

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 September 7, 2016 4:00 p.m.

Members present: Cathy Ryan and Rick Hiland. Joe Ferris-excused.  
Public: Lee Grant, June Johnson, Steve Knox, Dick Van Dyne Jeffrey Coates

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

### **Pledge of Allegiance:**

**Approval of the minutes: August 24 and August 31 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Chairman Ryan seconded the motion and all were in favor.

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

<b>Signed checks</b>	<b>\$239,492.90</b>
<b>Denied one building permit</b>	<b>Map 12 Lot 5</b>
<b>Approved two building permits</b>	<b>Map 9 Lot 132 &amp; Map 9 Lot 148</b>
<b>Approved request for leave</b>	
<b>Approved one timber intent</b>	<b>Map 5 Lot 8</b>

**Open Sealed bids:** The Town Administrator read aloud the bid packet. Chairman Ryan opened the sealed bids and read them aloud.

The first bid was for \$6,251.00 in the name of Jeffrey Layton.  
The second bid was for \$7,859.00 in the name of Scott VanDyne.  
The third bid was for \$22,522.00 in the name of Dave Arnold.  
The fourth bid was for \$12,345.00 in the name of Coates Trust.

Selectman Hiland made a motion to put the sealed bids on the table for discussion, Chairman Ryan seconded the motion and all were in favor. Chairman Ryan made a motion to accept the highest bid from David Arnold in the amount of \$22,522.00, Selectman Hiland seconded the motion and all were in favor.

**Appointments: Carla Schneider-AlpineWeb Design:**

Chairman Ryan told Carla the Selectmen would like to spruce up the town's website. Carla told the Board when the current website was designed, it was cutting edge. Technology moves with such speed it is now outdated. Selectman Hiland would like to see a user be able to navigate every page of the website from the homepage. The Board discussed the accessibility of individual board e-mails. Carla recommends outlook for e-mail access so everything is logged. Selectman Hiland would like to see a formal proposal and an example of what can be done.

Carla told the board she received a call quite a while ago from a spirited community member. Carla wanted to clarify to the board that she will never make a change unless she speaks to the owners of the website which is the Selectmen's office. Her obligation is to the town. Kathy Vizard is her main contact point.

**Jim Innes-WMNF & Curtis Coleman-Road Agent:**

The Selectmen discussed ongoing issues with the temporary barrier protecting the covered bridge and the sign warning people of the height restriction. The sign is irreparable and something more permanent needs to be done. Road Agent, Curtis Coleman would like the Forest Service to pay for whatever barrier is agreed upon. Jim Innes and Nathan Fry from the Forest Service talked about the chronology of different barriers that were put in place. Chairman Ryan noted the PVC pipe that was in place doesn't protect the bridge but it warns the driver they cannot fit. Curtis would like to see something more permanent put in place especially because the logging may be drawn out until 2018. Jim said there may be materials to be used on their lot. He will look and see if they can come up with a solution. For now the PVC pipe will be back in place. Curtis would like to see a steel beam put in place. Jim said their budget is in a freeze right now. Curtis replied this could be a permanent fix and the Forest Service should be responsible for it.

They get the most use out of the Covered Bridge and Albany taxpayers are left with the bill in addition to the road maintenance. Chairman Ryan would like to see a permanent solution within a few weeks. Selectman Hiland told Jim, he would like him to come back to the Selectmen's meeting in two weeks.

**Old Business:**

- Chief Solomon's recommendations-no action taken.
- Meeting in Wonalancet-no action taken.
- Meeting with Passaconaway owners-no action taken.
- On demand training-to be held 9/14
- 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.
- Website update-met with Carla from AlpineWeb.
- Meeting with state reps.-no action taken.
- Sign ordinance-no action taken.
- Contract/lease review policy-no action taken.

**Other Business (Board reports):**

The Planning Board will meet next Monday.

The School Board will meet next Tuesday.

Selectman Hiland cannot make the September 23 NH Municipal Association delegate meeting.

Selectman Hiland will be at the Primary election from 8 am to 2 pm.

Selectman Ferris will be there from 2 pm until close.

**Correspondence:** None

**Public Comment:** None

**NonPublic Session NH RSA 91-A:3 (c):**

At 5:30 p.m. Chairman Ryan made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Hiland seconded the motion and all were in favor. Roll call, Chairman Ryan, aye, Selectman Hiland aye.

At 5:55 p.m., Chairman Ryan motioned to move into public session, seconded by Selectman Hiland, all were in favor.

At 5:56 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Ryan motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the

information will likely affect adversely the reputation of any person other than a member of the Board. Selectman Hiland seconded the motion and all were in favor.

**Adjournment:**

At 5:57 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