

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 13, 2017

Call to Order: At 5:03 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

Attendance:

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

New Business:

- **Approval of the December 6 minutes and December 6 sealed minutes:** Selectman Ferris made a motion to approve the December 6 minutes as submitted, Selectperson Ryan seconded the motion. Selectperson Ryan amended the minutes on page 5 to correct the vote taken from (3-1-0) to (2-1-0). A vote was taken to approve the minutes as amended. All were in favor. Selectman Ferris made a motion to approve the December 6 sealed minutes, Selectperson Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Selectperson Ryan made a motion to approve the consent file as presented, Selectman Ferris seconded the motion. A second septic design approval was added to the consent file. A vote was taken and all were in favor.

Signed checks	\$7,638.80
Approved two septic designs	Map 9 Lot 152 & Map 7 Lot 54
Approved dental, short and long term disability rates	

Signed title search contract	Tax Collector mortgagee search
Approved 2018 assessment contract	
Reviewed bid to replace town hall security system	

- Selectman Ferris made a motion to allow Chairman Hiland to sign a building permit application out of session for Map 7 Lot 54 after the Code Enforcement Officer has approved it, Selectperson Ryan seconded the motion and all were in favor.

Town Administrator’s Report:

Bill Cass (NHDOT) called to say the bridge design team was out in the field to look at the Drake Hill Rd. red listed bridge. They should complete their work by the end of the week and we should hear something back by the end of the year.

Lewis Grimm, who is an Administrator of the FLAP program e-mailed with a detailed description of the current status of FLAP funds. The call for projects is still closed. The Town Administrator will continue to monitor the website where the call for projects is announced.

Brad Simpkins, who was referred to Albany by Joe Kenney, is continuing to research the PILT reduction.

JP Pest Service rescheduled their inspection of town hall for January 8.

The Town Administrator has been notified by Cersosimo Lumber that their logging operation in the White Mountain National Forest is complete. The culverts will be removed in the spring as they are already frozen into the ground.

Pope Security would like to know what the scope of work to be bid on is. What kinds of upgrades and improvements is the Board looking for? Selectperson Ryan noted the current system is old and antiquated. Selectman Ferris added that the current system doesn’t have an accurate time stamp. It needs to be reset each day. He feels that is the purpose of the security system if something were to happen. Chairman Hiland said they should know what the issues are from their annual inspection. Once the bids are received, Chairman Hiland would like to invite each company in for discussion.

Dana Jones, White Mountain Oil & Propane, will submit a quote for the labor to connect propane to the generator.

Next week, the Town Administrator would like to start working on the 2018 proposed budget. She will add it to the agenda.

The Town Administrator received an e-mail from Deputy Rowe. He reported broken locks on the Passaconaway Rd. gate. Curtis Coleman confirmed it happened on Monday and is fixed.

Appointments: None

Work session: Employee Manual

The Selectmen reviewed each section of the Employee Manual and made some changes. The new draft will be reviewed at the next meeting.

Correspondence: NHDES-Approval for construction-Map 11 Lot 3

Public Comment: none

Next Meeting: December 20 at 5 PM

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

At 7:12 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (a) & (c). Selectperson Ryan seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 7:55 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 7:56 p.m. it was determined that the minutes shall not be publicly disclosed. Selectman Ferris 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. Selectperson Ryan seconded the motion and all were in favor.

Adjournment:

At 7:58 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

RH____

CR____

JF____

Kathleen Golding
Town Administrator