

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 July 13, 2016

Members present: Rick Hiland and Joe Ferris

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

**Call to Order:** At 4:00 p.m., Vice Chair Joe Ferris called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**New Business:**

- **Approve June 29 regular session minutes, June 29 work session minutes & July 6 work session minutes:** Vice Chair Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as submitted, Vice Chair Ferris seconded the motion and all were in favor.

<b>Signed checks</b>	<b>\$13,690.12</b>
<b>Signed timber warrant/certification</b>	<b>Map 6, Lots 7, 17, 18</b>
<b>Signed Excavation Intent</b>	<b>Map 3, Lot 42</b>
<b>Signed Federal Quarterly payroll report &amp; quarterly employment report</b>	

- **Town Administrator report:** The regional Emergency Management Director's meeting will be held in Albany's conference room on September 21 at 6 pm.

Jim Innes, District Ranger from the White Mountain National Forest will be at the Selectmen's meeting on July 20 at 4:15 pm.

Road Agent, Curtis Coleman will post the Class 6 road at each end. The only one in Albany is Birch Hill Rd.

The Town Administrator will attend a class tomorrow for Primex Property Liability Insurance.

- **Review locksmith estimate(s):** One estimate was received by Intervale Lock. Selectman Hiland suggested calling another locksmith from New Hampton.
- Selectman Hiland would like to place website update under old business. He would like to invite a representative from Notchnet to a meeting to discuss ideas and cost.
- Selectman Hiland would like the Planning Board to have access to their page on the town's website.

**Old Business:** Rules of procedure-no action taken

Chief Solomon's recommendations-no action taken

Meeting in Wonalancet-no action taken

Meeting with Passaconaway owners-no action taken

Parking fines/alcohol policy and fines-the Town will contact the Sheriff for recommendations. Selectman Hiland would like to see signs that post the fines for violations. Dorothy Solomon noted the "no parking" signs on Route 112 are not there anymore. Selectman Hiland would like to hold a public hearing on August 2 to update the fines.

On demand training-no action taken

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

**Other Business (Board Reports):**

Selectman Hiland reported the Planning Board is having difficulties getting a quorum together. They will run with a five member board for now. If they

decide to formally return to a five member board, it will have to be voted on at town meeting. Kelly Robitaille has resigned from the Planning Board.

Vice Chair Ferris asked the Town Administrator to invite Conservation Chairman Rob Nadler to next week's Selectmen's meeting to discuss issues of concern. Selectman Hiland recommended a meeting of both full boards so everyone is on the same page. Vice Chair Ferris would like to hold the meeting sooner than later. The Town Administrator will contact Rob Nadler to see if he can set up a time when the full Conservation Commission can meet with the Selectmen. Selectman Hiland would like it to be either next week or the following week.

**Correspondence:** NHDES Letter of compliance  
Town of Conway-Potential Regional Impact  
PLT Notice to consider amendments to bylaws  
North Country Council Survey  
Letter from Tri County Community CAP

Vice Chair Ferris would like packets of correspondence and meeting documents e-mailed prior to the meeting.

Selectmen Hiland would like a list of Albany businesses to contact and put together a meeting with the North Country Council and Mount Washington Valley Economic Council.

Selectman Hiland also noted the Planning Board had a preliminary consultation for a site plan review with Perm a Pave. They would like to put a maintenance garage at their place of business. Because it is not a change of use, the Planning Board agreed it did not require a site plan review. Also, a representative from HEB Engineers presented plans for a site plan review for World Fellowship.

**Public Comment:**

Steve Knox noted the Town of Sandwich was sued successfully on a right to know violation. They were fined over \$200,000. It is something to keep on top of.

Steve Knox toured the town forest and said the farms have a lot of acreage into production. It is nice to see.

**Adjournment:** at 4:38 p.m., Vice Chair Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

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

Respectfully Submitted,

Kathleen Vizard  
Town Administrator