

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 January 11, 2017

Members present: Cathy Ryan, Rick Hiland and Joe Ferris  
Public: Dorothy Solomon and 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 January 4 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:** Selectman Hiland made a motion to approve the consent file, Selectman Ferris seconded the motion. Selectman Hiland made a motion to amend the consent file by having the Selectmen Chairperson sign the town counsel engagement letter instead of the Town Administrator, Selectman Ferris seconded the amendment. All were in favor.

<b>Signed checks</b>	<b>\$40,079.16</b>
<b>Approved town counsel engagement letter</b>	
<b>Approved request for leave</b>	
<b>Signed quarterly payroll report</b>	
<b>Signed one pistol permit</b>	

**Town Administrator's Report:**

County Commissioner, Mark Hounsell would like to thank the Selectmen for allowing him to use the conference room for office hours. He thinks it is time County government does something for the constituents in the northern part of the county.

Dorothy Solomon voice her opinion opposing a County Commissioner holding office hours. He is one officer of a Board. It has been her experience when this happens, nothing gets done. Selectman Hiland noted that Commissioner Bevard was going to do the same in Wolfeboro. Steve Knox mentioned the Commissioner's meeting with Selectmen last year went very well in Albany whereas, meetings with other Boards of Selectmen did not. If people want to avoid going to the county, they can bring their issues to the Commissioner's office.

The Town Administrator did not hear back from the Code Enforcement Officer regarding the complaint received for 54 Ridge View Drive. Selectman Ferris had spoken with him and he did not see any violations. The complaint will be put on file.

The Town Administrator called 3 G Construction regarding the steeple inspection but has not heard back from him yet.

Healthtrust submitted a proposal for health insurance. The benefits are less than the current plan, but the proposal would save the town \$200 per month compared to the current insurance proposed premium.

The Conservation Commission submitted their draft budget for review. The Board would like Chairman, Rob Nadler to come in to discuss it.

A message was left with electrician, Dave Dascoulias, for a quote on work to be done to town hall and the chapel.

Safety Sweep submitted a quote to extend the chimney. The Town Administrator is still waiting to hear back from Ossipee Valley Chimney.

Kelly Robitaille has agreed to take the Health Officer position as Dan Sdankus has resigned. Selectman Hiland would like to know if Kelly would be willing to attend classes as necessary and to ask Doug McVicar if he would be willing to take the Deputy Health Officer position vacated by Kelly Robitaille.

**Old Business:**

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-Selectman Hiland would like to contact DOT to make sure they received our application for state aid. He would like to establish a capital reserve for the town's 20% to fix the bridge and make it expendable so it doesn't require a town vote to expend the funds.
- Semi-annual billing-Selectman Hiland said in light of the upcoming school budget, he would like to put semiannual billing back on the table. He is concerned about paying bills during the lean, summer months. Selectman Ferris would like to still pursue changing to a fiscal year and thinks that should be done first. Selectman Hiland is concerned with the financial impact the school budget increase will have on the 2017 tax rate.
- Meeting with state reps.-Selectman Hiland is in the process of scheduling a meeting.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board & School Board appointee-add Supervisor of the Checklist and Zoning Board of Adjustment member.
- 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-will discuss with Rob Nadler, Albany's representative to the transportation committee.

**Other Business (Board reports):**

Selectman Hiland told the Board a public hearing on accessory dwelling units was held by the Planning Board on Monday. It was amended as recommended by town counsel. Next it will be put on the warrant for approval at town meeting in March.

The Planning Board picked out a few revisions from the zoning ordinances instead of a major revision. In the coming year, they plan to do a more thorough review of the zoning ordinances.

Chairman Ryan said the Conservation Commission meeting was cancelled. She has passed petitions around for warrant articles. Each organization will have a representative at town meeting to speak.

Selectman Ferris announced there will be a significant increase in the school board budget.

Chairman Ryan has resigned from the Cemetery Trustees, effective March 13, 2017. Selectman Ferris would like to run for the position.

**Correspondence:** None

**Public Comment:**

Steve Knox asked if the Selectmen will put an article on the warrant regarding the videoing of board meetings as was done last year. Selectman Hiland thought it was a good idea to have the people decide if they want to pay. Selectman Ferris thought the videoing was a benefit. Selectman Hiland would like to see what government oversight would charge to video meetings. Selectman Hiland will make contact with the same company as was sought out last year.

Steve Knox mentioned a RSA that was e-mailed to him by Selectman Hiland regarding the budget impact labeled on each warrant article. Any information is helpful to the voters. Selectman Hiland said it gets people involved. Chairman Ryan added that she can relate when it is put into context.

**NonPublic RSA 91-A:3 II (c):**

At 5:13 p.m. Selectman Ferris made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Hiland seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 5:24 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 5:25 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman 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.

**Curtis Coleman (Road Agent):**

CR\_\_\_\_  
RH\_\_\_\_  
JF\_\_\_\_

Tara Taylor joined the meeting.

Curtis discussed the maintenance work that had been done in 2016. He would like to start saving for future projects and wanted direction from the Selectmen. The Selectmen will be talking with the Forest Service to get a better idea of when the logging will be complete.

Curtis discussed the red listed Drake Hill Rd. bridge. He estimated the total cost to be \$250,000 maximum in order to fix the bridge. Curtis noted there has been no changes to the bridge. Tara Taylor added it will be a long time before that bridge falls in.

**Adjournment:**

At 5:42 p.m., Selectman Ferris made a motion to adjourn, Chairman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator