

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
October 12, 2016 4:00 p.m.

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

- **Approval of the minutes: October 5 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Chairman Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectman Hiland seconded the motion and all were in favor.

Signed checks	\$15,720.77
Approved two pistol permits	
Signed grant agreement amendment	
Signed quarterly payroll tax report	

- **Town Administrator report:** Road Agent, Curtis Coleman said he is not concerned about the height of the newly placed load limit signs on the Drake

Hill Rd. bridge. They are as tall as a delineator and if the signs get covered by snow, Curtis will clear it. The old sign will be removed. After the gate is closed on Passaconaway Rd., Curtis will take inventory of the signs leading up to the Covered Bridge as he does annually. Curtis will attend the Capital Improvement Plan meeting to be held on October 19. The Town Administrator has not heard from anyone else.

- **Discuss NHMA workshop hosting:** Selectman Hiland suggested that Albany offer the town hall for proposed workshops held by the NH Municipal Association. Chairman Ryan agreed saying it would be nice to have the classes centrally located. Selectman Ferris would like to set them up. Selectman Hiland made a motion to offer the NH Municipal Association to hold workshops at the Albany Town Hall, Selectman Ferris seconded the motion and all were in favor. Selectman Ferris suggested getting the okay from Primex, Albany's liability insurance company.

Appointments: None

Old Business:

- Chief Solomon's recommendations-Selectman Hiland looked over the proposal from Advanced Lock and Alarm. It is just for the hardware to make the door compliant. He thinks maybe it should be weather tight as well. Selectman Ferris said the doors are functional and weather stripping can make them weather tight. The Selectmen would like to have all three bidders come to a meeting to discuss the options. Chairman Ryan set the meeting tentatively for Thursday, October 27 at 1:00 p.m.
- Meeting in Wonalancet-The Town Administrator will reach out to Doug McVicar.
- Meeting with Passaconaway owners-no action taken.
- MWVEC & NCC meeting-Selectman Hiland noted the Mount Washington Valley Economic Council has been busy hosting political debates, so he will wait until after the election before scheduling the meeting.
- Red listed bridges-The Board discussed the Covered Bridge. They would like to insist that the Forest Service does something to ensure the bridge is protected. Chairman Ryan thought better posting would help greatly. Selectmen Ferris would like something permanent by spring. He would like to invite the Forest Service to a meeting. Selectman Hiland agreed. The Board discussed the prior agreement regarding the Covered Bridge and the Forest Service.
- Semi-annual billing-no action taken.
- Website update-The Board discussed moving money within the budget. Selectman Ferris made a motion to switch to Notchnet for website

hosting, Chairman Ryan seconded the motion. The Board discussed the change. The vote was called and all were in favor. Selectman Hiland made a motion to move \$1,000 from the welfare line item to the software support line item in the municipal budget. Selectman Ferris seconded the motion and all were in favor.

- Meeting with state reps.-no action was taken.
- Sign ordinance-Selectman Hiland has been doing some research through the Office of Energy and Planning that should be considered when the Board addresses the ordinance.
- Contract/lease review policy-To be discussed at the work session tentatively scheduled on November 2.
- Review Fish & Game contract-Selectman Hiland would like to schedule a visit to the Fish & Game buildings and include the Conservation Commission.
- Town Counsel-Selectman Hiland would like to set up interview appointments every 30 minutes and schedule it as soon as possible. Chairman Ryan would like to put off the work session scheduled for that day in order to get the bulk of the interviews complete.
- Generator purchase/grant-Selectman Hiland would like to get estimates for a generator for town hall. He thinks it should be a propane generator. Selectman Ferris thought an 8000 watt generator should be sufficient. Selectman Hiland thought the hookup in the electrical panel should accommodate a larger generator in order to increase its capacity in the future.

Other Business (Board reports):

Selectman Hiland attended a webinar on ransomware. It was very interesting. Thieves steal the data on your computer and hold it for ransom.

Selectman Hiland would like to send the Tamworth Selectmen a note of thanks for helping with the cost of the NH Municipal workshop held here at town hall.

Selectman Hiland would like the Board to put together a list of questions to ask the lawyers when they are interviewed.

Correspondence: None

Public Comment: Lee Grant said whoever cut the fields should be thanked, they did a great job.

CR____

RH____

JF____

Adjournment: At 5:15 p.m., Chairman Ryan made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator