

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
 February 21, 2018**

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

Pledge of Allegiance:

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris

Town Administrator: Kathy Golding

Public: Dorothy Solomon, Tara Taylor and Tim Sorgi

New Business:

- **Approval of the February 14 minutes:** Selectman Ferris made a motion to approve the February 14 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 and payroll vouchers	\$8,111.60
Signed 2018 Proposed Budget	
Reviewed lobbying assurances for EMPG grant	

- **Review & approve 2018 Warrant:** Selectman Ferris made a motion to approve the 2018 Warrant, Chairman Hiland seconded the motion. Chairman Hiland made a motion to amend warrant article #16 to change the funding source from the general fund to the unreserved fund balance to read: To see if the Town will vote to raise and appropriate \$42,934.00 for deposit into the Drake Hill Road Bridge Expendable Trust Fund previously

established. \$32,934.00 of said funds to be transferred from the Unreserved Fund Balance. The remaining \$10,000.00 is to come from taxation. Selectman Ferris seconded the motion and all were in favor. Chairman Hiland called the vote to approve the amended warrant, all were in favor.

Public Hearing: KENO 5:15 p.m.

Chairman Hiland opened the public hearing for the KENO warrant article at 5:15 p.m. He told the public that the Board of Selectman have recommended this article. Tara Taylor asked if the Planning Board would have any authority over KENO. Chairman Hiland replied no. The only establishment in Albany that would qualify is Almost There. A full liquor license is required in order to have KENO. Tara added that Darby Field Inn would qualify as they have a bar in their establishment. Tim Sorgi asked if KENO would be allowed in convenience stores. Selectman Ferris replied no, a full liquor license is required. A convenient store would not qualify. Tim noted he has seen problems in Massachusetts. He is a former police officer and said people would hang out at the convenient stores in order to play. It is a form of addiction and the dynamic is there. Chairman Hiland noted the proceeds will benefit the state's all-day kindergarten program. Dorothy Solomon asked if the proceeds only benefit towns that participate. Chairman Hiland replied no, it will be dispersed evenly throughout the state. Tara asked if Almost There would receive a percentage of his proceeds. Selectman Ferris replied Almost There will receive 8% of the proceeds but they have to pay a \$500 annual fee. Chairman Hiland closed the public hearing at 5:30 p.m.

New Business (continued):

- **Review 2018 Annual Report Dedication:** The Board approved the Annual Town Report Dedication to Dan Sdankus.
- **Discuss expenditure process:** Chairman Hiland discussed the process in which the Selectmen currently pay the Town's bills. He feels the process is rushed and things have been missed. He noted a road bill that had been paid twice in error and it may have been caught if the process wasn't so rushed. He would like to approve an expenditure first, then send it to the Treasurer for approval and the following week, a check can be printed and signed by the Treasurer and the Board. It gives proper oversight and the only exception would be payroll. Chairman Hiland felt it is the Board's obligation. The new process will begin next week.

Town Administrator's Report:

The Town Administrator has begun working with Heidi Lawton from NH Homeland & Emergency Management, to apply for the grant that will pay 50% of the Emergency Operations Plan update.

The town report dedication is complete and the Selectmen have approved of it.

The Department of Revenue called to say warrant article #16 would be disallowed as written because the money being transferred from the general fund was accepted by the Selectmen as unanticipated funds with no further authority necessary to expend those funds. They could not be transferred to the Drake Hill Rd. Expendable fund. The funds were to be spent on road or bridge maintenance and/or reconstruction and if not spent can be carried over to the following municipal fiscal year. The municipal advisor recommended either amending it on the floor at town meeting to have the \$34,934.00 removed from the article, or the Selectmen could change the funding source of the \$34,934.00 from the general fund to the unreserved fund balance. This does not change the purpose of the article, just the funding source. The Selectmen changed the funding source to the unreserved fund balance.

Old Business:

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – no action taken.
- Semi-annual billing – Chairman Hiland asked the Board to think about this issue for discussion in the near future.
- Fiscal year budgeting – no action taken.
- Expansion of CVFD boundaries to include Almost There Restaurant – no action taken.
- Quickbooks training – scheduled February 22
- Albany zip code – no action taken.
- Chapel paint and lead testing – no action taken.
- Passaconaway Rd.- no action taken.
- Security/Fire system upgrade – no action taken.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up – no action taken.

Other Business (and Board reports):

Planning Board – Rick- the Planning Board meeting has been changed from March 12 to March 5 at 7:00 p.m.

ESAA – Rick – the Executive Committee is meeting with the Conway and Fryeburg Selectmen and the Editor of the Conway Daily Sun to clarify issues.

Conservation Commission – Cathy- the next meeting is March 6.

School Board – Joe- an inquiry was received about sending a student to private school. The School Board can send 10% of Albany's elementary students to private school. All junior and senior high school students must attend Kennett according to Albany's school contract.

Other: Chairman Hiland wrote a letter to Senator Bradley asking him to support an amendment to SB 438 which would allow only the Secretary of State to postpone town elections/meetings. The amendment clarifies what is already existing allowing the Moderator to do so. Moderator Ed Alkalay has also sent a letter. Selectperson Ryan said she sent one as well.

Chairman Hiland also noted the Department of Revenue's utility values have gone to a study committee.

Correspondence: Copy of a letter from I&S Albany Realty, LLC to Matthew and Sara Laro regarding the sale of their abandoned mobile home.

Public Comment: Dorothy Solomon attended an UNH Cooperative Extension meeting and was pleased to hear the Conservation Commission is taking advantage of their expertise.

Adjournment: At 6:03 p.m., Chairman Hiland made a motion to adjourn, Selectperson Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator