

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**  
**June 15, 2016 4:00 p.m.**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris  
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox and Curtis Coleman

**Call to Order:** Chairman Ryan called the Selectmen’s meeting to order at 4:05 p.m.

**Pledge of Allegiance:**

**New Business:**

- **Approve June 8 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion and all were in favor.
- **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.

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| <b>Signed checks</b>                 | <b>\$2,105.97</b>                 |
| <b>Signed abatement</b>              | <b>Map 2 Lots 10 &amp; 11</b>     |
| <b>Signed condolence card</b>        | <b>Jack Rose’s brother-in-law</b> |
| <b>Signed request for leave form</b> |                                   |

- **Reviewed & approved Worker Compensation CAP program-Primex:** Chairman Ryan made a motion to approve the Primex CAP program, Selectman Hiland seconded the motion and all were in favor.

**Appointment: Curtis Coleman (Road Agent): 4:15 p.m.**

Curtis discussed the state's two red listed bridges in Albany. The Covered Bridge will always be on it because of its posting of three tons. It defaults to the red listing. The missing signs on the bridge have been replaced. The Drake Hill Rd. bridge needs some work but it is not in immediate danger. Curtis is having an engineer look at it Friday and will report back on his findings. He feels that some of the issues can be fixed using his normal budget and he will do the work in the fall when the water under the bridge is low. The bridge was built in 1920 with concrete technology of that time. Some work was done 20 years ago.

Curtis told the Board he wants to paint the inside of the Covered Bridge as it has been painted with graffiti. He will do some paving on Old Colony Rd. and continue to patch Passaconaway Rd. until logging is complete in 2017. Grading of some roads has been done as well as picking up trash, cleaning up fallen trees and fixing some culverts. G.P. Evans will be grading Ferncroft Rd. in Wonalancet. The Board discussed some long term road plans with Curtis. They would like to sit down before budget time to come up with a plan to keep the roads in shape.

**Old Business:** Rules of procedure-no action taken  
Chief Solomon's recommendations-no action taken  
Meeting in Wonalancet-no action taken  
Meeting with Passaconaway owners-no action taken  
Parking fines/alcohol policy and fines-no action taken  
On demand training-no action taken  
MWVEC & NCC meeting-no action taken  
Red listed bridges-discussed with Curtis  
Semi-annual billing-no action taken  
Town hall door replacement-no action taken

**Other Business:**

- **Board update reports:** Selectman Ferris reported the SAU 9 Board had a very short meeting with nothing to report.

Selectman Ferris and Chairman Ryan attended the workshop, A Hard Road to Travel. It was an interesting class discussing the town's road responsibilities and liabilities. Especially with class 6 roads and the posting of them. Selectman Hiland asked if the class mentioned anything about procedures for winter maintenance and plowing. Selectman Ferris said yes, it is under the town's liability. The procedure needs to be stated in writing. Selectman Hiland added it would give the road agent something to stand behind.

The board discussed holding a work session. It was agreed the Selectmen will hold a work session on Tuesday, June 21 at 7:00 p.m.

Chairman Ryan asked the other board members if they wished to meet every other week throughout the summer. Selectman Ferris would like to make that decision after the next work session. Selectman Hiland would like to play it by ear.

The Town Administrator has been working on the town's financials which are close to complete. The bank changeover has caused delays in reconciliation with the Treasurer and Deputy Town Clerk. Selectman Hiland asked if the bank has approved the town's application for a tax anticipation note. The Town Administrator replied no and it has been one week.

Selectman Hiland commented he did not think the assessor's work would cost the town additional money if taxes were collected semi-annually. There's not a lot of additional work for him to do.

Selectman Hiland watched the latest Conservation Commission meeting. He felt the chairman spoke of town counsel in a bad light and he would like Albany's citizens to know the Selectmen have full confidence in our town counsel. He would like Selectmen's representative to the Conservation Commission, Cathy Ryan, to discuss this at their next meeting. She agreed she would.

Selectmen Hiland discussed statutory obligations of the Conservation Commission and said they should not blow them off. They should at least discuss them. It should be on their agenda.

Selectman Hiland found a few website companies he would like to research further and possibly invite them in to a meeting.

Selectman Hiland asked Selectman Ferris if he would contact Mark Hounsell and ask him to come to a meeting to go over his proposal for the town hall double doors. Selectman Ferris agreed. Chairman Ryan would like to run the proposals by Chief Solomon before agreeing to anything.

**Correspondence: Mitchell Municipal Group-Fairpoint case**

**Public Comment:** None

**Adjournment:**

CR\_\_\_\_

RH\_\_\_\_

JF\_\_\_\_

At 5:00 p.m., Chairman Ryan made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator