

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
 April 5, 2017

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
 Town Administrator: Kathy Vizard
 Public: Dorothy Solomon and Steve Knox

Call to Order: At 5:00 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approval of the March 22 minutes:** Selectperson Ryan made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion. Selectman Ferris made a motion to table the approval of the March 22 minutes. Selectperson Ryan withdrew her motion, Selectman Ferris withdrew his second. All were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor.

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| Signed checks | \$66,149.13 |
| Approved one Timber warrant and certification | |
| Signed letter of violation | National Advertising Map 6 Lot 113 00BLDG |
| Approved one Intent to | Map 7 Lot 58 |

| | |
|-----------------|--|
| Excavate | |
|-----------------|--|

Town Administrator's Report:

Selectman Ferris has been signed up for the NH Municipal Association's Local Official Workshop for May 10.

The EMPG grant that was applied for is in process. Once approved, it will pay 50% of the cost to install the panic hardware on the town hall doors.

Advanced Lock has been scheduled for April 18 to install the panic hardware.

The auditors have been scheduled for April 20.

The Combined Board meeting has been scheduled for Wednesday, May 20 at 7:00 p.m. Chairman Hiland would like to invite all boards, commissions, officials and representatives.

The Board would like to schedule a meeting with Tom Wagner as soon as possible to discuss the Covered Bridge Barrier and the federal program for country roads.

Conway Fire Chief Solomon said he believes the White Mountain Waldorf School should be inspected by the Health Officer annually.

Chairman Hiland noted the Town Administrator should be listed as present in the Selectmen's minutes.

Chairman Hiland would like a copy of the Town Administrator's job description and personnel policy printed out and distributed for discussion at a future meeting.

Chairman Hiland asked if the steeple company had been in touch to inspect the chapel. The Town Administrator replied no.

Chairman Hiland noted the Selectmen's minutes on the website from August 10, 2016 and August 17, 2016 are identical. A link to the new video website needs to go on the website. Steve Knox added the domain name to albanytownmeetings will be kept for the archive of 22 months of meeting videos.

Chairman Hiland would like the noise ordinance to be retyped and numbered. The Master Plan should be labeled 2014. All town representative should be listed on the website, not just the Boards.

Chairman Hiland would like to schedule the electrical work to be done that is listed in Chief Solomon's safety violations.

Chairman Hiland would like to schedule the replacement of the side panels of the town office doors.

Chairman Hiland would like to recognize all town boards and representatives in next year's town report. He thinks it is a good idea to recognize everyone who helps out in town.

Chairman Hiland would like to come up with a process for dedicating the town report. He mentioned the possibility of dedicating 2017 to the history of Albany's town forest. Steve Knox said Willie Frechette recently passed away. He was a former Selectman as well as the Road Agent. Selectman Ferris added the town report did not have to be dedicated to just one person.

Appointments: None

Other Business (Board reports):

Chairman Hiland reported the Planning Board held an open house and they recommend that Morris West be appointed to the Planning Board as an alternate. Selectman Ferris made a motion to appoint Morris West to the Planning Board as an alternate, Selectperson Ryan seconded the motion and all were in favor.

Old Business:

- Chief Solomon's recommendations-doors are scheduled. Electrician will be contacted.
- MWVEC & NCC meeting-change to Selectmen business roundtable.
- Red listed bridges-Chairman Hiland said the state is putting more money into the state aid bridge fund.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board, ZBA and Deputy Health Officer appointees-Deputy Health Officer interview scheduled.
- Discuss the establishment of a Heritage Commission-no action taken.

- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028- no action taken.
- Meeting with Forest Service and North Country Council-no action taken.
- Procedure for signing documents out of session-Selectman Ferris will draft.
- Policy for enforcement of road violations-Selectman Ferris will draft.
- Policy for videoing of meetings-Chairman Hiland will draft.
- Meeting in Wonalancet-Doug McVicar will schedule and notify this office.

Chairman Hiland made a motion to appoint Selectperson Ryan as Vice-Chair of the Select Board, Selectman Ferris seconded the motion and all were in favor. Chairman Hiland added there should be back up representatives to the Planning Board and Conservation Commission.

Chairman Hiland presented a copy of the farmer's contract he drafted. Rob Nadler is going review and then PRIMEX, and then town counsel.

Chairman Hiland reported he attended the quarterly meeting of the Eastern Slope Airport Authority. Their finances are in good shape and there a plans to build a new hangar. The Airport Authority sent a letter of thanks to Albany for their appropriation of \$300.00.

Selectman Ferris noted the School Board will meet on Tuesday, April 11 at 5:30 p.m.

Chairman Hiland would like the Code of Ethics and its acknowledgement form to be handed out at the combined board meeting.

Chairman Hiland noted the new video camera has been installed. Each meeting needs to be scheduled to the server. Currently it needs to be scheduled through the Town Administrator.

Chairman Hiland thought as a part of town meeting, a citizen of the year should be recognized for their volunteerism.

Correspondence: None

Public Comment:

Dorothy Solomon asked if a discount could be given to taxpayers who choose to make an early payment on their taxes. Chairman Hiland replied that was not within the town's authority.

Chairman Hiland would like to start the Tax Anticipation Note application process. The Town Administrator said the annual audit must be complete first.

NonPublic Session RSA 91-A:3 II (a) & (c):

At 5:50 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 6:35 p.m., Selectperson Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 6:36 p.m. it was determined that the minutes shall not be publicly disclosed. Selectperson Ryan 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. Selectman Ferris seconded the motion and all were in favor.

Adjournment:

At 6:40 p.m., Selectman Ferris made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator