

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 27, 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 20 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as submitted, Selectman Ferris seconded the motion and all were in favor. The violation letter was signed but will not be sent until verification of the violation is made.

Signed checks	\$66,125.81
Signed Assessing contract	
Reviewed impending deed list	
Signed violation letter	Map 8 Lot 15
Signed letter of support CCSO	Improved radio communication

- **Town Administrator report:** A former owner of a property taken by Tax Collector’s deed has submitted payment for all back taxes, interest, penalties

and fees. The property is located at 2008 Passaconaway Rd. The Selectmen will sign a deed transferring the property back to the former owner at next week's meeting.

The Town Administrator submitted a quote from JP Pest services to take care of the spider webs and hornets nests around the town hall buildings. The quote is for \$438. Selectman Ferris would like to get one more quote before deciding which quote to accept. The Board agreed. The Town Administrator will contact Terminix for a second quote.

Public Hearing: Increasing parking, loitering and alcohol fines 4:15 p.m.:

At 4:19 p.m., the public hearing was called to order. Chairman Ryan read aloud the proposed parking ordinance and fines associated and the proposed loitering and alcohol ordinance. With no public comment, Chairman Ryan made a motion to close the public hearing, Selectman Ferris seconded the motion and all were in favor. Selectman Hiland made a motion to approve the loitering and alcohol ordinance as amended, Selectman Ferris seconded the motion and all were in favor. Selectman Hiland made a motion to approve the parking ordinance as amended, Selectman Ferris seconded the motion and all were in favor.

Other Business:

Security Camera policy: Selectman Hiland submitted a draft security camera policy. Chairman Ryan would like to discuss the policy next week. No action was taken.

Selectman Ferris spoke with Pope Security. The audio on the hallway security cameras can be disabled from their office. They store the video for 30 days. The list of security codes needs to be updated as well as the password for the town.

Selectman Hiland sent an inquiry to NH Municipal Association and the response was that audio recording is prohibited. Selectman Hiland made a motion to have audio recording stopped and erase all prior recordings, Selectman Ferris seconded the motion and all were in favor. Selectman Ferris also noted the contact list with the Sheriff's Department must be updated. He added that other town police departments do not have keys to town hall. The ones that do, also share their offices at town hall.

Town Counsel: When asked for a recommendation regarding a question about the Conservation Commission's farming contracts, Selectman Hiland feels the reply from town counsel was vague. He has followed up with town counsel with more specific questions but has not heard back yet. He feels the Selectmen need to have a discussion about changing town counsel. Chairman Ryan agreed.

Selectman Hiland recommended, in light of recent events, the Selectmen write a letter of support to all police departments in the surrounding area.

Selectman Hiland noted there were about 90-110 people that attended the Albany picnic on Saturday. He thanked Kathy Carrier, Cort Hansen, Rob Nadler, June Johnson, Lee Grant, Donna Gray, Jamie Sabina, Steve and Sara Knox, Paul and Linda Brown, Joe Ferris, all the ladies who helped out at the raffle table and all those who donated to the raffle table. The weather held out and everything went well. June Johnson thanked Rick for all of his help at the picnic.

Selectman Hiland spoke with state Representatives Mark McConkey and Susan Ticehurst regarding the farming on the town forest with respect to a lease/rental agreement or land use agreement. The Selectmen can sign a one year lease unless given permission by the legislative body to sign a lease for up to five years. They asked Selectman Hiland to e-mail them a list of problems Albany has encountered along with the RSA's associated so they can get up to speed. They said they would be happy to meet with the Selectmen to see if something can be drafted for an exception to these limitations. Selectman Hiland would like to set the meeting up before the primary election in September.

Old Business:

- Rules of procedure-no action taken.
- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet-no action taken.
- Meeting with Passaconaway owners-no action taken.
- Parking fines/alcohol policy and fines-passed as amended.
- On demand training-no action taken.
- MWVEC & NCC meeting-Selectman Hiland would like a list of business owners in Albany.
- Red listed bridges-no reports have been received.
- Semi-annual billing-no action taken.
- Town hall door replacement-no action taken.
- Website update-no action taken.
- Conservation Commission meeting-will take place on August 2.
- North Country Council Survey-the Town Administrator will complete.

Correspondence:

- Albany Planning Board-Site Plan Review-Notice to Abutters

Public Comment: none

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

At 4:45 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

CR____
RH____
JF____

in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 5:15 p.m., Selectman Hiland motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 5:16 p.m. it was determined that the minutes shall not be publicly disclosed. Selectman 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. Chairman Ryan seconded the motion and all were in favor.

Adjournment:

At 5:20 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