

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
July 20, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, Dorothy Solomon, Sara Young-Knox 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:

- **Approved July 13 minutes:** 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:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$
Approved one building permit	Map 14 Lot 44
Approved request for leave	

- **Town Administrator report:** Road Agent, Curtis Coleman fixed the washout on Bald Hill Rd.

The Selectmen/Conservation Commission joint meeting will be held on August 2 at 6:00 p.m.

The Department of Revenue mistakenly filed Albany's Assessing contract before reviewing. It was brought to their attention and it will be mailed out today.

- **Review locksmith estimates:** The Board reviewed and discussed the two estimates. Selectmen Ferris made a motion to accept the proposal from Advanced Lock & Alarm in the amount of \$685.96, Chairman Ryan seconded the motion and all were in favor.

Appointment: Jim Innes (White Mountain National Forest): 4:15 p.m.

Jim joined the meeting and introduced himself to the Board. He wanted to get acquainted with the town. There is nothing pressing at this time. Selectman Hiland told Jim if there is anything Albany can help out with, they are more than willing to step up. Selectman Hiland noted he understood there has been excessive noise from gun target practice on High St. Guns are controlled by the state but the Town can do something about the exploding targets.

Jim discussed the temporary barrier protecting the Covered Bridge. Selectman Ferris noted the town has an agreement with the logging company. It keeps falling down because it is temporary as the loggers had to take down the original barrier in order to log. The Town Administrator said the original agreement for the permanent barrier was with the Forest Service.

Jim discussed a maintenance project that will take place at Jigger Johnson camping area. It is basically preventative tree care.

Selectman Hiland invited Jim and everyone from the Forest Service to the Town picnic on Saturday.

The Board discussed the proposed road going into the town forest from the Fish & Game buildings. Jim said it has been laid out but not built.

Jim told the Selectmen the proposal process has begun for a new ranger station. If a proposal is approved, the new building will be up to date and energy efficient.

Old Business: Rules of procedure: The Board worked on the rules of procedure.

Chief Solomon's recommendations: The Board would like to have proposals submitted and then meet with the contractors to start planning for it.

Meeting in Wonalancet: An e-mail will be sent to Doug McVicar to see when and what time would be accommodating to him.

Meeting with Passaconaway owners: no action taken.

Parking fines/alcohol policy and fines: The Board discussed the proposed updated parking, loitering and alcohol fines. Selectman Hiland made a motion to hold a public hearing on Wednesday, July 27 at 4:15 p.m., Selectman Ferris seconded the motion and all were in favor.

On demand training: no action taken.

MWVEC & NCC meeting: Selectman Hiland would like a listing of all business owners in Albany.

Red listed bridges: no action taken.

Semi-annual billing: no action taken.

Town hall door replacement: no action taken.

Website update: Selectman Hiland would like to invite a representative from Notchnet to a meeting to discuss options for Albany's website. He would also like to invite our current website host to a meeting to discuss what she can offer.

Conservation Commission meeting: to be held, Tuesday, August 2, at 6:00 p.m.

North Country Council Survey: The Board would like to know if Albany should be filling it out as it is geared more toward businesses. They don't want to flaw the results.

Correspondence: Department of Revenue Community Action Report
NHDOT driveway permit Map 6 Lot 30
WMOP price cap insurance letter-the Board would like to see further information regarding this program.

Other Business (Board Reports):

Selectman Hiland made a motion to authorize the Town Administrator to withdraw from the tax anticipation note as needed so the town can pay their bills in a timely manner, Selectman Ferris seconded the motion and all were in favor.

Selectman Hiland asked the Town Administrator to forward a picture of town hall to the NH Municipal Association.

Selectman Hiland would like to attend the NH Municipal Association workshop, budget and finance, to be held on September 27 at the Grand Summit hotel in Bartlett. Selectman Ferris would like to go also.

Selectman Hiland would like to attend the NH Municipal Association workshop, law lecture series, on October 15 in Concord.

Selectman Hiland would like to attend the Primex workshop on contracts, to be held on August 25

Selectman Hiland would like to send the Conservation Commission farming contract for review by town counsel. He has a few concerns regarding fees and the formal process of accepting gifts and grants. These are subject to approval by the Board of Selectmen. Chairman Ryan asked if Selectman Hiland had a resolution. Selectman Hiland replied the grants and/or gifts be formally accepted. He would like to invite a representative from the Upper Saco Valley Land Trust to be present at the joint board meeting as well. Selectman Hiland would like to see all decisions made to be in the minutes. Selectman Hiland would like the meeting to be a constructive one. He also feels the Conservation Commission is not living up to their statutory obligations. He is aware the Selectman have no authority over their board but would like to see them live up to their requirements. Selectman Hiland read the law associated with Conservation Commissions.

Public Comment: None

Adjournment: At 6:20 p.m., Chairman Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator