

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 2, 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, Sara Young-Knox, Rick Hiland and Matthew Murray. The following business was conducted.

Regular Business:

- Pledge of Allegiance
- Signed checks totaling \$252,651.81.

New Business:

The Assessing Division of the Department of Revenue has assigned a new representative for Albany. His name is Phil Bodwell and he met with assessor Jason Call and the Town Administrator. He will be overseeing Jason's work and familiarizing himself with Albany in the upcoming days.

Time Warner has submitted their quarterly franchise fees.

NHDOT has submitted their annual bridge report. Chairman Robitaille would like Curtis Coleman, Road Agent, to review and make any necessary recommendations to the Selectmen.

The Board signed an application to acquire a quote for liability insurance from Primex.

Chairman Robitaille made a motion to accept the health insurance premium rates for the 2016-2017 fiscal year, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to reappoint Dan Sdankus as Albany's Health Officer, Selectman Ryan seconded the motion and all were in favor.

Selectman Rose made a motion to reappoint Kelly Robitaille as Albany's Deputy Health Officer, Selectman Ryan seconded the motion and all were in favor.

The Board signed two deeds transferring property back to former owners who paid all of their back taxes.

Health Officer, Dan Sdankus, submitted a report of a dilapidated mobile home located at 128 Golden Oaks Rd. The report noted the mobile home has been severely damaged and is not suitable for living. Park manager, Steve Parker, has requested the Selectmen abate the taxes owed so he may dismantle it and get rid of it. Chairman Robitaille made a motion to abate taxes on the mobile home located at 128 Golden Oaks Rd. in the amount of \$1,149.57, Selectman Rose seconded the motion and all were in favor.

Old Business:

The personnel policy has been reviewed by town counsel. He added a section on the Family Medical Leave Act but other than that he approves of the policy. Chairman Robitaille made a motion to accept the personnel policy effective December 2, 2015, Selectman Rose seconded the motion and all were in favor.

The Town Administrator informed the Board that the Bank of New Hampshire's administration fee for a line of credit is \$350.00. This fee is an annual fee. Each year the town will reapply for a line of credit. Right now the interest rate is approximately 2%. Their turnaround time is about 10 days. A legal opinion will be required for a loan over \$1,000,000.00. There are no other banking fees. They offer electronic deposit of checks and give a scanner at no charge. They come in and set up electronic banking for all users and train them how to use the website.

Northway Bank has an administration fee of \$500.00 annually. They require a legal opinion every year in order to borrow money. If Albany is approved for a line of credit but does not use it, there is a user fee of .25%. Northway offers electronic deposits for a fee of \$50.00 per month plus .10 per check and Albany would have to pay for a scanner, although there may be a used scanner available at no charge. There are no other monthly bank fees.

Chairman Robitaille made a motion to change banks from TD Bank to Bank of New Hampshire, Selectman Rose seconded the motion and all were in favor.

Jason Call, Assessor, held informal hearings on updated assessments yesterday. There were three property owners who set up appointments. Phil Bodwell of the Department of Revenue oversaw the appointments. Jason noted he thinks Albany's assessments look good and are in line with comparable sales in the area. Selectman Ryan said she has a lot of respect for Jason. He and his father have been assessors for Albany for 30 years and they have always kept the town up to date.

Matthew Murray (Vachon, Clukay & Co.):

Matthew discussed Albany's financial statements saying Albany received unmodified opinions and that is the best you can get. He went on to say Albany's budget is consistent and conservative. Matthew discussed the different fund balances and the unreserved fund balance, saying Albany is within the Department of Revenue's recommended levels.

Matthew discussed GASB 68, reporting for pensions and the unfunded pension liability by NH Retirement System. There is a 10 year plan in place to fund the liability but the retirement reporting will change. This will also have an effect on Albany's financial statements.

Matthew told the Selectmen he has never had any audit findings while performing Albany's audit. He has been performing audits for Albany for five years now. He said the Town Administrator dots her i's and crosses her t's. She sends financial file backups, gives full disclosure in the Tax Collector's office, our questions are answered and there have never been any concerning issues.

Selectman Rose thanked Matthew and said he did a super job. He wanted to hear how the job was done and what Selectmen should look out for. It was a good opportunity and also for those in attendance today. It's a good vote of

confidence. The Town Administrator has done a good job. Chairman Robitaille and Selectman Ryan agreed thanking Matthew for coming.

Matthew told the Selectmen to call with any questions.

Selectmen's Reports:

Selectman Ryan attended the Planning Board meeting. It was productive and focused on reviewing the fees for a subdivision, site plan review and a boundary line adjustment. The Planning Board will hold a public hearing on the changing of the fees on December 14 at 7:00 p.m. Chairman Robitaille would like to hold a meeting with the Planning Board to put together the capital improvement plan.

Selectman Rose announced with deep regret he will be resigning effective December 31. He and his wife, Camille, have decided to retire and move to Georgia to be closer to family. Selectman Ryan wished him the best. Chairman Robitaille said it has been a pleasure and he learned a lot from him as when Selectman Rose was Chairman of the Board, he took Chairman Robitaille under his wing. He thanks him for that. Selectman Rose will be resigning from the Conservation Commission as well as the Historical Society.

Public Comment:

Dorothy Solomon noted there was active logging on Swift River Circle and said the road was massive. She wanted to know what would happen to the road after the logging was complete. The Town Administrator did not know what would happen to the road but said the Road Agent is aware of the situation and has told the loggers they will have to cover the whole cul de sac with gravel after they finish.

Rick Hiland attended the Eastern Slope Airport Authority meeting. Their finances are in line. Rick thanked Selectman Rose for his service to Albany.

Chairman Robitaille has been looking into cameras for filming meetings. He spoke with Madison, who has done a lot of research and they created their own TV channel. The number one thing Madison noted was the Selectmen should not be involved in the filming. Madison created a Board to oversee the filming and production. They take care of everything. Chairman Robitaille will be meeting with Valley Vision to see what they can propose. There are a few other options he will be looking into. It will be put together and voted on by the public.

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

At 5:10 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (d). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:20 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:21 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 render a proposed action ineffective. Chairman Robitaille seconded the motion and all were in favor.

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

At 5:21 p.m., Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (a) & (c). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:35 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:36 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