

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
May 11, 2016 4:00 p.m.

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Steve Knox and Sam Farrington

Call to Order: At 4:04 p.m., Chairman Ryan called the Selectmen’s meeting to order.

Pledge of Allegiance:

New Business:

- **Approve Minutes:** Selectman Ferris made a motion to approve the minutes as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Chairman Ryan amended the consent file to read: two pistol permits, instead of one, Selectman Hiland seconded the motion and all were in favor. Selectman Hiland made a motion to approve the consent file as amended, Selectman Ferris seconded the motion and all were in favor.

Signed checks	\$17,962.95
Signed two building permits	Map 7 Lot 43
	Map 9 Lot 124
Signed two pistol permits	
Approved request for leave	

- **Town Administrator’s report:** Road Agent, Curtis Coleman reported the barrier to the Covered Bridge is back up. New road signs have been ordered and will be placed throughout town. He is unsure why the covered bridge is on the state’s red list but though maybe because of the wooden deck and loading weight. He said the bridge on Drake Hill Rd. is not in a tragic state.

He will have a bridge design engineer look at it. It was built in 1930. Work was done to it 15-20 years ago. He knows rebar is showing under the deck and maybe that is why it has been red listed. He will know more in the next couple of weeks.

An electrician has been contacted to prepare an estimate for the work to be done in the chapel, Town Clerk's vault and to put a generator connection in the electric box, according to Chief Solomon's recommendations.

Pope security has been contacted to do their annual testing of the town hall's security system and fire alarms.

A quote to replace the doors on the town hall has not been received yet. Chairman Ryan recommends other quotes come from larger construction companies.

The former owner of 2008 Passaconaway Rd. whose property was taken by Tax Collector's deed has called and is prepared to pay all of his back taxes, penalties and interest. He is aware he will lose all rights to his property in August.

There has been no response regarding the combined board meeting for topics of discussion.

AlpineWeb has been contacted to do some work on the website.

Appointment: None

Old Business: Rules of procedure-will be worked on at the May 25 work session.

Chief Solomon's recommendations-waiting on estimates

Meeting in Wonalancet-contact information has been given to the Selectmen to set up the meeting.

Meeting with Passaconaway owners-Selectmen Ferris spoke with Mark Hounsell who told him there is no association picnic or outing scheduled at this time.

On demand training-will be discussed at the combined board meeting

Parking fines/alcohol policy and fines-still waiting for a copy of one town's fines.

Combined board meeting-scheduled for May 25

MWVEC & NCC meeting-Selectman Hiland hopes to hold the meeting sometime in June.

Red listed bridges-Road Agent, Curtis Coleman, will report back.

Other Business:

- **Board update reports:** Selectman Ferris reported he has been in touch with Becky Jefferson from SAU 9 to get a better grip on what Albany's upcoming expenses will be.

Selectman Hiland reported that the Planning Board finalized their site plan review application as well as the checklist for it. The next task will be going through the ordinances and considering accessory dwelling units. Selectman Hiland will be going to the Office of Energy and Planning seminar on June 4 in Concord.

Selectman Hiland has been a member of Our Town Energy Alliance for years. They put oil and propane out to bid for their members. Selectman Hiland has saved a ton of money. Prices are set in July.

Selectman Hiland got a legislative update on a court case regarding manufactured housing. It was good news for municipalities.

Selectman Hiland noted the Planning Board needs one member and alternates. Selectman Ferris added the School Board needs one member also.

Selectman Hiland would like to have copies of the code of ethics and the acknowledgement form available at the combined board meeting.

Selectman Hiland noted the Board should move forward with the fire and rescue contract extension. Chairman Ryan noted it was a good deal. Selectman Hiland would like to reiterate to Chief Solomon that Albany would be willing to assist in any way to apply for grants or anything.

Selectman Hiland discussed the differentials in the budget from 2015 to 2016. He analyzed the numbers and figures Albany will run short of money as soon as July. He would like to move forward with the tax

anticipation note. Selectman Ferris would like to dial in on school expenses a little better. Selectman Hiland said if Albany goes to semiannual billing, it will solve the cash flow problem. Selectman Ferris disagreed and thought Albany should go to a fiscal year. Chairman Ryan would like to look at all the pieces and see how it will effect Albany's citizens. Selectman Hiland would like to have information to give to the voters during the September primary, November general election and the March annual meeting. This will give them plenty of notice of what the Selectmen intend on doing.

Correspondence: Jae Whitelaw (Mitchell Municipal Group) Fairpoint update
Letter of thanks from Tri County CAP

Public Comment: None

Adjournment: At 5:00 p.m., Selectman Ferris made a motion to adjourn, Chairman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator