

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
 July 26, 2017**

Call to Order: At 5:02 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

Attendance: Members present: Rick Hiland, Cathy Ryan and Joe Ferris
 Town Administrator: Kathy Golding
 Public: Dorothy Solomon

New Business:

- **Approval of the July 19 minutes:** Selectperson Ryan made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion. Selectman Ferris made a motion to table the minutes, Selectperson Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor.

Signed checks	\$107,756.92
Signed quarterly payroll report	
Reviewed Employer quarterly tax report	
Approved two deputy wardens	
Approved one driveway permit	Map 7 Lot 77
Reviewed NHDOT driveway	Map 6 Lot 30

permit	
Reviewed financial statement from auditor	
Reviewed closeout report for CVFD grant	
Reviewed NHHSEM EMD Resource Manual	
Reviewed Wetlands permit application	

Selectman Ferris would like to write a letter to the Carroll County Commissioners to enlist their support to Albany for the pursuit of funds from the National Forest Service in order to maintain/upgrade Passaconaway Rd. Chairman Hiland would like to invite the Commissioners to a meeting at the same time Forest Supervisor, Tom Wagner, is here.

Town Administrator’s Report:

ComputerPort will look over the town’s computers tomorrow to check for any potential vulnerabilities.

The application for a town credit card will be submitted tomorrow.

The 2016 draft financial statements have been submitted by the auditor.

The Tax Anticipation Note line of credit has been applied for.

The Assessor, Jason Call, visited the office. He is continuing his work throughout town and making good progress.

Conway Fire Chief, Steve Solomon visited the office to submit requests for two more deputy fire warden appointments for his department.

Heidi Lawton, NH Homeland Security and Emergency Management, stopped by to drop off the Emergency Management Resource Manual. She took the closeout report and request for reimbursement for the grant Albany received to install panic hardware on the town hall doors. She will submit it to Concord for Albany.

Sheriff Deputy Rowe visited the office to drop off his copy of violation tickets he has handed out. The amount of violations received has exceeded the cost of the printing of the tickets.

The Town Administrator left a message with Tom Wagner, Forest Supervisor, to set up a meeting with Selectmen.

The Town Administrator left a message with the steeple people to inspect the chapel.

Appointments: None

Old Business:

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – no action taken.
- Planning Board appointees – 2 Board openings –no inquiries received.
- Discuss the establishment of a Heritage Commission – Chairman Hiland asked the Board for permission to contact town counsel for advice on how to make the transition from a Historical Society to a Heritage Commission and to discuss the best option for Albany. Selectperson Ryan and Selectman Ferris gave verbal permission to Chairman Hiland to contact town counsel.
- North Country Council update of Regional Transportation Improvement Program and Ten Year Plan for Fiscal Years 2019-2028 and removal of rumble strips from plan – no action taken.
- Meeting in Wonalancet – will be scheduled for the fall.
- Dedication of the Annual Town Report – no action taken.
- TAN application – submitted.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road- an e-mail was sent to the Johnson Development landowners informing them when the Board meets with the club, the landowners will be invited to that meeting to voice their concerns.
- Meeting with Tom Wagner, his replacement, Conway Fire Chief Solomon and Conway Village Fire District Commissioners

Other Old Business: follow-ups

- Steeple people – need them to look at any possible Chapel steeple roof leaks, structural damage and cost estimate to repair- left message.
- One Wheel Drive –update – no action taken.
- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up—will contact the owner.
- Bald Hill Road Munro-update- Selectman Ferris said he saw the cleanup continue
- Town computer vulnerabilities – Computer Port scheduled 7/27

Other Business (and Board reports):

Planning Board – Rick- nothing to report.

Conservation Commission – Cathy- nothing to report.

School Board – Joe – school board voted down sending 6th graders over to go to school with the 7th and 8th graders.

Other:

Chairman Hiland spoke with Representative Mark McConkey, who told him legislative bills begin on September 6. Fire Chief, Steve Solomon is asking the Selectmen for support of legislation he will be submitting in order to help us with the fire and rescue contract. Chairman Hiland is hopeful to get a meeting together with all the state representatives for the last week in August.

Chairman Hiland would like to put together a meeting with the Carroll County Commissioners. Selectman Ferris will draft a letter requesting their support for federal funding to repair Passaconaway Rd.

Chairman Hiland noted Road Agent, Curtis Coleman, has his engineer report done for Passaconaway Rd. He would like to follow-up on it and then discuss it with Forest Supervisor, Tom Wagner. The date and time of the meeting can be altered in order to accommodate Tom's schedule.

Chairman Hiland read the auditor's financial statements and report. He noted everything is in order and thanked the Town Administrator for doing a good job.

Selectperson Ryan has a work conflict next week and asked if the Selectmen's meeting could be moved to 7:00 p.m. Chairman Hiland and Selectman Ferris agreed to change the meeting time to 7:00 p.m.

Correspondence:

Public Comment: Dorothy Solomon asked if a driveway permit is needed on a private road. Selectman Ferris replied no.

Next Meeting: August 2 at 7 PM

RH____
CR____
JF____

Adjournment: At 5:51 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator