the ability of the Town Administrator to get the needed work completed in a timely manner, The Board decided to close the office to the public on Fridays to see if it would be helpful for the Town Administrator to finish more work without interruption. This will be revisited in a few months.

Office operations: Selectman Ferris presented his proposal to change and reduce offices hours. He compared the Albany office hours to the office hours in Brookfield NH. They are the same sized town and population. Brookfield is open a lower amount of hours. Selectman Ferris suggested closing the Selectmen's office while the Town Clerk/Tax Collector's office is open so Kathy will only be working in one office at a time. This would reduce the need for the deputy to work as many hours, also lowering the payroll.

The Town Administrator presented a proposal which suggested increasing the Town Clerk/Tax Collector's office hours to be the same as the Selectmen's and cross train deputy DeAnn LeBlanc in the Selectmen's office. This will cover office hours for sick, vacation, classes, etc. for both offices, but also increased the payroll and benefits packages.

Selectperson Ryan wants to look to the future of Albany. Will Albany need more hours, more employees and is now the time to propose this?

Chairman Hiland spoke of the control of the municipal budget, employee benefit costs and paid time off. These are additional costs to the taxpayers and he would like to revisit the Employee Manual as well as the Town Administrator's job description.

Prioritize to do list: The Board reviewed the list.

RH____
CR____
JF____

Fire and Rescue Contract: Chairman Hiland spoke with Town Counsel regarding the draft fire and rescue contract. He forwarded Town Counsel all the documents for review. Chairman Hiland wanted the escape clause reviewed and will ask Town Counsel if the contract will have to be compliant with RSA 53 per the request from PRIMEX.

Public Comment: none

Next Meeting: September 27 at 5 PM

Adjournment: At 11:00 a.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator