

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 December 21, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris

Public: Lee Grant, Dorothy Solomon and Steve Knox

**Call to Order:** At 4:00 p.m., Chairman Ryan called the Selectmen’s meeting to order.

### **Pledge of Allegiance:**

### **New Business:**

- **Approval of the December 14 minutes:** Selectman Hiland made a motion to approve the minutes, Chairman Ryan seconded the motion. Selectman Hiland discussed page three where Chairman Ryan would like to give town counsel, Matt Serge, direct contact information for Conservation Commission Chair, Rob Nadler. Selectman Hiland thought that any correspondence between town counsel and Rob should also include the Selectmen so everyone is kept in the loop. Chairman Ryan agreed. A vote was taken and all were in approval of the minutes as submitted.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file, Selectman Ferris seconded the motion. Selectman Hiland made a motion to amend the amount of checks signed to \$7,313.16, Chairman Ryan seconded the motion. Selectman Hiland made a motion to approve the consent file as amended, Chairman Ryan seconded the motion and all were in favor.

<b>Signed checks</b>	<b>\$7,313.16</b>
<b>Approved one building permit</b>	<b>Map 3 Lot 38</b>

<b>Approved one septic design</b>	<b>Map 6 Lot 49</b>
<b>Approved request for leave</b>	

**Town Administrator's Report:**

Primex returned a response from Selectmen's questions regarding the lease of the Fish & Game buildings on behalf of the farmers.

The new website is up and running. Notchnet sent over instructions to update the website.

The NH Municipal Association's Wage and Salary survey has been submitted.

**Appointments: None**

**Old Business:**

- Chief Solomon's recommendations-no action taken.
- MWVEC & NCC meeting-no action taken.
- Red listed bridges-no action taken.
- Semi-annual billing- three more surveys came back in favor of semi-annual billing. Dorothy Solomon asked if this vote would have to be taken up at town meeting. Selectman Ferris replied it is the vote of the Selectmen but the Board wanted the opinion of the taxpayers.
- Meeting with state reps.-no action taken.
- Contract/lease review policy-Selectman Hiland made a motion to amend the Selectmen's Rules of Procedure to include the contract and lease review policy, Chairman Ryan seconded the motion and all were in favor.
- Review Fish & Game contract-Selectman Hiland is not completely satisfied with the response from Primex as to their questions. He said all questions had not been answered. Primex noted typically "official volunteers" are covered by the Town's liability insurance. Selectman Hiland would like a definition of "official volunteer."
- Generator purchase/grant-Selectman Ferris has contacted an electrician to give a quote on a generator and hookup in order to get multiple quotes.
- Planning Board & School Board appointee-no action taken.
- Discuss the establishment of a Historical Commission-Selectman Hiland would like the Historical Society to write a letter to the Selectmen of their intentions to become a Heritage Commission. The process can continue and be voted on at Town Meeting. Selectman Ferris is concerned about the cost of

maintenance and repairs to the chapel that houses the Historical Society's museum.

**Other Business (Board reports): None**

**Correspondence:**

Anonymous letter-the Selectmen would like Code Enforcement Officer, Peter Carboni to make a drive by inspection of the property to validate the complaint made by the letter.

NHDES letter of acceptance of application

Selectman Hiland said that Primex did not answer all of the Board's questions regarding the Fish & Game lease submitted for their review. He would like to contact them to follow up.

Selectman Hiland asked about the title search contract that was forwarded to Primex for review. The Town Administrator replied Primex has not sent a recommendation as of yet.

Selectman Hiland asked if the assessor has submitted his 2017 contract. The Town Administrator replied that he did and it was forwarded to all three Selectmen.

Chairman Ryan wanted to make clear that all correspondence between town counsel, Matt Serge and Conservation Commission Chair, Rob Nadler is to include the Selectmen so everyone can stay on the same page.

Selectman Hiland discussed the upcoming budget. Chairman Ryan said it will be coming to the forefront of business in January for the February public hearing. Selectman Hiland would like to see three years of expenditures.

Chairman Ryan made a motion to cancel next Wednesday's and sign checks out of session, Selectman Ferris seconded the motion and all were in favor.

**Public Comment: None**

**Adjournment:** At 4:45 p.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

CR\_\_\_\_  
RH\_\_\_\_  
JF\_\_\_\_

Kathleen Vizard  
Town Administrator