

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
 January 3, 2018**

Call to Order: At 5:03 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

Attendance:

Members: Rick Hiland, Cathy Ryan and Joe Ferris
 Town Administrator: Kathy Golding
 Public: Steve Knox and Dorothy Solomon

New Business:

- **Approval of the December 27 minutes:** Selectman Ferris made a motion to approve the December 27 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.

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| Signed checks | \$10,458.45 |
| Approved request for leave | |
| Reviewed acknowledgment of employee manual | |
| Reviewed DRA Community Action Report | |
| Approved one supplemental timber intent | USFS Units 37, 38, 43, 75,76,77,78 |
| Approved one timber warrant/certification | USFS Units 37, 38, 43,75,76,77,78 |

Town Administrator's Report:

Road Agent, Curtis Coleman, can meet with the Selectmen next Monday to discuss the scope of work to be done on Passaconaway Rd. He cannot make the Selectmen's meeting on Wednesday and asked that the meetings scheduled with the engineers be pushed back by a week. The Town Administrator has contacted the engineers to reschedule their appointments. The Selectmen will meet with Curtis at 4:00 p.m. on Monday. The Town Administrator will post the meeting.

The plumber came back and replaced the blower motor on the furnace. It is running properly now.

The Town Administrator will set up an appointment with Rhonda Rosand for an overview of Albany's QuickBook program. Chairman Hiland would also like to be present at that time.

The Fire Chief, Steve Solomon, e-mailed to say the town hall would be in compliance if the double doors to the town offices hallway were locked when the town hall is being rented out.

Chairman Hiland asked if Pope Security had submitted a bid for upgrading the security system. The Town Administrator replied no.

Appointments: None

Work session:

Health Insurance Options:

The Board reviewed updated premiums from Doran insurance company. The Town Administrator has not received answers to the questions posed to the other two insurance companies.

2018 Proposed Budget:

The Board reviewed the preliminary 2017 expended budget. They would like a few of the line items to be more detailed. There were a few 2018 budget line items entered.

Correspondence: None

Public Comment:

Last week Dorothy asked the Selectmen about residents getting sand for their driveways and was told they could go to Coleman's to receive a bucket or two at no cost. A resident went to Coleman's and was told he could not get free sand. The Town Administrator will follow up with the Road Agent.

Next Meeting: January 10 at 5 PM

Other Business:

Chairman Hiland said NH Municipal Association is looking for new proposals for legislation to support . The deadline is April 20.

Chairman Hiland announced NH Municipal Association has numerous webinars of interest coming up. They are listed on their website, nhmunicipal.org. Their annual conference and meeting are scheduled for November 14 and 15 in Manchester.

Chairman Hiland noted that Road Agent, Curtis Coleman has concerns with the state's estimates for the Drake Hill Rd. bridge. He would like to inquire if Albany can hire an engineer for an estimate and would it still fall under state bridge aid. Can Albany submit their application for bridge aid before saving its 20% of the project cost?

Adjournment:

At 6:25 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