

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
January 17, 2018**

Call to Order: At 5:08 p.m., Chairman Hiland called the Selectmen’s meeting to order.

Pledge of Allegiance:

Attendance:

Members present: Rick Hiland, Cathy Ryan and Joe Ferris
Town Administrator: Kathy Golding
Public: Steve Knox and Curtis Coleman

New Business:

- **Approval of the January 10 minutes:** Selectman Ferris made a motion to approve the January 10 minutes as submitted, Selectperson Ryan seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectperson Ryan seconded the motion and all were in favor.

Signed checks and payroll vouchers	\$12,567.65
Approved request for leave	
Signed quarterly payroll report	

- **Accept Rob Nadler’s resignation as Albany representative from North Country Council’s Transportation Advisory Committee, Scenic Byways and NH Rail Transit Advisory Board:** Chairman Hiland made a motion to accept Rob’s resignation with regret, Selectman Ferris seconded the

motion and all were in favor. A letter of appreciation will be sent to Rob for his service to Albany.

- **Review generator quotes:** The Board reviewed generator quotes from three companies.

Town Administrator's Report:

Engineer Bruce Knox had to reschedule his meeting with the Selectmen to January 31. Engineer Burr Philips also had to reschedule his meeting with the Selectmen to January 31.

Bob from Advanced Lock will meet with the Selectmen next week to discuss his quote to upgrade and replace the current security system in the town hall.

An e-mail was received from Nancy Mayville (NHDOT) clarifying the Town's requirements before applying for bridge aid. Chairman Hiland said the Capital Improvement Plan Committee voted to recommend funds be placed in the Capital Reserve for that purpose.

A welfare case is being administered. The Board will review it next week.

Health Insurance Options: The Board discussed the different health insurance options. Selectperson Ryan made a motion approve the SchoolCare Consumer Driven Suite with the Yellow Choice Fund option, Chairman Hiland seconded the motion and all were in favor. This premium is from July 1, 2018 to June 30, 2019. The 2018 health insurance line item will be totaled at \$23,264 and represent 80% of the total cost. The employee is responsible for 20%. This is a savings of \$712.00 over last year. Curtis discussed his experience with health insurance options and is willing to provide input next year.

Appointments: Bruce Knox, Engineer: (cancelled)

Josh McAllister (HEB Engineers): 5:45 p.m.

Chairman Hiland presented Josh with an outline of the scope of work to be done on the Passaconway Rd. and explained the federal funding that Albany is seeking. Curtis went over the specific plan and what Albany will be looking for from the engineer. Josh said it is similar to another project his firm worked on and he was very familiar with it. Josh typically charges a flat fee or not to exceed fee. Curtis asked for a charge for each phase of the project. Josh left the meeting.

Work session:

2018 Proposed Budget: Chairman Hiland would like to start a list of warrant articles so nothing that has been discussed will be left out.

Correspondence: NHDOT driveway permit application

Public Comment: None

Old Business:

- Albany Selectmen business roundtable – no action taken.
- State Bridge Aid – no action taken.
- Semi-annual billing – no action taken.
- Fiscal year budgeting – no action taken.
- Generator purchase/grant – reviewed bids.
- Expansion of CVFD boundaries to include Almost There Restaurant – no action taken.
- QuickBooks training – scheduled February 22.
- Albany zip code – no action taken.
- Chapel paint and lead testing – no action taken.
- Security system bids – no action taken.
- Passaconaway Rd.- no action taken.

Other Old Business: follow-ups

- Route 16 Moulton property/campground – Certified letter sent - junk cars, trucks and campers clean-up— no action taken.

Other Business (and Board reports):

Planning Board – Rick- nothing to report.

ESAA – Rick – nothing to report.

Conservation Commission – Cathy-nothing to report.

School Board – Joe-nothing to report

Other: Selectperson Ryan noted in the Selectmen’s Rules of Procedure that a Combined Board meeting would take place on the second Wednesday in February and that day is the public hearing on the proposed budget. The Combined Board meeting will be held on February 7 at 7:00 p.m. The Boards will be noticed.

At 6:54 p.m., Chairman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator