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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 22, 2016**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Dorothy Solomon and Steve Knox

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

Pledge of Allegiance:

New Business:

- **Approve June 15 minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland 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.

Signed checks	\$5,828.47
Signed DRA denial form	Use of inventory forms
Signed two pistol permits	
Signed one abatement denial	New England Telephone
Reviewed 2016 budget 5/31	

Appointment: None

Town Administrator's report: The Tax Anticipation Note has been approved by the Bank of New Hampshire. The documents will arrive in the mail for the Selectmen's signatures.

There has been no response from the Department of Revenue regarding recommendations or changes to the assessing contract.

Heidi Lawton, from Homeland Security has requested the use of town hall to hold a regional Emergency Management Directors meeting. Selectman Ferris made a motion to allow the meeting to be held at the Albany Town Hall, Selectman Hiland seconded the motion and all were in favor. The Board agreed that September would be preferable and they would all like to attend.

The Selectman's rules of procedure will be worked on at the Board's work session on Friday evening. The Town Administrator is working on tying together notes and other town's rules for a draft to work on.

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-no action taken
Semi-annual billing-no action taken
Town hall door replacement-no action taken

Other Business:

- **Board update reports:** Selectman Ferris would like Albany's class 6 roads posted as such with additional language to read, not maintained for travel.

Selectman Ferris contacted Leonard Builders regarding replacing the town hall's double doors. They are not well versed and recommended contacting Granite State Glass.

Selectman Hiland reported the Planning Board approved a boundary line adjustment between Debra Hatch and Judith Reardon. Judith plans to create trails over the newly acquired land. The Planning Board also discussed changing back to a five member board.

Selectman Hiland will attend the Eastern Slope Airport Authority quarterly meeting next week.

Selectman Hiland said a budget workshop is to be held in Bartlett in the fall.

Selectman Hiland handed out his notes from Capital Copy regarding printing, stuffing and mailing tax bills. It should be taken into consideration when discussing semiannual billing.

Chairman Ryan said the Cemetery Trustees are trying to put a meeting together.

Chairman Ryan asked the Board if they would like to hold a work session on June 29, even though it is the fifth Wednesday of the month and they typically do not meet. The Town Administrator is on vacation on July 6 and Chairman Ryan has a discrepancy and cannot make the Selectmen's meeting scheduled for July 13. The Board agreed to meet for a work session on June 29.

Selectman Hiland would like to invite all of the bidders come in to discuss replacing the town hall's double doors, so the Board can compare exactly what is to be done.

The Board discussed semiannual billing and the cost associated. They would like to know how much time it will take the Tax Collector to collect taxes and the cost associated. The Tax Collector, Kathy Vizard, told the Board she will request an increase in her budget of \$5,000. Chairman Ryan said she spoke with other Tax Collectors in the area and they told her that semiannual billing is twice the work. Selectman Ferris thought taking a tax anticipation note would be cheaper. Selectman Hiland responded as long as the interest rates stay low. Selectman Ferris would also like to look into changing to a fiscal year. Selectman Hiland replied it would take up to three years to make that change. The people should decide what they want.

Correspondence: NHMA 2017-2018 Legislative Policy Process dates

Public Comment: Steve Knox asked if there has been any progress on the Selectmen receiving keys to the Selectmen's office. There was a discussion among the Board as to what is to be done and how it will be done. The Town Administrator will contact lock companies and get some quotes.

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NonPublic Session RSA 91-A:3 (c): At 4:50 p.m., Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3(c), Selectman Ferris seconded the motion and all were in favor.

At 5:05 p.m., Selectman Ferris made a motion to move into public session, Selectman Hiland seconded the motion and all were in favor. Selectman Ferris made a motion to seal the minutes, to not publicly disclose them because it was determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Chairman Ryan seconded the motion and all were in favor.

Adjournment: At 5:06, Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator