

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 Selectmen’s Meeting
April 13, 2016 4:00 p.m.

Member present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Sara Young-Knox, Cort Hansen, Rob Nadler and Sam Farrington

Call to Order: At 4:08 p.m., Chairman Ryan called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approve Minutes(4/6/16) & NonPublic minutes(4/6/16):** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Chairman Ryan made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$25,911.07
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- **Town Administrator’s report:** The Town Administrator left a message with the Michelle Moren-Gray of the North Country Council regarding services they may provide for Albany businesses.

The North Country Council held business hours at town hall on Tuesday.

The Department of Revenue sent a letter that Albany’s assessing is in compliance.

Old Business:

Selectman Hiland received some information from SCORE. He has contacted a few businesses in town who may benefit from their services. Rob Nadler has volunteered to direct the businesses to the appropriate service provider. Selectman Hiland would like to get all of the service providers together along with Albany's business owners to see if there may be assistance for the business owners.

Parking fines/alcohol policy and fines-The Town Administrator has contacted the Sheriff's Department regarding surrounding town's parking fines. Once she compiles a list, she will average them out and present a list of recommended fines. She has also received assistance from the Sheriff's Department to update the alcohol ordinance.

Rules of procedure-Chairman Ryan noted this will be discussed at the Selectmen's work session on Friday, April 22. She would like to put together a list of ideas to work on. The Town Administrator suggested the Selectmen also have a work session on Wednesday, April 20th as she will not be at the Selectmen's meeting that day. Chairman Ryan agreed.

Chief Solomon's recommendations-Selectman Hiland suggested this topic be part of the work session. Chairman Ryan would like a cheat sheet of what has been completed from the list and what is still outstanding.

**Appointment: Jac Cuddy (Mount Washington Valley Economic Council):
4:30 p.m.**

Chairman Ryan asked Jac to explain what MWVEC does for the valley as well as for Albany. Jac told the Board MWVEC has been in operation for 25 years. There is a 30 member board with 12 town representatives and 18 business people who are members at large. MWVEC assists businesses with revolving loans, business advice and education. They also host "Eggs & Issues" once a month inviting someone to discuss a topic of interest to businesses and citizens. Next month the Governor will speak about the state of the state. Chairman Ryan added it was good for businesses to network at these meetings.

Jac went on to say, they also host state and federal debates. He feels it is important for the valley to hear what candidates stand for.

Jac explained the timeline for the Tech Village. It is 10 years old now and they are full. They house SCORE with 14 or 15 counselors. They do a lot of business mentoring. Their point is to make something happen and help businesses to succeed but to also tell them if it may not work.

Selectman Hiland told Jac he would like to gather organizations associated with the MWVEC and North Country Council for an evening meeting and invite Albany businesses to discuss what the organizations can do to help their existing businesses. Jac agreed to be involved. Selectman Hiland will facilitate the event.

Old Business:

Meeting in Wonalancet- Steve Knox is waiting to hear back from his Wonalancet contact-no action taken.

On demand training and combined board meeting-Selectman Hiland would like to have the combined board meeting first to see what trainings are needed. Chairman Ryan suggested a combined board meeting on Wednesday, May 18 at 6:00 p.m. Selectmen Hiland and Ferris both agreed tentatively. They would like to put it out there to all the boards to make sure they can attend.

Other Business:

- **Board update reports:** Joe attended the School Board meeting at which they signed a five year contract with the bus company. He would like to let parents know they must be present to pick up their child from the bus or else the child will be brought back to school where the parent will have to pick them up.

Correspondence: None

Public Comment:

Rob Nadler discussed the recent article in the newspaper regarding target shooting in the national forest and exploding targets. Selectman Hiland noted that many shooting clubs have banned them because they are safety and fire hazards.

Adjournment:

At 5:02 p.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator