

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 20, 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 and Cathy Ryan. Joe Ferris-excused  
Town Administrator: Kathy Golding  
Public: Dorothy Solomon

**New Business:**

- **Approval of the December 13 minutes and December 13 sealed minutes:**  
Chairman Hiland made a motion to approve the December 13 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.  
Chairman Hiland made a motion to approve the December 13 sealed minutes as submitted, 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, Chairman Hiland seconded the motion and all were in favor.

<b>Signed checks and payroll vouchers</b>	<b>\$21,291.57</b>
<b>Approved one building permit</b>	<b>Map 11 Lot 3</b>
<b>Reviewed White Mountain Oil propane bid for generator</b>	
<b>Reviewed letter from USPS</b>	
<b>Reviewed letter from NH Lottery</b>	<b>Keno</b>

<b>Approved support letter for the Carroll County Sheriff's Dept.</b>	<b>Grant to upgrade communications equipment</b>
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- **Set Budget/Town meeting timeline:**

The public hearing for the 2018 proposed budget will be held on Wednesday, February 14 at 5:30 p.m. A snow date or possible second public hearing will be held on Thursday, February 15 at 4:00 p.m. A second snow date or possible second public hearing will be held on Friday, February 16 at 4:00 p.m.

The Board of Selectmen will not meet on Wednesday, March 14, the day after town meeting. They will reorganize at their meeting on Wednesday, March 21.

**Town Administrator's Report:**

A letter was received from NH Lottery Commission outlining the process for towns to approve Keno. The proceeds will fund full day kindergarten program in NH. Scott Whigham, Almost There Restaurant, is interested in offering Keno at his establishment. Chairman Hiland is in favor of placing a warrant article on the 2018 warrant to allow Scott to offer Keno and if the proceeds help to fund kindergarten, then it will help out the Albany taxpayers as well.

Greg Quint, Conway Village Fire District Supervisor, was contacted regarding the possibility of extending sewer connections to businesses on Route 16, south of Almost There Restaurant. Greg said the system ends behind Discount Deli and in order to extend it, would require a pump house, digging under Route 16 and onto private property in some places. The pump house alone is estimated at \$3 million dollars. There would be a lot of logistics involved. The discussion would begin with the Conway Village Fire District Commissioners. Greg didn't really see it in the future, although he added that their system is able to handle the additional use. Chairman Hiland said at the business roundtable meeting, Michelle Moren-Grey mentioned infrastructure grants. Maybe Albany would qualify for one or more. Chairman Hiland felt it is worth investigating but wanted to be clear that this is an idea in its infancy stage at this point. Selectperson Ryan agreed it is worth investigating.

Littlefield Farm's insurance certificate arrived naming Albany as additionally insured.

The Town Administrator asked to use the Christmas Eve holiday on Friday, December 22 and the New Year's Eve holiday on Thursday, December 28. Chairman Hiland and Selectperson Ryan agreed to allow Kathy to use those days. Kathy asked if the Selectmen's office could close at 11 a.m. on December 28 and then allow her to make up that hour at another time during the week. Chairman Hiland and

Selectperson Ryan agreed to allow Kathy to close the Selectmen's office at 11 am on December 28 and make up the hour at another time during the week.

An e-mail was received from Senator Hassan's office letting the Selectmen know that after reviewing the legislation, the Senator has signed on to the Secure Rural Schools program as a co-sponsor. This program gives a percentage of the revenue brought in by the National Forest to the school district.

**Appointments: None**

**Correspondence:** NHDES Notice of Acceptance of permit application  
Map 9 Lot 152

**Work session: Employee Manual**

The Selectmen reviewed the sections of the Employee Manual that have been changed and made some more revisions. The new draft will be reviewed at the next meeting.

**Other Business:**

Chairman Hiland went to his first Board of Director's meeting at the NH Municipal Association on Friday. He will bring any municipal concerns to their attention for discussion.

Chairman Hiland said HB 1726, which is sponsored by Representative Tom Buco, of Conway regarding search and rescue reimbursement is moving forward. A representative from Albany may need to testify for the bill in Concord, when needed.

Chairman Hiland went over other legislative bills that may be of interest to Albany. He will keep an eye on them as they progress.

Chairman Hiland announced the NH Municipal Association is holding a few webinars of interest in January and February.

**Public Comment:** None

**Next Meeting: December 27 at 5 PM**

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

At 6:18 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectperson Ryan seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye.

At 6:26 p.m., Selectperson Ryan motioned to move into public session, seconded by Chairman Hiland, all were in favor.

At 6:27 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Hiland 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 6:30 p.m., Chairman Hiland made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding  
Town Administrator