

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 18, 2016 4:00 p.m.

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon, Sara Young-Knox and Sam Farrington

Call to Order: At 4:03 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:** Selectman Hiland made a motion to approve the consent file as submitted, Chairman Ryan seconded the motion and all were in favor.

| | |
|---------------------------------|---------------------|
| Sign checks | \$3,339.96 |
| Sign one building permit | Map 7 Lot 10 |

- **Review & approve Town of Conway Channel 3 MOU:** The Selectmen approved the memorandum of understanding.
- **Town Administrator’s report:** Curtis Coleman, Road Agent, is waiting to for a report on the Drake Hill Rd. bridge that has been red listed by the state. He will come in to report to the Selectmen once it is received.

Once the auditors submit the 2015 financial statements, the application for a tax anticipation note can be submitted to the bank.

Fire Chief, Steve Solomon, has set a meeting date with the Forest Service and NH Fish & Game to discuss the cost of search and rescue within the National Forest and to see if there may be money available for reimbursement. The meeting has been set for June 2 at 1:00 p.m. at the Conway Fire station. The Albany Selectmen will try to attend.

Jack Rose e-mailed to say his brother-in-law, Ron Carmen passed away. Selectman Hiland would like to send Jack and Camille a condolence card.

Pope Security performed their annual testing of fire alarms and security system.

AlpineWeb is working on requests for changes to the website.

Appointment: None

Old Business: Rules of procedure-will work on at work session next week
Chief Solomon's recommendations-the Selectmen would like to get the list completed and have the Chief reinspect.
Meeting in Wonalancet-no action taken
Meeting with Passaconaway owners-no action taken
Parking fines/alcohol policy and fines-no action taken
Combined board meeting-to be held today
On demand training-to be discussed at the combined board meeting.
MWVEC & NCC meeting-probably will be held in June
Red listed bridges-Curtis will report
Semi-annual billing-no action taken

Other Business:

- **Board update reports:** Selectman Ferris will attend a joint school board meeting tomorrow at which time the board will reorganize.

Chairman Ryan reported the Multi Hazard Mitigation update meeting will take place next Thursday, May 26 at 6:00 p.m.

Correspondence: Time Warner franchise fees
Town of Conway Potential Regional Impact

Public Comment: None

Adjournment: At 4:30 p.m., Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

CR____
RH____
JF____

Respectfully Submitted,

Kathleen Vizard
Town Administrator