

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 4, 2017

Members present: Cathy Ryan, Rick Hiland and Joe Ferris

Public: Lee Grant, June Johnson, 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 December 21 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion. All were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectman Hiland seconded the motion. All were in favor.

Signed checks	\$13,908.87
Approved title search contract	
Approved request for leave	

- **Accept resignations:** The Selectmen accepted the resignation of Daniel Sdankus from the Planning Board, Zoning Board of Adjustment, Supervisor of the Checklist and Health Officer, effective immediately. The Selectmen would like to send Mr. Sdankus a letter of appreciation for his service to Albany.

The Selectman accepted the resignation of Cathy Ryan from the Cemetery Trustees, effective March 13, 2017.

Town Administrator's Report:

The Town received a call from an energy company with cheaper rates than Eversource. Selectman Hiland researched this personally months ago and told the Board it was not worth the changeover because the savings were not significant nor fixed and fees may be incurred if the Town switches back to Eversource.

Curtis Coleman, Road Agent will attend next week's meeting to begin discussing his 2017 budget. Selectman Hiland would like Curtis to come in at the end of the meeting because he would like to hold a Capital Improvement Plan meeting and would like Curtis to attend. Selectman Hiland would like all other Boards to be notified to put their budgets together.

The Selectmen will hold their public hearing on the 2017 municipal budget and warrant on February 15 at 7:00 p.m. They will hold their regular meeting at 4:00 p.m. that same day.

Chairman Ryan noted that according to the Board's Rules of Procedure, a joint board meeting should be held in February. A joint board meeting is to be held on February 8 at 7:00 p.m. at the Albany Town Hall.

The Board discussed the town report and if it should be dedicated to anyone.

Appointments: Steve Knox

4:30 p.m.

Steve approached the Board in representation of Mark Hounsell, newly elected County Commissioner. Mark would like to use the conference room to hold office hours for constituents so they would not have to travel to Ossipee to meet with Commissioners. This will bring county government closer to the northern part of the county. The Selectmen thought it was a great idea, but would like the scheduling of office hours to be scheduled through the Town Administrator. Selectman Ferris made a motion to allow Mark Hounsell, County Commissioner, to use the conference room for office hours, to be scheduled through the Town Administrator. Chairman Ryan seconded the motion. All were in favor. Selectman Hiland noted if the town hall were to be used, the Selectmen would try to accommodate him. Selectman Hiland would like to invite the Commissioners to a Selectmen meeting to keep up to date.

Old Business:

- Chief Solomon's recommendations-the Town Administrator will get a quote on the chimney work to be done.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-the Board discussed changing to a fiscal year and agreed it would require a lot of public education in order for it to pass.
- Meeting with state reps.-Selectman Hiland is going to set up an informational meeting with the state representatives as was done last year.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-two electricians have been contacted for quotes.
- Planning Board & School Board appointee-no action taken. Both Boards are still looking for members.
- Discuss the establishment of a Heritage Commission-Selectman Hiland will work with June Johnson to take inventory of the museum and write a letter of intent to the Selectmen. They may then begin the dissolution of the Historical Society. Selectman Hiland added this may be premature and the Heritage Commission may not be the way to go right now. Volunteers are needed.

Other Business (Board reports):

Selectman Ferris drove by the property that received an anonymous complaint of building without a permit and did not see a violation. Code Enforcement Officer, Peter Carboni will make an inspection.

Selectman Hiland would like to contact a steeple construction company to inspect the chapel for any deficiencies that require immediate attention so that it may be added to the 2017 budget.

Selectman Hiland discussed the Assessor's contract and would like to see the work completion date changed to August 31. Selectman Ferris agreed. Selectman Hiland noted that if the Board is not going to change to semiannual billing, it should be removed from his contract as well. Selectman Hiland would like to pass the contract by Primex for review.

Correspondence: NCC-to be placed under old business.
Town of Pittsburgh-will further discuss.

CR____
RH____
JF____

Public Comment: None

Adjournment: At 5:15 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