

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.

Minutes

Albany NH Selectmen's Meeting

April 15, 2015 4:00 p.m.

At 4:00 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille, Jack Rose and Cathy Ryan. Also present were Josephine Belleville, Jason Call, Lee Grant, June Johnson, Dorothy Solomon, Peter Carboni, Steve Knox and Rick Hiland. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance.

Regular Business:

- Reviewed & approved April 8 minutes and sealed minutes-Chairman Robitaille made a motion to approve the minutes and sealed minutes as submitted, Selectman Rose seconded the motion and all were in favor.
- Signed checks totaling \$34,311.65.

New Business:

The Selectmen approved two excavation intents.

The Selectmen approved the quarterly payroll reports.

The Selectmen reviewed the two bids for the installation of a Rinnai water heater for the town hall. Selectman Rose made a motion to approve the bid submitted by Jonathan Hurteau, Chairman Robitaille seconded the motion and all were in favor.

Josephine Belleville (Assessing Division of the Department of Revenue) & Jason Call (Northtown Assessing):

Josephine informed the Board that Jason will be updating assessed values this year. She discussed the process that he will use for the update. She will be monitoring his work to ensure correctness.

Josephine then discussed the general contract and the typical annual work that Jason performs.

Jason told the Board his process of updating the assessing data. He will begin work as soon as the contract has been signed.

Josephine informed the Selectmen of the certification process an assessor must achieve through the Department of Revenue. She will be monitoring the contracts and the work being done for the town.

Josephine asked Jason if he would be giving the property owners the opportunity to meet and discuss their new values. Jason replied he will discuss this with the Board as time goes on. He hopes to have values for the Board by October 15.

Josephine told the Board that Jason must submit a USPAP report. This report contains instructions on how he arrived at his values. The report is due by January 1.

Josephine advised the Board the only recommended change in the contract was that the town request a performance bond from Northtown Associates. It is a security instrument in case the town does not get what Jason was hired to do. Many Boards will waive the bond when there is a longtime relationship as there is between Jason and Albany. Jason noted bonds cost money and he looks at it as a trust between him and Albany.

Josephine also noted once she receives the USPAP report, she will review and turn it back around within three or four days.

Jason discussed the history of statistical updates and his regular cyclical work in Albany. He feels everything is pretty well in order. Next year he will begin looking at a percentage of the town again.

Josephine discussed assessment review standards. It makes sure towns are complying with the practices as laws change quickly and the town may not be aware of it. It gives the opportunity to correct any errors.

Josephine discussed veteran credits and elderly exemptions and the importance of reviewing the information on the applications every few years to ensure applicants still qualify for them.

Chairman Robitaille asked Josephine if she had any problems with Jason's work. She replied she will follow him and call him if there is something wrong. She does not wait until the end of his work for the year.

Selectman Ryan asked Jason if he would be working alone. Jason replied he would be working alone. He feels the town is in good shape.

Chairman Robitaille commended the relationship between Jason and the Town Administrator. Selectman Rose asked Jason how long he has worked in Albany. Jason replied right out of high school.

Town Board Selectmen's Rep Reports:

Chairman Robitaille reported the Planning Board has appointed Leah Valladares to the Chairman of the Board and Tara Taylor to the Vice Chair. They are still looking for alternate members. The meeting went smooth. Rick Hiland added the new rules were posted for the first meeting and have to be voted on one more time to make them permanent.

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

At 5:06 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:18 p.m. it was determined that the minutes shall not be publicly disclosed. Selectman Rose 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. Chairman Robitaille seconded the motion and all were in favor.

KR____

JR____

CR____

At 5:19 p.m., Selectman Ryan motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:20 p.m., Selectman Rose made a motion to adjourn, Chairman Robitaille seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator