

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 June 8, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Steve Knox, Sara Young-Knox, Jason Call and Bonnie Hayes

Call to Order: At 4:03 p.m., Chairman Ryan called the Selectmen's meeting to order.

Pledge of Allegiance:

New Business:

- **Approve minutes May 18, May 18 Combined Board meeting and June 1:** Selectman Hiland made a motion to approve the May 18 minutes as submitted, Selectman Ferris seconded the motion and all were in favor. Selectman Hiland made a motion to approve the May 18 Combined Board meeting minutes, Chairman Ryan seconded the motion and all were in favor. Chairman Ryan made a motion to approve the June 1 minutes, Selectman Hiland seconded the motion. Selectman Hiland made a motion to amend the minutes to read that Chairman Ryan was excused at the meeting and to read Selectman Ferris motioned to have a set of keys made for each Selectman to the Selectmen's office and Selectman Hiland seconded it. Selectman Ferris seconded the motion to amend the minutes. Chairman Ryan made a motion to approve the June 1 minutes as amended, 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 submitted, Selectman Ferris seconded the motion and all were in favor.

Sign checks	\$96,336.57
Sign MS-535	Financial report

- **Approve two timber intents-Map 9, Lot 53 & Map 5, Lot 5:** Selectman Hiland made a motion to approve two timber intents, Selectman Ferris seconded the motion and all were in favor.
- **Approve Fire and Rescue contract extension:** Selectman Hiland made a motion to approve the contract extension, Selectman Ferris seconded the motion and all were in favor.
- **Review estimate for replacing the double doors in town hall:** Selectman Hiland thought this project will have to wait until the end of the year in order to see if funding would be available. Leonard Builders as well as Cormack Construction will be contacted for estimates also.
- **Review White Mountain Oil & Propane budget letter:** Selectman Hiland would like to see the projected oil and propane prices from White Mountain Oil.

Appointment: Jason Call (Northtown Associates): 4:15 p.m.

Jason submitted his proposed contract for 2016. He told the Board that last year’s statistical update went smoothly with only a few abatement applications received. Jason went over the chronology of how statistical updates came to where they are now. It allows for the towns’ assessments to stay level providing for equal taxation statewide.

Jason discussed his workload and how he tries to maneuver his work throughout the numerous towns he works for. He also discussed the additional work he would have to perform if Albany decided to change to semiannual billing. He recommends that Albany hold out as long as they can before making the change. The Board would like Jason to try to finish his work before the September 1 deadline for the state’s assessment report. Jason said he would try but would rather take the time to ensure accuracy if necessary.

Selectman Hiland asked a few questions for clarification in Jason’s proposed contract. Jason will make a few amendments and submit it again.

- Old Business:** Rules of procedure-no action taken
Chief Solomon’s recommendations-reviewed estimates to replace doors
Meeting in Wonalancet-no action taken
Meeting with Passaconaway owners-no action taken
Parking fines/alcohol policy and fines-no action taken
On demand training-no action taken
MWVEC & NCC meeting-no action taken

Red listed bridges-Curtis will report next week
Semi-annual billing-no action taken

Other Business:

Chairman Ryan reviewed the video from the Selectmen's meeting on June 1 as she could not make that meeting. She felt questions were asked by the Board that had no immediate answers and she felt uncomfortable about leaving that open ended.

Chairman Ryan noted the Town Clerk/Tax Collector, Deputy Town Clerk/Tax Collector and Treasurer are all bonded through the town's liability insurance. The Treasurer does have a deputy.

The Board discussed employee overtime and decided to wait on further discussion. Selectman Hiland noted there is a federal mandate that may pass and he would like to stay on top of it. The NH Municipal Association will be offering a seminar on the effects it may have on municipalities.

Chairman Ryan felt the Board voting to make keys for each Selectman for the office was a knee jerk reaction. There was no meeting the prior week, therefore there were no minutes to approve or correspondence to review. If something important was required, her keys were not far away for someone to pick up. She would like to assure the residents that there was no emergency to get into the Selectmen's office that day.

Chairman Ryan commented on the combined board meeting, saying her interpretation of the lack of enthusiasm for education was different from Selectmen Hiland's. She understands that people have careers and families and it is difficult to fit time in for education in addition to serving on a board. She would like to come up with a Selectmen's handbook so when a new member comes on board, they are aware of what is to be done. Other boards need to get up to speed. One thing she has learned from all of the workshops she has attended is that we are not alone. All towns struggle with similar issues. She feels that education classes need to be brought forth to each member of each board so they have the opportunity to attend.

Chairman Ryan commented that all of Albany's boards need to understand their duties. Currently they are not intentionally neglecting their duties. Selectman Hiland added the boards should all be up to date with their statutory obligations and they need to know what they are. There is a lot of legal liability involved. Selectman Hiland replied the Selectmen have no authority over other boards. Information was brought forward to encourage the education of statutory obligations. It is the Selectmen's duty to make

sure all boards and their members are aware of the training available to them.

Chairman Ryan noted in the three months since this board of Selectmen has formed, things are moving rather quickly and she would like to focus on three topics and then move forward to the next three.

Board update reports: none

Chairman Ryan announced the meeting for the Multi Hazard Mitigation plan update is to be held Wednesday, June 15 at 6:00 p.m. at town hall. Citizens are encouraged to attend.

Chairman Ryan, Selectmen Hiland and Ferris all attended a meeting with Fire Chief Steve Solomon and members from NH Fish & Game and the Forest Service to discuss search and rescue costs. NH Fish & Game are statutorily obligated to perform these actions, but when there is an emergency and time is of the essence, Chief Solomon feels obligated to jump in so as to possibly save a life. The problem is a lot of the emergencies tie up his team and equipment for long periods of time and he is still obligated to cover the rest of Conway Village Fire District. He has historically had difficulty in getting reimbursed for his services from those who had been rescued.

Selectman Hiland attended a NH Municipal Association webinar today. It was very informative and discussed some legislation that has passed but is not signed by the Governor yet.

Correspondence: NHDES
North Country Council

Public Comment: Bonnie Hayes of Select Realty asked about the status of 1024 West Main St. Ext., which was taken by Tax Collector's deed. She is trying to sell an abutting property but Albany has an easement over it. The Selectmen replied the three year period of which the former owner may repurchase it will end in August. At that time, the Board will most likely put it out to sealed bid. That process must stay open for 30 days at which time the bids will be opened and the property sold to the highest bidder. Selectman Hiland suggested that Bonnie come back to the Selectmen's meeting in August to stay aware of the status of the property.

Adjournment: At 5:43 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

CR____
RH____
JF____

Respectfully Submitted,

Kathleen Vizard
Town Administrator