

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 Selectmen's Meeting April 27, 2016 4:00 p.m.

Members present: Joe Ferris and Rick Hiland

Public: June Johnson, Lee Grant, Dorothy Solomon, Steve Knox and Sam Farrington

Call to Order: At 4:03 p.m., Acting Chairman Joe Ferris called the Selectmen's meeting to order.

Pledge of Allegiance:

New Business:

- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as presented, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$36,450.75
Signed three pistol permits	
Signed one timber intent	USFS NE Swift River Units
Signed one timber warrant and certification	Map 9 Lot 168
Signed three building permits	Map 6, Lot 170 Map 7, Lot 69 Map 3, Lot 61, Sub 10

- **Town Administrator's report:** Road Agent, Curtis Coleman has lifted the road limits. He will be replacing road signs that were damaged over the winter.

Former Animal Control Officer, JoAnne Gayer, has moved back from Georgia. Steve Parker has agreed to resign from the position in order for JoAnne to assume her former position as of May 1. Selectman Hiland made a motion to accept Steve's resignation with regret. He would like to send a letter of thanks for his service to the town. Selectman Ferris seconded the motion and all were in favor. Selectman Ferris made a motion to appoint JoAnne Gayer as Animal Control Officer as of May 1, Selectman Hiland seconded the motion and all were in favor.

Appointment: None- next week Steve Solomon will meet with the Selectmen.

Old Business: Rules of procedure-no action taken
 Chief Solomon's recommendations-reviewed, will get quote double doors in town hall entrance.
 Meeting in Wonalancet-no action taken.
 On demand training-no action taken
 Parking fines/alcohol policy and fines-two towns have submitted a copy of their fines. The Town Administrator is waiting for two more towns that verbally promised to send theirs.
 Combined board meeting-will meet on May 18.

Other Business:

- **Board update reports:** Selectman Hiland informed the Board that the Planning Board has received an application for a boundary line adjustment. They worked on the application for a site plan review. They are working on getting the website updated with their new site plan review regulations. Leah Valladares was appointed to the Chair position and Kelly Robitaille was appointed as Vice-Chair.

Steve Knox noted he would like to be appointed to the comprehensive economic development strategy committee hosted by the North Country Council. The Town Administrator will have a letter of recommendation ready for next week's meeting.

Correspondence: The town of New London is looking for any unused voting booths. Albany has three. The Board discussed keeping the booths for spare parts.

The Board discussed the red listed bridges in town. There are two. Selectman Ferris would like the road agent to see what the cost would be to fix the bridge on Drake Hill Rd.

RH_____

JF_____

Public Comment: Steve Knox attended the County Commissioners meeting. They discussed the future of the county farm with Andy Kendell. Andy is involved with a nonprofit organization named after him. He is focused on the resurgence of agriculture in New England. They will be doing a study to see what can be done for the county farm.

Minutes: Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and all were in favor.

Adjournment: At 4:44 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