

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 August 3, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon and Steve Knox

Call to Order: At 4:00 p.m., Chairman Ryan called the Selectmen's meeting to order.

Pledge of Allegiance:

New Business:

- **Approve July 27 minutes**-the minutes were tabled.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$2,148.64
Signed letter of support	
Signed deed to former owner	Map 11 Lot 56
Auditor's management discussion and analysis report	
Approved one building permit	Map 12 Lot 27
Reviewed animal control officer report	

- **Town Administrator report:**

The locksmith is scheduled to replace door knob cylinders on Thursday, August 11.

The Health Officer has inspected property at 5 Moulton Drive. He has issued a letter of violation to the owner to clean up the trash and debris from the property by August 31. He noted there is other debris on the property that may be a violation of the junkyard laws. Selectman Ferris will take inventory of the property.

The property at 1024 West Main St. Ext. that was taken by Tax Collector's deed in 2013 is ready to be put out to sealed bid or auction. The Board discussed the minimum bid and what is owed on taxes. Selectman Ferris made a motion to put the property up for sealed bid with a minimum bid of \$6,000, Chairman Ryan seconded the motion and all were in favor.

The security codes and contact list have been updated with Pope Security.

Appointment: None

Old Business:

- Rules of procedure-the Board finalized the Rules of Procedure. Selectman Ferris made a motion to approve the rules of procedure, Chairman Ryan seconded the motion and all were in favor.
- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet-the Town Administrator e-mailed Doug McVicar to set up a meeting. There has not been a reply yet.
- Meeting with Passaconaway owners-no action taken.
- On demand training-Selectman Hiland would like to hold a right to know workshop for all boards to attend. He would also like to open it up to surrounding towns. Chairman Ryan would like to e-mail all boards to see if there would be interest in attending.
- MWVEC & NCC meeting-Selectman Hiland just received a listing of Albany's businesses. He will be working with NCC and MWVEC to set up a meeting in September.
- Red listed bridges-the engineer's report was reviewed by the Selectmen. The Board discussed the load limit on the bridge. They

would like to invite Road Agent, Curtis Coleman to a meeting to discuss a plan to replace the Drake Hill Rd. bridge.

- Semi-annual billing-no action taken.
- Town hall door replacement-the Board would like to meet with bidders. Selectman Hiland suggested getting a bid from Granite State Glass.
- Website update-Selectman Hiland would like to set up an appointment in September with Notchnet and the following week, he would like to meet with our current website host. Steve Knox said they are very happy with the service from Notchnet for Albany Town Meetings website.
- Conservation Commission meeting-the Board was pleased with the results of the meeting last night. The Board expressed their concerns and the Commission responded in kind. It was agreed the boards will move forward and they were on the same page as far as the lease agreements. They spoke of meeting with Conway and discussing the possibility of being taxed on the land and who will be responsible for that. Chairman Ryan would like to see any agreement made in writing. Selectman Hiland felt the legislators may need to get involved to resolve some of the time restraint issues in the law. Currently the Selectmen may sign a one year lease of town land unless given permission by the legislative body to sign a lease for up to five years. In order for farmers to receive funding for equipment, banks want to see a longer lease.
- Violation letter-no action was taken.
- Security camera policy-Selectman Hiland asked if the audio recording in the hallway has been shut off. The Town Administrator replied yes. Chairman Ryan made a motion to approve the security camera policy, Selectman Ferris seconded the motion and all were in favor.
- Meeting with state representatives-Selectman Hiland has drafted a history of the town forest and has listed the problems with leasing and the taxing of the land in addition to the current laws the town is restricted by. He e-mailed a copy to Rob Nadler of the Conservation Commission for comment. Selectman Hiland would like to get on the representatives radar for their next legislative session. A meeting will be set up after the elections this fall.

Other Business (Board reports):

Selectman Hiland noted the NH Municipal Association is going to support the issue on mobile homes. It is on their radar.

Selectman Hiland announced that Eastern Slope Airport Authority will hold their annual meeting on August 19 at 6 pm. They have a barbeque and all are welcome.

Selectman Hiland reported he read the auditor's report and gave kudos to the Town Administrator for a nice job.

Selectman Hiland noted numerous workshops available to town officials to be put on by NH Municipal Association this fall.

Corrrespondence:

- Take a Walk in our Shoes-Awareness-Prevention-Treatment
- White Mountain Oil & Propane CAP Insurance program
- Household Hazardous Waste Collection Day

Public Comment:

Steve Knox asked if the Albany sign had been removed from 2008 Passaconaway Rd. property that recently was sold to the former owner. Selectman Ferris volunteered to remove the sign. The Board agreed to have Selectman Ferris take the sign down.

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

At 5:27 p.m. Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 5:52 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 5:53 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman 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.

CR____

RH____

JF____

Adjournment:

At 5:54 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