

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
November 1, 2017**

Call to Order: At 5:03 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 October 24 minutes and October 25 minutes:** selectman Ferris made a motion to approve the October 24 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor. Selectman Ferris made a motion to approve the October 25 minutes as submitted, 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	\$ 1,526.39
Signed abatement	Map 5 Lot 12
Signed Assessment Data Certificate	

Town Administrator’s Report:

Heather Dunkerley from NH Homeland Emergency and Security called to see if there were any damage reports for the Town of Albany. The Town Administrator told her there have been no reports of damage. Heather will be e-mailing a link to a survey to confirm no damage.

Road Agent, Curtis Coleman, suggested the Selectmen ask an engineer to submit an estimate for the work to be done on Passaconaway Rd. Chairman Hiland thought Curtis should be at that meeting as well. The Town Administrator will call, Bruce Knox, Burr Philips and HEB Engineers.

Scott Whigham, Almost There, has offered either Monday, November 27 or Wednesday, November 29 at 10:00 a.m. to hold the Albany Business Roundtable meeting. Chairman Hiland would like it on Monday. He would like to invite Jac Cuddy from MWVEC and a representative from North Country Council.

Selectman Ferris thanked the efforts of Jim Innes of the National Forest to keep the Selectmen informed of the recent storm updates. Selectperson Ryan added that Chief Solomon should be thanked as well. Chairman Hiland kept Curtis Coleman up to date.

The Town Administrator will be attending the NH Municipal Association Annual Meeting on Wednesday, November 15 and Thursday, November 16. Selectperson Ryan will be out of town that week as well.

Typically, there is no Selectmen meeting on the Wednesday before Thanksgiving. The Board will keep the date open for now.

The Selectmen's office will close on Friday, November 10 in observance of Veteran's Day.

Appointments:

Old Business:

- Albany Selectmen business roundtable – tentatively scheduled for Monday, November 27 at 10 a.m.
- State Bridge Aid – waiting on NHDOT estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – WMOP will be invited to a meeting to discuss propane tanks, connection and the cost associated.
- Planning Board appointees – 2 Board openings
- 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 and removal of rumble strips from plan – no action taken.
- Mountain Meadow Riders Snowmobile Club is looking for permission from the Town to utilize that part of Passaconaway Road – no action taken.
- Expansion of CVFD boundaries – Public hearing jointly with Conway 11/28 at 4:05 pm.
- 2017 NHDRA Approved Albany Property Tax Rate - the tax rate has been set at \$16.92 per assessed thousand. The tax bills went into the mail today.
- Fire Warden appointment – Paul Costello Sr. is interested in the Fire Warden position. Chairman Hiland would like to have him in to a meeting to discuss his experience.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no response.
- One Wheel Drive clean up – almost complete.
- Bald Hill Road Munro- a final report will be submitted by the Health Officer.

Other Business (and Board reports):

Planning Board – Rick- none

ESAA – Rick – There was a three hour meeting held last Thursday. Everything was pretty well straightened away and is back on track. Chairman Hiland will be part of the by-law committee.

Conservation Commission – Cathy - none

School Board – Joe – the budget committee will begin working on the new budget next Monday. Chairman Hiland received the 2016 school revenue report. He would like to get a copy of the 2015 and 2014 reports as well to see if they are consistent in reporting the Secure Rural School funding. Tony, from Carol Shea-Porter’s office feels it was reported incorrectly somewhere down the line. He has asked the Town to research from the ground up through to whoever files the reporting to the federal government. If an error was made, there is a process to follow and Albany may see its money back.

Other: Town Administrator’s job description-the Board discussed the positions hours, salary vs. hourly rates and exempt vs. non-exempt. Selectperson Ryan wondered if there may be too much detail in the description.

Chairman Hiland would like to reschedule the work session currently scheduled for Saturday. The Board will meet for a work session Saturday, December 2 at 9:00 a.m.

Correspondence: Update report from Eversource

RH____
CR____
JF____

Public Comment:

Next Meeting: November 8 at 5 PM

Adjournment: At 5:52 p.m., Selectperson Ryan made a motion to adjourn, Chairman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator