

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 December 14, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris

Public: 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 December 7 minutes and sealed minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Chairman Ryan made a motion to approve the consent file, Selectman Hiland seconded the motion. The Board discussed the title search contract and the response from the contractor about Albany being listed as additionally insured. Selectman Hiland would like to table this contract and send it to Primex for review. Chairman Ryan made a motion to approve the consent file but table the title search contract, Selectman Hiland seconded the motion and all were in favor.

Signed checks	\$53,300.74
Approve title search contract	TABLED

- **Discuss the establishment of a Historical Commission:** Selectman Hiland has been approached by June Johnson, Treasurer of the Historical Society. She is the only active officer and would like to resign. Selectman Hiland did some research and discussed dissolving the Historical Society in

order to create a Historical or Heritage Commission. Albany would then own all of the historical artifacts in the museum. Selectman Hiland would also like to establish a Historical Commission Trust Fund. An inventory of the Historical Society's possessions will be taken and submitted to the Selectmen.

Town Administrator's Report:

The assessor has submitted his annual invoice. He is still working on the 2017 contract.

Primex has not yet responded to the list of questions submitted by the Selectmen regarding the Fish & Game buildings lease.

The updated website will be going live tonight.

Heidi Lawton of NH Homeland Security visited the office. The EMPG grant that paid for 50% of the surveillance cameras will become available again in 2017. Albany could apply for a grant to help pay for a generator for town hall. Heidi also said it is possible it may pay 50% of the cost to install the panic hardware on the town hall doors. She will get back to the Town Administrator with more information.

Appointments: Matt Serge (Drummond Woodsum): 4:30 p.m.

The Board introduced themselves to Matt. Matt started by saying his hourly rate right now is \$195, but he never wants a rate to get in the way. He wants a long relationship. He is sensitive to budgets. Matt discussed his experiences with other towns and his normal ways of doing business. Matt would like a copy of Albany's ordinances, regulations and plans to have on file. He will send an engagement letter to the Selectmen.

Selectman Hiland told Matt he would like to submit a draft of the Planning Board's accessory dwelling unit ordinance for input and recommendations.

Matt told the Board there are times he will have an assistant help him out but he will let the Town know ahead of time. Selectman Hiland told Matt he wants good advice, not advice that the Board wants to hear, and he would like it in writing. Matt replied, he will guide the Board to meet their goals but give an honest opinion also.

Selectman Hiland gave Matt an overview of the history of the purchase of the town forest up to the current farming contracts and the easements on the land. The Board would like to know the correct way to handle the farming

contracts as well as the Fish & Game lease. Matt will research leases and contracts as well as what the Conservation Commission responsibilities are in order to give a definitive answer. Chairman Ryan would like Matt to have direct contact with Rob Nadler, Conservation Commission Chair. He put the farmer's contracts together and has a good working knowledge of the easements. The Board discussed the farmland being in current use and if it would have to be taken out of current use and consequently be taxed.

The Board discussed the acceptance of gifts and grants and whether the Conservation Commission has the authority to do so.

Selectman Hiland discussed the approval of a recent site plan review and how the site plan review regulations have recently been updated. The Planning Board is next looking at cleaning up the zoning ordinances.

The Board told Matt Albany's police is through the Carroll County Sheriff's Department and the NH State Police. Fire and Rescue is contracted out to Conway Village Fire District. Schools as well as solid waste is contracted through the Town of Conway.

Old Business:

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-four more surveys were received. 3-yes and 1-no.
- Meeting with state reps.-no action taken.
- Contract/lease review policy-the Board reviewed the policy and with no further amendments, the policy will be adopted into the Rules of Procedure at their next meeting.
- Review Fish & Game contract-questions have been sent to Primex for review.
- Generator purchase/grant-no action taken.
- Planning Board & School Board appointee-no action taken.

Other Business (Board reports):

Selectman Hiland said the Huttopia site plan review was conditionally approved by the Planning Board. There is a tentative public hearing on January 9 for the accessory dwelling unit ordinance.

Selectman Ferris attended a budget meeting for the SAU 9. They asked the elementary principals to cut another \$150,000 from their budget.

CR____
RH____
JF____

Chairman Ryan attended the Conway Village Fire District meeting. It was a public hearing about their new rates. Because the state has not paid their portion of a water project, the bill will be left to the taxpayers, increasing their bills significantly.

Correspondence: None

Public Comment: Steve Knox asked if the Conway Village Fire District Commissioners discussed their budget numbers for Albany for the upcoming contract renewal. Chairman Ryan said no. This was just a public hearing for their change in rates.

Adjournment: At 6:00 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