

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

August 12, 2015 4:00 p.m.

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

Regular Business:

- Pledge of Allegiance
- Reviewed & approved August 5 minutes-Selectman Ryan made a motion to approve the minutes as submitted, Selectman Rose seconded the motion and all were in favor.
- Signed checks totaling \$29,821.59.

New Business:

The Selectmen approved one timber intent.

The Selectmen approved two building permits. Peter Carboni, Code Enforcement Officer explained a few details of the proposed buildings. The Board discussed Moat View Association rules. Peter felt that would be between the property owner and the association. As long as they comply with the town's ordinances, there is no reason to deny the permit.

Heidi Lawton of Homeland Security visited the office. She informed the Town Administrator there is a grant available that will pay 50% of the cost of a generator for emergencies. Kathy contacted Curtis Coleman, Road Agent, to get a quote for a generator. Heidi also informed Kathy the same grant would pay for 50% of the surveillance system the Board has approved. Heidi applied for the grant and the town will receive notice soon if it has been approved. The Board discussed generator options as well as a service contract. Peter Carboni suggested using Milton CAT. They are out of Rollingsford and are very reasonable.

Old Business:

The Town Administrator told the Board Carl Edin has completed switching out the interior and exterior lights in the town hall. There was one faulty bulb and they did not supply him with one exterior fixture. He will return to take care of both. He was very fast, efficient and professional.

The Department of Revenue webinar that the Town Administrator attended last week only lasted 10 minutes. She was glad she decided not to close the office.

Town Board Selectmen's Rep Reports:

Selectman Rose attended the Planning Board meeting on Monday. It was the first meeting he had attended in two years. It was well attended. They discussed the original formation of the Planning Board which consisted of seven members. Alternates were not appointed until 1993. The Planning Board would like to return to a seven member board, moving the two alternates to full voting members and appointing two new alternates.

The Planning Board also discussed the Capital Improvement Plan. They will start working on that in September.

One topic of interest to Selectman Rose was the plan for the Waldorf School. The modular classrooms were to be temporary with an administrative building to be built first. The Planning Board believes they have exceeded the number of years they were initially approved to operate with the modular buildings on site. Selectman Rose added it is a nice site and Coleman's did a good job of the layout and excavation. The Planning Board will be looking into if they are authorized to continue to operate.

Selectman Rose reported the Historical Society is actively setting up marketing venues in order to sell its T-shirts and hats. The Town

Administrator has set it up on the Albany, NH: Events & Notices, Facebook page. It has Selectman Rose's contact information on the post. Sandie Vizard has volunteered to sell them from her salon, Creative Touch, at no cost to the Historical Society. Jamie from Discount Deli II has also volunteered to sell the shirts and hats at no cost. All of the money will go to the Historical Society. Dorothy Solomon said it comes to mind that "Our Favorite Things" on Route 16 would be a place to sell them. Out of town visitors stop there and might like a token from the Town of Albany. Selectman Rose will look into it. Rick Hiland noted Pine Knoll Campground has a store and maybe Dan Sdankus would be willing to sell the shirts and hats as well. Steve Knox suggested selling the shirts and hats at Ragged Mountain. Selectman Rose had already spoken to Rob Nadler about it. Selectman Rose felt the more places they are available they stand to make a little money for the Historical Society. Right now they are trying to recover the initial investment.

Public Comment:

Dorothy Solomon reported she was at the Sandwich Selectmen's meeting. They send their greetings to the Albany Selectmen along with their thanks for the help in maintaining a part of their road in Wonalancet. Selectmen Rose and Ryan thanked Dorothy for bringing the message.

At 4:21 p.m., Selectman Ryan made a motion to adjourn, Selectman Rose seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator

JR____
CR____