

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 19, 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 Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Sara Young-Knox and Rick Hiland. The following business was conducted.

Regular Business:

- Pledge of Allegiance
- Reviewed & approved August 12 minutes-Selectman Rose made a motion to approve the minutes as submitted, Selectman Ryan seconded the motion and all were in favor.
- Signed checks totaling \$5,672.29.

New Business:

The Selectmen reviewed the auditor's management discussion, financial statements and signed the Department of Revenue MS-535 financial report.

The Selectmen approved one building permit application as recommended by Peter Carboni, Code Enforcement Officer.

The Selectmen signed a noncompliance letter for a building permit violation.

The Selectmen reviewed the estimated Highway Block Grant to be received in the 2015-2016 fiscal year from NHDOT.

Ed Foley, Albany VFW, donated two state flags to the town. One large and one small. Wendell Dicey has stepped down as Commander of the VFW and David Jones will be his replacement.

Conway Village Fire District will be hosting a presentation by ServiceLink for people applying for Medicare and Medicaid. It will be held on September 25, at 2:00 p.m. at the CVFD conference room at 128 West Main St., Conway.

Old Business:

Carl Edin returned to replace the faulty bulb in the Selectmen's office as well as the outside light fixture. Carl will deliver the warrantee book in a few weeks. An Eversource representative will stop by to inspect the completed work.

Selectmen's Reports:

Selectman Rose informed the Board that Paul Brown has resigned from the Conservation Commission. Mike Steward has agreed to fill the position. The Conservation Commission recommends the Selectmen appoint Mike. Selectman Rose made a motion to appoint Mike Steward to fill Paul's position on the Conservation Commission, Chairman Robitaille seconded the motion and all were in favor.

Selectman Rose noted the Conservation Commission discussed contacting their logger to see if it would be worthwhile to take timber from the Bald Hill Rd. piece of property and to do so before any paving or road work is to be done. They will also contact the Forest Service to see if they have any logging plans on Bald Hill Rd.

Selectmen Rose said the Fish and Game agreement is now in the hands of the Attorney General's office for approval to use the old DOT garage buildings in addition to using the access on their land to the farms. Betsy McLaughlin hopes it will be back by September.

Curtis Coleman will be giving an estimate on a road to be built from the former DOT garage and out to the farms. The Conservation Commission would like to create two parking areas along the Kancamagus Highway. One

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will be at the landing where the logging took place and another at the top where the seven acres is set aside for the future town center.

Selectman Rose has not heard back from Gemini sign yet for an estimate to repaint the municipal sign and the cost for a remote control digital marquis sign.

Selectman Ryan planned to go to “Chamber After Hours” to represent Albany, but got tied up at work and could not attend. June Garneau should be in touch soon to begin the update of the Hazard Mitigation Plan.

Chairman Robitaille noted the town hall grounds look good. Randy Leach is doing a good job.

Public Comment:

Rick Hiland wondered if there are any strings attached to the grant for the generator purchase that the Selectmen talked about at last week’s meeting. It concerns him because usually there are strings attached and it could bind the town. The Town Administrator will look into it.

At 4:22 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

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