

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

December 10, 2014 3:30 p.m.

At 3:40 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, Steve Knox and Rick Hiland. The following business was conducted.

Regular Business:

- Reviewed & approved December 3 minutes-Jack made a motion to approve the minutes as submitted, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$220,819.10.

Town Administrator Report:

Rob Nadler met with the Conway Village Fire District Commissioners to discuss Albany's upcoming contract for fire and rescue. The Commissioners made no final decision but discussed the different formulations they would like to impose on Albany for future contracts. Rob reminded the Commissioners that Albany has no equity or vote as other districts do. Rob said Albany is still getting a good deal even with the proposed increase and recommends the Selectmen sign the two year contract. Rob thinks it would be helpful to visit with the Commissioners annually and he would be willing

to be Albany's representative if the Selectmen appoint him. The Commissioners will be in touch soon.

The NH Municipal Association will be presenting a workshop for the Planning Board and Zoning Board of Adjustment here at town hall on Monday, December 15 at 7:00 p.m. Kelly said, the presentation will be put on and then the board members may ask questions. He asked the Planning Board members to come up with questions ahead of time.

Curtis Coleman, road agent, has not replied regarding the Sandwich road maintenance proposal.

New Business:

Cathy Ryan submitted her resignation as Planning Board alternate member. Kelly motioned to accept her resignation, Jack seconded and all were in favor.

The Board approved three abatements.

The Board discussed the current meeting time. Kelly would like to move it to 4:00 p.m. Jack made a motion to change the Selectmen's meeting time to 4:00 p.m., Kelly seconded the motion and all were in favor.

Old Business:

Kathy reported that former owners of a tax deeded property have not followed through on their payment of repurchasing their property. The next step is to evict the tenants. The Board signed a notice to quit for the sheriff's department to serve.

Town Board Selectmen's Rep Reports:

Kelly reported that the Planning Board meeting on Monday night went very well. He was encouraged to see that everyone was active and positive. Kelly said Tara Taylor ran the meeting very well and said she may take the chair position until March. Cathy agreed and added the history given by Steve Knox and Mike Helmers from the audience was good.

Tara Taylor would like the Selectmen to look into the town owning its roads. She said we do not. Steve thought it was a good idea to look into it and place a call to the town lawyer. The Board discussed the liability of owning a town road. Steve thought it was important that roads be up to town specs before

KR_____

JR_____

CR_____

accepting a road. Rick added it may be important to tell the voters the effects it may have on their property taxes.

Public Comment:

Lee Grant would like to see the light on at the bottom of town hall driveway for town meeting night. Jack would like it to be on a battery timer so it doesn't have to be adjusted every time the power goes out.

Steve Knox noted the Planning Board voted to start the digitization process of their records. It's important and a good place to start to get the bugs worked out before the Selectmen's office begins the process. David Maudsley's presentation was great but Albany is behind the times. Kelly agreed but there are still questions as to who will maintain and update the information. Kelly said the process is starting and the Planning Board will vote on the purchase of equipment next Monday as they will meet at 6:30 before the NH Municipal Association presentation.

Jack went back to the issue of the light saying it needs to be fixed. Lee said it is the town's responsibility. Rick suggested the Selectmen contact PSNH and see if they will put a pole in with a street light. They will maintain it at a minimal cost.

Rick suggested the Selectmen send letters of thanks to former board members as they had put a considerable amount of time in to volunteer for the town. Maybe they could bring it up at town meeting just to recognize them. It goes a long way towards healing. Kelly suggested sending a card to the board members.

At 4:22 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator