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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 August 17, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris

Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox and Rob Nadler

Call to Order: At 4:00 p.m. Chairman Ryan called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approve August 10 minutes and nonpublic 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 presented, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$3,334.17
Signed septic approval	Map 5 Lot 5
Signed key holder agreements	
Reviewed impending tax deed properties	

- **Town Administrator report:**

Pope Security has changed the settings of the security camera hard drive to store 30 days of video.

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The Right to Know class to be presented by the NH Municipal Association will be held on Wednesday, September 14 at 6:00 p.m. here at the Albany Town Hall. The Tamworth Selectmen will attend and will inform other boards. The Madison Town Administrator was going to inform the Board of Selectmen.

Violation letter: The property owner at 30 Brookside Ave. that was selling firewood without proper authority stated he does not want to go through the process of obtaining permission to continue selling firewood. He will stop the commercial activity.

The Sheriff's Department will be in touch with a time that a deputy can attend a Selectmen's meeting.

The NH Municipal Association presented a webinar today on the new federal overtime rules.

Chairman Ryan made a motion to appoint Karen Menard as inspector of election for the Republican Party as the Republican Party had missed the deadline of July 15. The Democratic Party sent their appointments. The Democratic inspectors of election are Dorothy Solomon and Mary Leavitt.

Appointments:

Dana Jones (White Mountain Oil & Propane):

Dana joined the meeting and discussed the different programs offered by White Mountain Oil & Propane. He presented the Select Board with oil and propane prices that could be locked in for the 2016-2017 heating season. The Selectmen locked in a price of \$1.83 per gallon for fuel oil and \$1.33 per gallon for propane.

Rob Nadler & Cort Hansen (Conservation Commission):

Rob and Cort discussed recent discussions between the Selectmen and Conservation Commission. If legislation is to be amended, this could take a while. Rob's prime concern is to keep the farmers stable while the process is worked out. The contract has been amended, removing the payment from the farmers, and adding that the farmers will mow around the 13 acres. Selectman Hiland wants the farmers to be assured the town isn't running them around in circles and if they have questions, the Select Board will meet with them.

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Rob would like the Select Board to review the Fish & Game lease, which allows the farmers to use their land and buildings on the Kancamagus Highway. Road Agent, Curtis Coleman would have to agree to plow part of the yard. Afterward, the Conservation Commission would work on grants and how to accept them. Selectman Ferris asked who would be responsible for the building maintenance. Rob replied, probably the town but the lease is very vague in that area. Rob discussed power and water to the buildings. Selectman Hiland brought up the town's liability and thought any costs should be passed to the farmers. Selectman Hiland is also concerned with taxation from Conway as this land lies in Conway. He would like to meet with the Assessor and Conway Planning Board and receive a memorandum of understanding, so everything agreed upon is in writing.

Rob would like to have another combined board meeting before the holidays to discuss warrant articles so that everyone is on the same page.

Steve Knox asked what the life of the contract was. Rob replied it was seven years. Selectman Hiland noted by taking out the monetary piece, the contract was no longer a lease. Steve replied by saying at the last combined meeting, the boards agreed a one year lease would be signed and at town meeting a longer lease could be voted on. Selectman Ferris would like to do research to determine which direction the town will head toward.

Old Business:

- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet-no action taken.
- Meeting with Passaconaway owners-no action taken.
- On demand training-set to take place September 14 at 6 p.m.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-no action taken.
- Town hall door replacement-Selectman Hiland said Advanced Lock and Alarm would like the opportunity to give a quote. Selectman Hiland will set up an appointment with them.
- Website update-no action taken.
- Violation letter-property owner will stop selling firewood.
- Meeting with state representatives-Representative McConkey responded to Selectman Hiland that he would be willing to meet with the Selectmen regarding legislation of leases.

Other Business (Board reports):

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The Town Administrator asked for Terminix to come to Albany to give a quote for insect removal. It has been two weeks with no response. She asked the Selectmen to accept the quote from JP Pest Services for \$438. Selectman Hiland made a motion to accept the quote from JP Pest Services and move forward with the insect removal, Selectman Ferris seconded the motion and all were in favor.

Selectman Hiland received a state project check list to keep track of the progress of the red listed bridge and the application for state bridge aid. The project may take years and this is a good way to track the progress.

Selectman Hiland noted that according to RSA 234:23, the Town must inspect all municipally owned bridges every two years. He wonders if this has been done by the Town. Selectman Hiland suggested contacting NHDOT to see if they inspect all bridges as they have given the Town a list of red listed bridges.

The Board discussed semiannual tax billing. Selectman Ferris would like to look into changing to a fiscal year. Selectman Hiland noted it had been voted down at town meeting in 1990. Selectman Hiland would like to get input from the citizens, whether it is a survey taken during an election or sent out with the tax bills.

Selectman Hiland said the Eastern Slope Airport Authority will hold their annual meeting on Friday. There will be a barbecue.

Correspondence: None

Public Comment:

Dorothy Solomon questioned whether the property owner selling firewood needed permission from the town as he owned a commercial piece of property. The Town Administrator replied according to the zoning ordinances, he did.

Selectman Hiland wanted to reiterate the importance of setting up a meeting with the Conservation Commission and the Conway Assessor and Planning Board. He would like to look into it now so Albany will know what direction they are going in. When the meeting with the state representatives comes up, Selectman Hiland would like to have answers for them.

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

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At 5:00 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 in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 5:20 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 5:21 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman 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.

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

At 5:21 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 in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 5:30 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 5:31 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman 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 5:32 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