

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 15, 2017**

Call to Order:

Chairman Hiland called the Selectmen’s meeting to order at 5:03 p.m.

Pledge of Allegiance: All present joined Chairman Hiland in the Pledge.

Attendance:

Select Board Members present: Rick Hiland and Joe Ferris – Cathy Ryan (excused)
 Town Administrator: Kathy Golding – Excused – attending NHMA Annual Meeting
 representing Albany

Public: Dorothy Solomon, Steve Knox

New Business:

- **Approval of the November 8 minutes:** Tabled to the next meeting.
- **Approval of the November 8 non-public session minutes:** Tabled to next meeting.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as amended, Selectman Ferris seconded the motion and all were in favor. (2-0-0)

Sign checks & Payroll Vouchers	None
Approved building permits	none
Approved one timber intent	Map 10 Lot4
Approved one septic design	none
Sign Letters (Fire Warden)	Hold for Cathy Ryan Signature

Town Administrator’s Report:

Pope Security annual inspection & testing of security & fire systems completed.

Invitation letters for the Albany business roundtable meeting have been mailed out to all that we have contact information on. All commercial businesses, home occupations and home businesses are welcome to attend Monday, November 27, 10AM at Almost There Restaurant.

Appointments:

Dana Jones (White Mountain Oil & Propane) – discussed with Selectmen the requirements for propane tank size and usage for a proposed Emergency Management Shelter generator for Town Hall and the costs associated with installation. It was determined that a separate 500 gallon tank was appropriate. Dana will supply a quote for the installation and hookup.

Old Business:

- Albany Selectmen business roundtable – November 27, 10AM at Almost There Restaurant. Letters have been sent out.
- State Bridge Aid – waiting on NHDOT for estimate
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – the Selectmen will vote on a bid in November sometime in order to prepare warrant article for Town Meeting. Dana Jones will submit a quote for the installation and hookup.
- Planning Board appointees – 2 Board openings
- Discuss the establishment of a Heritage Commission – no action taken.
- North Country Council updates to 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.
- ADD QuickBooks Pro training – cost – time frame before budget season coming up?
- ADD Chapel painting quote – cost?
- Expansion of CVFD sewer boundaries – Conway and Albany Select Boards have scheduled a combined Public Hearing to get the process moving forward on November 28 at 4:05 PM at the Conway Town Hall. **Reminder that we need a quorum present.**

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up
- One Wheel Drive clean up – good progress continues. Almost complete.
- Bald Hill Road Munro- no contact.
- Bridge St. update – Curtis inspected the situation and determined that it is not on Bridge Street, that it was beyond and not on a Town Road & we have no jurisdiction. – It was determined by the Select Board to contact the Sheriff's Dept. to maybe notify Conway of the debris.

Other Business (and Board reports):

Planning Board – Rick- met on Monday, November 13, preliminary consultation and a lot merger request. Discussed lot voluntary merger statutes, process and new form.

ESAA – Rick – none

Conservation Commission – Cathy – none

School Board – Joe – November 14 at 5:30 had some property taxpayers present concerned about the sharp increase in the 2017 school property tax.

Other: None

Correspondence: received NHDES septic approval for Map 5 Lot 5.

North Country Council report and dues calculation for the 2018 budget

Public Comment: Steve Knox commented on the previous meeting's discussion regarding the Town Administrator job description review & update, proposed work hours and proposed Selectman's Office hours. Steve asked for a copy of the proposal and Chairman Hiland will send him a pdf copy via email.

Next Meeting: November 22 at 5 PM (note that it may be cancelled if no business before Thanksgiving)

Adjournment:

At 5:56 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor. (2-0-0)

Respectfully Submitted,

Rick Hiland
Select Board Chair – Acting Secretary