

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 September 14, 2016 4:00 p.m.

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

Call to Order:

Pledge of Allegiance:

- **Approval of the minutes: September 7 minutes:** Selectman Hiland made a motion to table the minutes, Co-Chair 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, Co-Chair Ferris seconded the motion and all were in favor.

Signed checks	\$5,760.74
Approved one building permit	Map 9 Lot 15

- **Approved firearm information sheet:** Selectman Hiland made a motion to approve the firearm informational sheet to be handed out with every approved pistol permit, Co-Chair Ferris seconded the motion and all were in favor.
- **Approved Primex CAP program:** Co-Chair Ferris made a motion to approve the CAP program, Selectman Hiland seconded the motion and all were in favor.
- **Town Administrator report:** Lt. Santuccio from the Carroll County Sheriff’s Department will attend next week’s Selectmen’s meeting to update the board on patrols.

Veronica from Notchnet will attend the Selectmen's meeting on September 28 to discuss updating the website and what options her company can offer.

Selectman Hiland would like to invite Jim Innes from the Forest Service to next week's Selectmen's meeting to finalize a plan for a barrier to protect the Covered Bridge. Co-Chair Ferris thought it needed to be taken care of immediately as it leaves Albany open to a liability.

Steve Knox suggested a sign be placed on Passaconaway Rd. on the Conway/Albany town line informing truckers that the road is not a through way. Selectman Hiland noted an incident recently where a trucker drove to the Covered Bridge, then tried to back up and turn around in a parking lot. He backed over a stop sign as well as pushed a tree over.

Appointments: None

Old Business:

- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet- Co-Chair Ferris spoke with Wonalancet resident John Howell, who will contact other residents to set up a Selectmen's meeting in Wonalancet.
- Meeting with Passaconaway owners-no action taken.
- On demand training-Right to Know workshop scheduled tonight at 6 pm in the town hall.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-Co-Chair Ferris reported the school district was overpaid by \$40,000. He asked Selectman Hiland if it should be left as a credit toward the December bill or should the Board asked for a refund. Selectman Hiland thought it should be left as a credit. Co-Chair Ferris agreed. Co-Chair Ferris also noted the bus driver has repeatedly had to bring young students back to school as their parent was not waiting for the child to be dropped off. This is costly and if it continues, parents may be billed. Co-Chair Ferris said by changing Albany from a calendar year to a fiscal year would alleviate overpayments to the school district. Selectman Hiland added it would help to plan for budgeting too. This would also allow the Town to hold the Annual Town Meeting in either March or May by statute. Co-Chair Ferris would like to see the town move to a fiscal year. Selectman Hiland said the problem would be funding the additional six months at first. This must be communicated to the townspeople.
- Town hall door replacement-no action taken.
- Website update-no action taken.
- Meeting with state reps.-Selectman Hiland will set the meeting up after completing a plan with the Conservation Commission. Selectman

Hiland went on to say he sees problems with the current Fish and Game contract with the Conservation Commission. He would like to have Primex review the contract for recommendations and pass any additional costs over to the farmers.

- Sign ordinance-no action taken.
- Contract/lease review policy-Selectman Hiland had jotted down some points to be added into the contract review policy. He would like to have the policy passed within the next few months. Selectman Hiland attended the Conservation Commission meeting and is planning to work with the Chairman, Rob Nadler on the farmer's contracts. Selectman Hiland discussed some issues in the Fish and Game contract that may cost Albany money. Co-Chair Ferris would like to see wording in the farmer's contract to pass any of the cost over to them.

Other Business (Board reports):

Selectman Hiland reported the Planning Board held a preliminary site plan review on Monday. Huttopia, LLC bought Pine Knoll Campground and presented their plans for the property.

Co-Chair Ferris said the Conway School Board is debating what to do with the extra space in the SAU 9 building. The Conway Recreation Center is interested in a 50 year lease.

Co-Chair Ferris noted the primary election went well. He saw an individual enter the Town Clerk office when no one was present. He thinks the door should be locked. He also noted the agenda has not been posted on the website as was passed in the Selectmen's policy and procedures. The Town Administrator replied the office gets busy at times and the agenda gets put on the back burner.

Correspondence: None

Public Comment: None

Adjournment: At 4:38 p.m., Co-Chair Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator