

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-Amended
Albany, NH
March 22, 2017 5:00 p.m.

Members present: Rick Hiland, Cathy Ryan 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:

- **Reorganization of the Board:** Selectperson Ryan made a motion to nominate Selectman Hiland as Chairman of the Select Board, Selectman Ferris seconded the motion and all were in favor.
- **Reappoint PB, ZBA and CC members whose terms have expired:** Selectman Ferris made a motion to appoint Adrian Simons to the Planning Board for a three year term, Chairman Hiland seconded the motion and all were in favor. Selectperson Ryan made a motion to appoint Rick Hiland to the Planning Board for a three year term as the Selectmen’s representative, Selectman Ferris seconded the motion and all were in favor. Selectperson Ryan made a motion to appoint Sheri Coleman to the Zoning Board of Adjustment for a three year term, Selectman Ferris seconded the motion and all were in favor. Selectperson Ryan made a motion to appoint Michael Steward to the Conservation Commission for a three year term, Selectman Ferris seconded the motion and all were in favor.

- **Approval of the March 15 minutes:** Selectperson Ryan made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion. Selectman Ferris thought the Board voted to write a letter to Cersosimo regarding the road posting violation. Chairman Hiland noted the Board would be in contact with Cersosimo and will discuss the violation at that time. A vote was taken on the motion and all were in favor.

Chairman Hiland thanked Steve Knox for filling in as Moderator for Ed Alkalay adding, he did a nice job.

- **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	\$19,136.18
Approved Town Hall Streams proposal	
Signed letter to Cersosimo Lumber re: road bond	
Signed MS-232 Appropriations Report	
Approved one abatement application	Map 9 Lot 53

Town Administrator’s Report:

Next week is the fifth Wednesday of the month. There is no Selectmen’s meeting.

The video company is scheduled to install their camera in the conference room tomorrow.

Advanced Lock and Alarm has been contacted to schedule the installation of the panic hardware.

Appointments: None

Old Business:

- Chief Solomon’s recommendations-no action taken.
- MWVEC & NCC meeting-Chairman Hiland would like to change this meeting to an Albany business roundtable with the Selectmen and invite NCC and MWVEC. He would like to schedule the meeting for sometime in April or early May.
- Red listed bridges-no action taken.
- Semi-annual billing-no action taken.
- Fiscal year budgeting-no action taken.

- Review Fish & Game contract-no action taken.
- Generator purchase/grant-no action taken.
- Planning Board, ZBA and Deputy Health Officer appointees-the Board will be interviewing a Deputy Health Officer candidate.
- 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.
- Meeting with Forest Service and North Country Council-the Town Administrator will contact Tom Wagner to set up a time he can meet.
- Procedure for signing documents out of session-no action taken.
- Policy for enforcement of road violations-no action taken.

Other Business (Board reports):

Selectman Ferris would like to create a policy for Boards to utilize the video system and ensure the meetings get taped. Dorothy Solomon asked if other meetings will be videoed, such as when the Carroll County Commissioners hold their meeting here. Chairman Hiland replied no, only Albany Board meetings.

Selectperson Ryan asked the other Board members next year, to write their thoughts on paper or take the microphone during town meeting. It was distracting to have each of the Selectmen whispering into her ear at the end of the meeting.

Selectman Ferris made a motion to authorize the Tax Collector to accept prepayments for property taxes, Selectperson Ryan seconded the motion and all were in favor. Chairman Hiland would like to put that information on the website as well as in the town column.

Chairman Hiland said the town's website was down. Veronica from Notchnet reported it was hacked by spammers. Her software took care of it. It is back up and running and she is monitoring the website.

Chairman Hiland would like to list all town board members, commission members and Town, State and Federal Representatives in the town report next year.

Chairman Hiland would like to invite all boards, commissions, town officials and town representative to the next combined board meeting.

Chairman Hiland would like to schedule another Selectmen's meeting in Wonalancet. Doug McVicar will facilitate it. If Passaconaway Rd. residents would like, a Selectmen's meeting can be set up at the Colbath house.

Correspondence: None

Public Comment:

Dorothy Solomon asked if a winner of the Trustees of the Trust Funds race had been declared. The Town Administrator replied no and will contact all of the write in candidates to see if they would like to take the position.

Kelly Robitaille noted he liked the new format at town meeting. It went smoothly. It was a good move.

Steve Knox said the town meeting website is paid up until May. He would like to give the archived videos to the town. Chairman Hiland noted, he wasn't sure the town should take possession of the videos because they would be open to the right to know law. There should be more discussion on the subject.

NonPublic Session RSA 91-A:3 II (a) & (c):

At 6:00 p.m. Selectperson Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Ferris seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye, Selectman Ferris, aye.

At 6:25 p.m., Selectperson Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

Other Business:

The Board discussed salt usage on the town roads.

Adjournment: At 6:40 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator