

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 18, 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, seconded by Selectman Hiland. Selectman Ferris noted a few items were not added into the minutes. Chairman Ryan replied nothing had been decided on those items. Selectman Hiland agreed. A vote was taken on 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	\$26,849.59
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Town Administrator’s Report:

Doug McVicar has declined to take the Deputy Health Officer position. Kelly Robitaille has agreed to take the Health Officer position. He will attend classes as necessary. Selectman Hiland made a motion to appoint Kelly

Robitaille as Health Officer, Chairman Ryan seconded the motion and all were in favor.

Selectmen Hiland would like to see a list of open offices listed in the newspaper.

The Town received two quotes to extend the chimney. Selectman Hiland made a motion to accept the quote from Safety Sweep to extend the chimney of the town hall, Selectman Ferris seconded the motion and all were in favor.

A welfare case is ongoing.

Sheriff Richardi will meet with the Selectmen next week.

Conservation Commission Chair, Rob Nadler will meet with the Selectmen next week.

Bob Mathieu will be forwarding his contact for the chapel steeple inspection.

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-Selectman Hiland would like to compare the cost for taking a TAN line of credit to the cost of moving to semiannual billing. Selectman Ferris feels strongly the town should move to a fiscal year first. Selectman Hiland agreed it would be beneficial to the town but he is concerned about the cost of doing so. The town would have to budget for 18 months. It is a three year project and there are four ways to go about it. Chairman Ryan wants to make sure Albany pays their bills on time. Selectman Hiland would like the Tax Collector to come up with an estimated cost for billing a second time during the year.
- Meeting with state reps.-no action taken.
- Review Fish & Game contract-no action taken. Selectman Hiland has a question into PRIMEX as to what an "official volunteer" is, and what is a "town volunteer".
- Generator purchase/grant-no action taken.
- Planning Board & School Board appointee-no action taken. The Town Administrator announced that Denise Hiland has volunteered for

Supervisor of the Checklist. The other two Supervisors will have to appoint her.

Chairman Ryan amended her resignation from the Cemetery Trustees effective immediately. Selectman Hiland made a motion to regretfully accept Cathy Ryan's resignation from the Cemetery Trustees, Selectman Ferris seconded the motion and all were in favor.

- 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 told the Board that the Planning Board is holding a public hearing on five ordinances to be amended. They are mostly housecleaning items. Information will be available during the day at the town election.

Selectman Hiland would like to ask NHDOT what keeps the Covered Bridge on the red list each year. He would also like to know if they received Albany's state aid form.

Selectman Hiland discussed the NHDOT 10 year plan. He is not in favor of rumble strips or widening shoulders. Rob Nadler serves on the North Country Council Transportation Committee. Maybe he can shed some light on these issues next week when he meets with Selectmen.

Selectman Hiland would like a letter sent to the SEC regarding the letter received from Pittsburgh regarding town's rights to regulate their right of ways.

Selectman Hiland would like the response from PRIMEX regarding the farmers contracts forwarded to Conservation Commission Chair, Rob Nadler so everyone stays on the same page.

Selectman Hiland would like to contact the Bank of NH regarding an interest rate for a TAN line of credit for 2017 so the Board will be prepared for the budget.

Selectman Hiland contacted the video company in Maine for a quote to video Albany's meetings. He is waiting for a response. He contacted Notchnet but they do not offer that service.

Correspondence: None

Public Comment:

Steve Knox thanked Cathy Ryan for her service to the Cemetery Committee. He asked the Board to take a position on the video of town board meetings. Steve is going to contact governmentoversite.com to see what they would charge. The Board is going to investigate the cost of videoing meetings.

NonPublic RSA 91-A:3 II (a):

At 4:57 p.m. Chairman Ryan 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 5:12 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

Adjournment:

At 5:15 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