

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
December 27, 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 December 20 minutes and December 20 sealed minutes:** Selectperson Ryan made a motion to approve the December 20 minutes as submitted, Selectman Ferris seconded the motion. Chairman Hiland and Selectperson Ryan were in favor. Selectman Ferris abstained as he was absent from the meeting. Selectperson Ryan made a motion to approve the December 20 sealed minutes as submitted, Selectman Ferris seconded the motion. Chairman Hiland and Selectperson Ryan were in favor. Selectman Ferris abstained.
- **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.

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| Signed checks | \$69,303.98 |
| Approved request for leave | |
| Reviewed DES approval for septic construction | Map 7 Lot 54 Map 9 Lot 152 |
| Reviewed DOT Bridge aid preliminary estimate | Drake Hill Rd. red listed bridge |

Town Administrator's Report:

Chairman Hiland called to report he spoke with Conway Selectman Carl Thibodeau, who told him, according to the NHDOT GACIT plan, the two Route 16 Conway village projects have been combined and is projected to begin in 2019. The preliminary engineering for Albany's project has been pushed back to 2020 for widening and placing shoulders on Route 16. Chairman Hiland discussed the specifics of the timing.

The Town Hall had no heat. The plumber came and replaced the fan limit control. The heat is now working but does not come up to temperature. The plumber will be contacted again.

The Albany Town Hall guest internet access now has a password. Chairman Hiland noted cars were parking in the town hall parking lot to use the Wi-Fi.

The Town Administrator reached out to Brad Simpkins regarding the reporting of PILT the Department of Interior. He has no information yet and will be in touch after the New Year.

Gemini Sign submitted a quote for a new municipal sign in the amount of \$1,280. It can be added to the 2018 municipal budget.

The Tax Anticipation Note has been paid in full. Albany borrowed \$380,000 and paid \$2,369.68 in interest.

The town hall roof is scheduled to be shoveled.

The Health Officer visited One Wheel Drive to see how they are disposing of their black water. The owners reported once their tank is full, they empty it into their septic tank, so their septic cover is not open 24/7.

Appointments: None

Work session:

Employee Manual:

The Selectmen made a few small adjustments on the newest draft of the Employee Manual. Chairman Hiland made a motion to approve the latest draft of the Employee Manual subject to cursory review of the latest revisions effective January 1, 2018. Selectman Ferris seconded the motion and all were in favor.

Health Insurance Options:

The Board discussed the different health insurance plans available. They have a few questions to be answered by the agencies. Further discussion will take place at the next Selectmen's meeting.

Correspondence: None

Public Comment: Dorothy asked if property owners can get sand for their driveways and walkways. Chairman Hiland suggested an owner should visit Coleman's office. Selectman Ferris added, if someone wants a truck load of sand, they will be charged, but if they are filling a couple of buckets, it should be offered for free.

Dorothy asked if there will be a warrant article to vote on semiannual taxing. Chairman Hiland replied it would be a vote of the Selectmen and they are working on it.

Next Meeting: January 3 at 5 PM

Adjournment: At 6:06 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator