

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
 February 28, 2018**

Call to Order: At 5:10 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:

- **Synopsis of last week’s meeting:** Chairman Hiland gave a synopsis of last week’s meeting and apologized for the video recording time mix up.
- **Approval of the February 21 minutes:** Selectman Ferris made a motion to approve the February 21 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 and all were in favor.

Signed payroll checks and vouchers	\$3,557.81
Approved accounts payable	\$365,000(school)+\$855.34
Review & sign accounts payable checks	Nothing to approve
Approved one timber intent	Map 6 Lots 104, 109 & 111
Approved Reach the Beach	September 14, 2018

Relay permit	
Sign grant assurances	Tabled until next week

Town Administrator’s Report:

The town report has been completed and is being printed.

The QuickBooks professional came to the office on Thursday. Everything went well and she gave a lot of information. It will take time to transform our program over to her recommendations but it will produce the reports the Selectmen would like to see at the touch of a button. She is available to come back and help to fine tune our changes. Chairman Hiland also attended the meeting and said the QuickBooks professional was very good. He was impressed. The program is capable of doing more and the Board can get a full picture of the finances. The categories have to be put in place and then it should be just a push of a button. It will take time.

The 2018 warrant has been posted on the website as well as the 2018 proposed budget. The sample ballots will be posted tomorrow.

Old Business:

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – no action taken.
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Expansion of CVFD boundaries to include Almost There Restaurant – no action taken.
- Quickbooks training – as needed in the future.
- Albany zip code – no action taken.
- Chapel paint and lead testing – no action taken.
- Passaconaway Rd.- no action taken.
- Security/Fire system upgrade – no action taken.
- Pole licenses – no action taken.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.

Other Business (and Board reports):

Planning Board – Rick- next meeting March 5 at 7 pm.

ESAA – Rick – the Executive Board met with Conway and Fryeburg Selectmen. No information yet.

Conservation Commission – Cathy- next meeting March 6 at 6 pm.

School Board – Joe- next meeting April 10 at 5:30 pm.

Other: nothing to report.

Correspondence: none

Public Comment:

Steve Knox thanked the Town Administrator for the report of taxes collected. He found it interesting that 99.5% of taxes were collected within a seven week period.

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

At 5:38 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, Selectman Ferris, aye.

At 5:56 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 5:57 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.

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

At 5:59 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (a) & (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye and Selectman Ferris, aye.

At 7:20 p.m., Selectman Ferris motioned to move into public session, seconded by Selectperson Ryan, all were in favor.

At 7:21 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. Selectman Ferris seconded the motion and all were in favor.

Adjournment: At 7:23 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator