

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
January 10, 2018**

Call to Order: At 5:09 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: Steve Knox and Dorothy Solomon

New Business:

- **Approval of the January 3 minutes:** Selectman Ferris made a motion to approve the January 3 minutes, Selectperson Ryan seconded the motion and all were in favor.
Chairman Hiland made a motion to approve the January 8 minutes, Selectman Ferris seconded the motion. Chairman Hiland and Selectman Ferris were in favor. Selectperson Ryan abstained as she was not present for the meeting.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file, Selectperson Ryan seconded the motion and all were in favor.

Signed checks and payroll vouchers	\$27,719.08
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Town Administrator’s Report:

The Town Administrator made an appointment with QuickBooks expert, Rhonda Rosand, for February 22 at 10:00 a.m.

The December 2017 bank statements have been received and reconciled. The budget should reflect more hard numbers next week.

Rob Nadler sent a letter of resignation as Albany's representative to the North Country Council's Transportation Advisory Committee, Scenic Byways Committee and the NH Rail Transit Advisory Board. Chairman Hiland would like a letter of thanks and appreciation drafted to Rob. He would like to know when the resignation will take effect. The Town Administrator will contact Rob.

Brad Simpkins e-mailed to say he is in contact with the Department of Interior regarding Albany's PILT reduction and continues to research the issue.

JP Pest Service inspected the town hall building and suspects there is a red squirrel infestation. They submitted a quote for removal and preventative measures for re-infestation. There is a discount to the quote if the Town commits to a quarterly program.

The Selectmen reviewed the bid from Pope Security to upgrade the system in Town Hall. Chairman Hiland would like representatives from both companies that submitted bids to meet with the Selectmen.

Appointments: None

Work session:

Health Insurance Options: The Board reviewed Health Insurance options. No action was taken.

2018 Proposed Budget: The Board reviewed the 2017 expended budget.

Correspondence: NH Department of Safety-letter of closeout of EMPG grant for town hall door crash bars

Public Comment: None

Other old business:

Planning Board: Chairman Hiland reported the Planning Board reviewed their budget and reduced their proposed budget by \$500.00.

School Board: Selectman Ferris reported the School Board budget will be reduced unless a special education student moves into Albany

Conservation Commission: Selectperson Ryan reported the next meeting will be held on February 6 at 6:00 p.m.

RH____
CR____
JF____

Selectman Ferris requested to be on record that he did not support or sign the Treasurer's delegation of duties approved by the Treasurer and Selectmen.

Next Meeting: January 17 at 5 PM

Adjournment:

At 6:44 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