

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
February 8, 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 Dorothy Solomon

New Business:

- **Approval of the tabled January 24 minutes and January 31 minutes:**
Selectperson Ryan made a motion to approve the tabled January 24 minutes, Selectman Ferris seconded the motion. No amendments were made. Chairman Hiland called for the vote. Chairman Hiland and Selectperson Ryan were in favor. Selectman Ferris abstained.
Selectperson Ryan made a motion to approve the January 31 minutes as submitted, Selectman Ferris 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	\$6.970.51
Approved request for leave	
Approved one building permit	Map 3 Lot 24

- **Reviewed Conway Channel 3 MOU:** The Selectmen reviewed the MOU and tabled its approval until after town meeting when the funding of Channel 3 will be voted on.
- **Reviewed Fairpoint RTK request:** A Right to Know request was received from Fairpoint. It requested all governmental documents/correspondence that were used to calculate their tax bill. There was no correspondence between the Town Administrator and the assessor regarding this issue. There is no governmental documentation to return. Upon advice from Jae Whitelaw, town counsel for this case, a cover letter to Fairpoint was mailed along with the current tax assessment card.

Town Administrator's Report:

The public hearing for the KENO warrant article will be held on Wednesday, February 21 at 5:15. It will be posted in the newspaper this week.

An application was received to join the NH Health Officer's Association for \$35.00. It was added to the municipal budget under regional associations.

JP Pest Services removed the red squirrels and closed off their entry and exits from the building. The monthly maintenance program has begun. They placed rodent bait inside and outside of town hall. They left a notebook for the Town Administrator to report any sightings or problems. They will enter their notes into the same notebook for each month they come to Town Hall and will address any issues at that time.

Petitioned warrant articles have been submitted and placed on the draft warrant.

Some Board reports have been received for the town report. An e-mail has been sent to the remaining Boards as a reminder to get them submitted.

Gregg DiSanto of North Country Council will meet with the Selectmen on March 7. He requested that if the Selectmen have questions, to please e-mail them to him so he may answer or research them before the meeting. Chairman Hiland noted that Gregg will be leaving North Country Council and his replacement should come to the meeting to get acquainted with Albany.

Correspondence: NHMA Publication : "Town Meeting": will be forwarded to Moderator Ed Alkalay.

Review Security/Fire System upgrade proposals:

Chairman Hiland raised some concerns about the upgrade of the security/fire system. Chief Solomon sent an e-mail and questioned the replacement of just the panels and not the whole system. Selectman Ferris thought the whole system would be reviewed while upgrading the panels. Chairman Hiland would like to do more research before moving forth. The current system works. Selectperson Ryan agreed saying she would like to take the proper steps. It will not be placed on the warrant this year.

Review generator bids:

Chairman Hiland reviewed the three bids for generators and said they were all capable of doing a good job. He has personally owned Kohler and Generac generators and always had good luck with them. Selectman Ferris made a motion to accept the bid from Field Electric for an 11 KW Generac generator for \$5,900.00 and the install, tank hookup and propane from White Mountain Oil for \$1,371.00 for a total of \$7,271.00 to be placed on the warrant article. Selectperson Ryan seconded the motion and all were in favor.

Selectmen Ferris left the meeting temporarily to attend a SAU 9 meeting.

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.
- Expansion of CVFD boundaries to include Almost There Restaurant – no action taken.
- Quickbooks training – scheduled February 22 – Chairman Hiland was given a link to a Quickbooks webinar directed at municipalities. He did some research on Quickbooks and QuickBooks Pro may not be the most suitable software version for a municipality.
- Albany zip code – no action taken.
- Chapel paint and lead testing – no action taken.
- Passaconaway Rd.- see below discussion with the Road Agent.

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- The Planning Board has submitted their amendments to the zoning ordinances to be voted on at town election day. Chairman Hiland is working on the Capital Improvement Plan Committee’s final recommendations.

ESAA – Rick – nothing to report.

Conservation Commission – Cathy – Selectperson Ryan reported the Conservation Commission was uncomfortable with the use of their legal line item without their vote of approval. Chairman Hiland noted he was just trying to help. He put a lot of time and effort into helping the Commission stay within the statutes. Chairman Hiland agreed to move the Commission’s legal fees to the Selectmen’s legal line item.

The Conservation Commission has a few projects lined up to work on in 2018, including an enlarged parking area for access to the forest.

The Conservation Commission meeting ended with Chairman, Rob Nadler submitting his resignation.

Selectperson Ryan made a motion to accept Rob’s resignation, Chairman Hiland seconded the motion and all were in favor. Selectperson Ryan would like to send Rob a letter of appreciation for his time and service.

School Board – Joe – Chairman Hiland noted the School Board’s budget public hearing will be held on Tuesday, February 13 at 5:30 p.m.

Public Comment: Dorothy asked for candidates’ names for the school district ballot.

NonPublic Session: RSA 91-A: 3 II (a) & (c):

At 5:56 p.m., Chairman Hiland made a motion to move into nonpublic session citing RSA 91-A:3 II (a) & (c). Selectperson Ryan seconded the motion and all were in favor. Roll call, Chairman Hiland aye, Selectman Ryan, aye.

At 6:30 p.m., Selectperson Ryan motioned to move into public session, seconded by Chairman Hiland, all were in favor.

At 6:31 p.m. it was determined that the minutes shall not be publicly disclosed. Chairman Hiland 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.
Selectperson Ryan seconded the motion and all were in favor.

Appointments: Curtis Coleman (Road Agent): 6:30 p.m.
Review Engineer's proposals:

Curtis reviewed the three proposals and noted there were different levels of depth in each of them. Chairman Hiland said all three came in around the price he was thinking it should be. HEB Engineers was the low bid and has just gone through a similar project. They have the experience and resources we will need. Curtis recommended HEB Engineers. Selectperson Ryan made a motion to approve the proposal put forth by HEB Engineers, Chairman Hiland seconded the motion and all were in favor. A line item for engineer/consultant will be added to the Selectmen's budget.

Work session: 2018 Proposed Budget

The Board reviewed the proposed warrant.

Selectman Ferris rejoined the meeting.

The Board reviewed the proposed budget and made some minor changes. The cost of living adjustments were taken from the Town Clerk/Tax Collector, Deputy Town Clerk/Tax Collector and Treasurer's line items.

Selectman Ferris had a concern for the necessity of paying for two people to cover the Town Clerk/Tax Collector's office. Town Clerk, Kathy Golding replied, the same jobs are being done, and nothing has changed. Chairman Hiland was not willing to change anything without any facts presented. Selectperson Ryan noted she understood part of what the Town Clerk/Tax Collector does as her experience as former Deputy Treasurer. Selectman Ferris said it is a lot of money to pay for a small town.

A line item was added for engineer/consulting \$3,000.00. A line item was added for NH Health Officer's Association \$35.00. The Security line item under Elections will be reduced as this will be budgeted through the Sheriff's Department line item.

The legal line item under Conservation Commission was removed. The operating expenses was reduced to \$1,000.00

RH____
CR____
JF____

Adjournment:

At 8:07 p.m., Selectperson Ryan made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Golding
Town Administrator