

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 March 16, 2016 4:00 p.m.

Members present: Cathy Ryan, Rick Hiland and Joe Ferris.

Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox and Rob Nadler.

Call to Order: At 4:00 p.m., the meeting was called to order.

Pledge of Allegiance:

New Business:

- **Reorganization of the Board:** Selectman Ferris made a motion to nominate Selectman Ryan as Chairman of the Selectboard, Selectman Hiland seconded the motion and all were in favor.
Selectman Ferris made a motion to appoint Selectman Hiland as Selectmen's representative to the Planning Board, Chairman Ryan seconded the motion and all were in favor.
Selectman Ferris resigned from the Planning Board.
- **Appoint/reappoint Board members: Planning, Conservation, Zoning & Trustee of the Trust Funds:** Selectman Hiland made a motion to appoint Kelly Robitaille and Dan Sdankus to the Planning Board as proposed by the Planning Board. Chairman Ryan seconded the motion and all were in favor. Selectman Hiland made a motion to reappoint Peter Carboni to the Planning Board, Chairman Ryan seconded the motion and all were in favor. The Planning Board has recommended that Peter Carboni be their representative to the Conservation Commission.

Chairman Ryan made a motion to appoint Lee Grant and Ron Ryan to the Zoning Board of Adjustment. Selectman Hiland seconded the motion and all were in favor.

Chairman Ryan made a motion to appoint Colleen Cormack to a one year term as Trustee of the Trust Fund, Selectman Ferris seconded the motion and all were in favor.

A noise complaint was received from the neighbor of Almost There Restaurant. Three years ago, the neighbor and owners of Almost There signed an agreement regarding the level of music to be played. The Sheriff's Deputies have been there numerous times and Dan Sdankus, who mediated the agreement was to visit with both parties today.

Selectman Hiland said a noise ordinance is subjective and he would rather deal with complaints on an individual basis. Chairman Ryan noted the current noise ordinance is ancient. Selectman Hiland said there is a draft noise ordinance floating around. Rob Nadler informed the Board the town attorney reviewed that draft and said it was not enforceable and the Board should caution as to how much money they would spend on attorney fees and also which Board would pass it. It could be either the Planning Board or Selectmen but the Selectmen would enforce it. Selectman Hiland replied it had been discussed. There is a lot of subjective material in it and it would be hard to enforce. It is also restrictive and he is inclined to deal with it as complaints come up. Let's keep an eye on it.

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

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| Signed checks | \$31,369.63 |
| Signed appropriated budget | |
| Signed Auditor's engagement letter | |
| Approved 2 pistol permits | |

Old Business: None

Correspondence: **Town of Conway-potential regional impact-**The Board discussed if one of them could attend this meeting on March 24. They will decide at the next meeting.

DRA-final review report of 2015 statistical update.

NHDOT-driveway permit application- Map 3 Lot 37

NH Fire Marshall-bouncy houses are regulated if used open to the public.

E-mail-update on HB 1179 relating to manufactured housing:

Selectman Hiland received information that the NH Municipal Association will be accepting requests from municipalities for policies to propose or support legislation. This is to take place from April 8 to April 22. He would like to reenergize HB 1179 regarding the taxation of manufactured housing and come up with a better solution. Selectman Ferris made a motion to propose a policy to the NH Municipal Association to get it on their docket, Selectman Hiland seconded the motion and all were in favor.

Other Business: Selectman Hiland informed the Board of the NH Municipal's upcoming class for Local Officials. The class can be signed up for online.

Selectman Hiland submitted a list of accomplishments he would like to work on. Chairman Ryan said she would like to discuss how this Board would like to operate meetings. It has been a bit free today. Selectman Hiland thought that was up to the Chairperson. His suggestion would be to have public comment at the end of the meeting and at her discretion, to allow the public to speak during the meeting. Chairman Ryan said she appreciates citizens input however, they were elected by the people to do the business of the town. Selectman Hiland suggested if a citizen has a question, they should raise their hand and wait to be acknowledged.

Chairman Ryan would like to create a basic set of rules of procedure and public comment would be one of them.

Selectman Ferris would like to change the meeting time to a later time. The Board discussed pros and cons as to having the meeting later. Selectman Hiland asked if it were necessary to have a meeting every week and maybe it should be changed to two times per month. Chairman Ryan thought the meetings should be continued weekly for now. Selectman Hiland suggested one meeting per year to be held in Wonalancet for the residents who live there may attend. Steve Knox suggested the Board meet with the Passaconaway committee. They meet annually at the Colbath Barn. The Board tabled this issue until next meeting.

Chairman Ryan liked the idea of having the North Country Council in to see what they do for Albany. Rob would like to sit in as he has history with the Council. Chairman Ryan would also like to have Jac Cuddy from the Mount Washington Valley Economic Council in for the same reason and to discuss

the increase in annual fees. Selectman Hiland would like to see a Sheriff's Deputy come to a meeting on a quarterly basis. They are doing the patrols and have more of a hands on experience with what is happening in Albany. He would like the same of the Fire Chief and for the Road Agent to come in biannually. Rob noted the North Country Council will see a lot of activity for Albany at times. They have been supportive of the town forest. They are promoting the railway project. Rob would like to know how often the Board would like a report. He added the North Country Council has been helpful with the roads as well. Selectman Hiland would like them to justify their expense.

Selectman Hiland made a motion to reduce the funding for the Mount Washington Valley Economic Council to \$25.00 until the head person attends a Selectmen meeting to discuss what they can do for Albany. Selectman Ferris said the legislative body voted for that expense and he didn't think the Board should go against that. Selectman Hiland withdrew his motion. Chairman Ryan noted their check will be held until they come in.

Selectman Hiland suggested the Code of Ethics policy that was passed in 2008 should be included in the rules of procedure. Each employee and board will sign they have received and understand it. Chairman Ryan liked it as it makes it formal when they are sworn in. It's a commitment and this is a standard of conduct. It adds some validity. Selectman Hiland made a motion to implement the Code of Ethics policy into the rules of procedure and that each employee, elected and appointed official will sign that they have received it, Selectman Ferris seconded the motion and all were in favor.

Chairman Ryan likes being in a small town with open discussion but feels the need for a base set of rules of procedure.

Public Comment: Steve Knox hopes the Board will adopt a policy for rules and procedures, particularly how they would like to receive public comment and how they would like that handled. Selectman Hiland said his first items he would like to address is how to handle complaints, right to know requests and replies, conduct at a meeting to be spelled out, complaints, public comment, agenda content, new business that is not dealt with is to remain under old business until it is dealt with. He would like to decide who is responsible for contacting organizations, discuss hours of the Selectmen's office, procedure for adopting rules and procedures. He would like to see more reading of the fine print on contracts. Selectman Hiland would like to decide who updates the website and how often, should there be an ordinance comment period for the public before a public hearing. Steve Knox is very encouraged with the tone and direction of this meeting. Chairman Ryan is

CR____

RH____

JF____

looking forward to working with the two new Board members. She would like to move forward and stay positive. She got back into politics because she was appalled. It's time to move forward. Selectman Hiland refused to take sides in the past and he hopes to put the past behind us and move forward for the town. He hopes it will continue.

Adjournment: At 5:23 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