

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 30, 2016**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant and Steve Knox

Call to Order: Chairman Ryan called the Selectmen’s meeting to order at 4:00 p.m.

Pledge of Allegiance:

New Business:

- **Approval of the minutes: November 16:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file, Selectman Ferris seconded the motion. Selectman Hiland would like to compare insurance rates with other companies, keeping the same coverage and comparing apples to apples. Selectman Ferris agreed. Selectman Hiland asked that on the title search contract if the town could be named as additionally insured and then receive a copy of their liability insurance certificate. Selectman Hiland made a motion to approve the consent file to include signing checks, two pistol permits and signing letters. Chairman Ryan seconded the motion and all were in favor. Insurance rates and title search contract will be put under old business.

Signed checks	\$214,798.69
Tabled insurance rates	Health, dental, STD & LTD
Tabled title search contract	Mortgagee search

Approved two pistol permits	
Signed letters	

Selectman Ferris asked that “Our Favorite Things” be placed on the commercial business list.

Selectman Hiland noted North Country Council is getting expensive and Albany did not use their services in 2016.

Town Administrator Report: A new resident to Albany has stepped forward and would like to serve on the Planning Board and the School Board. He will make contact with each Board.

The website server has been switched over and Notchnet will begin updating the website soon.

The Albany Selectmen will meet jointly with the Conway Selectmen on Monday, December 6 at 4:05 p.m. in the Conway Town Hall meeting room. A public hearing is to be held regarding the expansion of the Conway Village Fire District boundaries.

Appointments: Jim Innes (White Mountain National Forest): 4:30 p.m.

Chairman Ryan asked Jim what can be done to protect the covered bridge in a more permanent manner. Right now Passaconaway Rd. has been closed, so the Board is looking toward next summer. Jim discussed the issue with Rick Alimi, who was present at the last meeting with the Selectmen. They are proposing a laminated beam or a wooden truss until the permanent barrier can be put back up. Selectman Hiland asked when the logging would be complete. Jim was told early June or summer. Selectman Ferris again offered a steel eye beam. Jim did not see how it could be supported safely. Selectman Hiland would like to get a definite time when the logging would be complete.

Jim discussed with the Board the town road and whether or not it was an easement or the town owned the property under the road.

Steve Knox told the Board that the road agent rarely opens Passaconaway Rd. before early May and the Covered Bridge Campground doesn't open until Memorial Day weekend, so if logging is complete in early June, the problem is solved.

Chairman Ryan would like to meet with Jim again in February to see where the logging stands. Selectman Hiland would like to keep the lines of communication open.

Jim apologized for the miscommunication when the forest fire started. He notified the Sheriff's Department and Conway Fire Chief Solomon said he contacted Road Agent, Curtis Coleman. Jim told the Board he does not have the Select Board's contact information. All three Board members agreed to allow Jim to have their contact information.

Old Business:

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing-no action taken.
- Meeting with state reps.-Selectman Hiland is having a hard time contacting our state representatives. He will be following up.
- Sign ordinance-the Town Administrator attended a workshop for sign ordinances. This is to be amended by the Planning Board and enforced by the Selectmen.
- Contract/lease review policy-the Selectmen will have a work session next Wednesday.
- Review Fish & Game contract-no action taken.
- Generator purchase/grant-need the prior quote for a generator from Curtis Coleman.
- Create a list of commercial businesses in Albany-the list has been completed. Selectman Ferris would like to give the list to Chief Solomon to establish a timeline of safety inspections for each business. Selectman Hiland would like to invite Chief Solomon to a meeting to discuss this and the list of his recommendations for town hall.

Other Business (Board reports): Selectman Ferris informed the Board that the school budget will see an increase due to health insurance. They will be looking into collective bargaining.

Selectman Hiland will forward a digital copy of the Planning Board's final draft of the accessory dwelling unit ordinance. The Planning Board is asking permission from the Selectmen to have it looked at by Town Counsel for review and recommendation. Selectman Hiland made a motion to allow the Planning Board to have Town Counsel look at their draft accessory dwelling unit ordinance for review, Selectman Ferris seconded the motion and all were in favor. Selectman Hiland said the tentative date for a public hearing on the ordinance is January 9.

The Planning Board held a public hearing for the revised site plan review for World Fellowship and it was approved.

The next public hearing is on December 12 for Huttochia, Pine Knoll. Selectman Hiland is an abutter and will have to recuse himself from the vote.

There is a lot merger that will be coming before the Planning Board soon. Selectman Hiland does not know the specifics of it at this time.

Chairman Ryan received a letter from a property owner regarding cemetery plots and rules and regulations. Kim Guptill told Chairman Ryan that she tried contacting the woman twice to no avail. Chairman Ryan will be following up on the issue.

Chairman Ryan said that both of the Swift River Water Shed members have resigned. Selectman Ferris said he would look into what is involved and report back.

Chairman Ryan said the Christmas Party must be cancelled unless someone can suggest a person to run it.

Correspondence: NHDES-Acceptance of permit application
NHDOS-PDM Grant Extension
North Country Council-dues, policy and annual reports

Public Comment: None

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

At 5:40 p.m. Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Hiland seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye, Selectman Ferris, aye.

At 6:02 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Ferris, all were in favor.

At 6:03 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Ryan motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other

CR____
RH____
JF____

than a member of the Board. Selectman Ferris seconded the motion and all were in favor.

Adjournment:

At 6:05 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator