

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 3, 2014 3:30 p.m.

At 3:30 p.m., the Selectmen's meeting was called to order. In attendance were Jack Rose and Kelly Robitaille. Also present were Lee Grant, June Johnson, Steve Knox, Rick Hiland, Cathy Ryan, Mike Helmers and Sara Young-Knox. The following business was conducted.

Regular Business:

- Reviewed & approved November 19 minutes- Jack made a motion to approve the minutes as submitted, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$351,083.87.

Reorganization of the Board:

Jack made a motion to nominate Kelly as Chairman of the Selectboard, Kelly seconded the motion and all were in favor.

Town Administrator Report:

Rob Nadler will be meeting with the Conway Village Fire District Commissioners tomorrow. He will be negotiating Albany's fire contract and will report back to the Selectmen's office.

The Sandwich Selectmen would like to discuss Albany taking over their portion of the road maintenance in Wonalancet in exchange for allowing Albany's Wonalancet residents to use the Sandwich solid waste facility without a fee. Kathy contacted Curtis Coleman, road agent, to see if it would be worthwhile. Curtis will look into it. Jack said it sounds reasonable. Kelly would like to find out how much the road maintenance will cost Albany before making a decision.

Rick Hiland would like to know how many years his term as Eastern Slope Airport Authority representative is. Most towns have three year terms. Jack made a motion to have the representative term to be three years, Kelly seconded the motion and all were in favor.

Dan Sdankus, health officer, submitted a report regarding a resident from Piper Meadows complaining there was sand in her water. The issue has been resolved.

An e-mail was received from Selectman Bruce Johnson of Webster, asking to place a warrant article on the 2015 warrant to discuss state funding of education. Jack would like to know how other towns responded to the request. Kelly made a motion to honor the request, Jack seconded the motion and all were in favor.

New Business:

The Board discussed the nomination of a new Planning Board member. The Planning Board has not made an official recommendation. There was a question as to the Planning Board's rules and regulations which recommends the most senior alternate member to fill a vacancy on the board. Ultimately the Selectmen make the decision. Kelly said, after careful consideration, he would like to nominate Leah Valladares as a Planning Board member. He feels new people, new faces with new ideas is the way to go. Jack seconded the motion and all were in favor.

Jack made a motion to nominate Cathy Ryan to fill the vacant seat on the Selectboard, Kelly seconded the motion and all were in favor. Cathy accepted the nomination.

Jack made a motion to nominate Kelly as Selectmen's representative to the Planning Board, Kelly seconded the motion and all were in favor.

Old Business:

Kelly will contact Mark McConkey, state representative, regarding possible legislation for alternate ways to collect property taxes from mobile home owners as well as making new owners record their deeds so they are billed appropriately. Jack feels it will require legislation which is never quick.

Public Comment:

Rick Hiland suggest the Selectmen also contact the NH Municipal Association regarding mobile home legislation. They are proponents for towns. Kelly agreed and added that Mark will give good insight also.

At 3:49 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator