

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 17, 2014 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, Rick Hiland and Peter Carboni. The following business was conducted.

Regular Business:

- Reviewed & approved December 10 minutes-Kelly made a motion to approve the minutes as submitted, Jack seconded the motion and all were in favor.
- Signed checks totaling \$163,287.90.

Conway Village Fire District:

The Conway Village Fire District Commissioners decided they would not lower the proposed amount for Albany's fire and rescue two year contract. They noted surrounding towns and what they are paying for ambulance only. Last week Rob Nadler reported that Albany was still getting a good deal and recommended the Selectmen approve it. After a short discussion, Kelly made a motion to accept the two year fire and rescue contract with Conway Village Fire District, Jack seconded the motion and all were in favor.

Kelly left the meeting.

Town Administrator Report:

Kathy has received positive feedback from the Planning and Zoning presentation Monday night.

Road agent, Curtis Coleman was meeting with the Sandwich Selectmen yesterday but he has not reported back yet.

New Business:

Approved two pistol permits.

Assessor Jason Call e-mailed an update of the work he has done this year. He will be in contact soon to discuss his plan for Albany's statistical update in 2015.

The office will close tomorrow at 2:00 p.m. so Kathy can attend a webinar on the Department of Revenue's new software training.

Old Business:

The Notice to Quit has been served by the Sheriff's Department for the deeded property in Piper Meadows as the property owners did not honor their payment of property taxes.

Cathy asked if the Webster Selectman Bruce Johnson had responded to Albany's inquiry as to what other towns are doing regarding his request for a warrant article to discuss the state funding of education. She was undecided as to what should be done. Jack didn't see any harm in placing it on the warrant. Cathy wondered if our state representatives are talking about it or are even interested in it. Jack didn't see anything wrong with supporting it. Jack made a motion to support placing the warrant article on the 2015 town warrant, Cathy seconded the motion and all were in favor.

Jack discussed deeded property to be put up for sealed bid. Jack made a motion to table it until January, Cathy seconded the motion and all were in favor.

Code Enforcement Officer:

Peter reported he has been busy inspecting construction projects. The one on Passaconaway Rd. has been capped and will be finished in the spring. The

KR_____

JR_____

CR_____

new home on Moat View Dr. will continue to be built throughout the winter. The footings are in and it is underway.

Peter discussed his pay for being code enforcement officer. He is not making a lot of money and cannot put any additional time into the position. Hence, he is okay with that. He has great dialogue with the builders. Some projects require more visits. It all evens out in the end. His resources are in place which makes it a little easier.

Peter feels he should not be reporting to the Planning Board as code enforcement officer. He does not feel comfortable in doing so and has asked repeatedly to have the report removed from their agenda. Peter said he advises the Selectmen, not the Planning Board. Cathy agreed, saying Peter should report to the Selectmen only.

Peter has placed two calls to Tin Mountain Conservation Center regarding their new dormitory. Fire Chief Solomon must make the final inspection and approval before Tin Mountain occupies the building.

Public Comment:

Rick Hiland commented on the Planning and Zoning seminar, saying it was very good. Lee Grant said the pace was a bit fast. Rick noted both of Albany's Boards need new rules and procedures.

At 4:34 p.m., Cathy made a motion to adjourn, Jack seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator

KR____
JR____
CR____

DRAFT