

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
February 22, 2017 5:00 p.m.

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

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

Pledge of Allegiance:

New Business:

- **Approval of the February 22 minutes:** Selectman Hiland made a motion to approve the minutes, Selectman Ferris seconded the motion. Selectman Ferris made a motion to amend the minutes on page three, “Selectman Ferris said he will not support this budget because nothing is being cut from it. *It is not based on needs.*” Selectman Hiland seconded the motion to amend the minutes. All were in favor. Selectman Hiland made a motion to approve the minutes as amended, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as submitted, Selectman Hiland seconded the motion and all were in favor.

Signed checks	\$112,459.71
Approved request for leave	

Town Administrator's Report:

Barbara Durr, our Bank of NH representative, stopped by to see how the town's banking was going. The Town Administrator said there were no issues and she and the Town Treasurer are enjoying the services they use.

The Steeple Keeper Company left a message but did not show up to inspect the Chapel.

There has been no response from Town Counsel regarding the warrant.

Kim Guptill, Cemetery Trustee, requested a warrant article to remove \$2,000 from the Cemetery Expendable Fund. Selectman Hiland noted it was too late as the public hearing for the warrant has been held and it would require another public hearing in order to place it on the warrant.

The Selectmen decided to keep the cover of the town report the same as last year and with no dedication.

The Selectmen's report is to include the policy of rules of procedure, meeting with the State Representatives, website update, allowing Commissioner Hounsell to use the conference room, the completion of Chief Solomon's recommendations, Capital Improvement Plan, update of the Hazard Mitigation Plan, changing of locks and security codes, meetings with the Sheriff, Fire Chief, Road Agent and joint board meetings.

Fire Chief Solomon is to meet with Selectmen next week. He will give his regular update and is requesting assistance from Albany in order to acquire a grant.

Dorothy Solomon asked the Selectmen if they would be willing to volunteer as substitute to deliver Meals on Wheels for the Gibson Center. It would be the Albany/Madison route and in the morning. Chairman Ryan already volunteers for Meals on Wheels. Selectmen Ferris and Hiland said they would volunteer when time would allow.

Review & approve proposed 2017 Municipal Budget and Warrant:

The Board reviewed the warrant and voted to recommend or not, or abstain from each warrant article.

Chairman Ryan made a motion to sign the budget and warrant out of session after Town Counsel's recommendations are returned. Selectman Ferris seconded the motion and all were in favor.

Appointments: None

Old Business:

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.
- Meeting with state reps.-scheduled for March 3 at 7 p.m.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board, ZBA and Deputy Health Officer appointees-no action taken.
- 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.

Other Business (Board reports):

Selectman Hiland noted the meeting with Albany's State Representatives will be held on Friday, March 3 at 7:00 p.m. at the Albany Town Hall. The public is welcome and encouraged to attend. The Representatives have requested a heads up on topics to be discussed so they may do their homework and bring information to the meeting.

Steve Knox asked the Selectmen if they will be voting to take a position on the reintroduced mobile home bill. Selectman Hiland replied the Board sent a letter to the NH Municipal Association in support of the legislation.

Correspondence: Selectman Hiland would like to forward the red list recommendations on to Road Agent, Curtis Coleman.

Selectman Ferris saw a sign in Parsonsfield, ME for a neighborhood watch. Next time he passes it, he will take a picture of the sign. Selectman Hiland noted it would probably cost Albany \$800-\$900 for signs but he would like to pursue any grants available.

CR____
RH____
JF____

Selectman Hiland would like to set up a meeting with Tom Wagner of the Forest Service as well as the other contacts brought forth by Rob Nadler regarding funding for the repair of Passaconaway Rd. He would like to get all the parties together and to include North Country Council. Selectman Ferris added there is also a road bond that could be used. Selectman Hiland would also like to discuss the barriers for the Covered Bridge.

Public Comment: None

Adjournment: At 6:15 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator