

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

July 8, 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:

- Reviewed & approved July 1 minutes-Selectman Rose made a motion to approve the minutes as submitted, Chairman Robitaille seconded the motion and all were in favor.
- Signed checks totaling \$5,921.84.

New Business:

Reviewed and approved quarterly payroll tax reports.

Reviewed and denied one abatement application-New England Telephone.
Reviewed and approved one abatement application-White Mountain Organic Growers, LLC.

The Planning Board has requested a set of keys and security code to the town hall and Planning Board room for their secretary. Chairman Robitaille would like to create a list of current key holders and have key holders sign

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out keys so the Selectmen will be aware of who has keys to the building. Chairman Robitaille made a motion to issue a set of keys and security code to the Planning Board and establish a sign out list for the issuance of keys, Selectman Rose seconded the motion and all were in favor.

Old Business:

Selectman Ryan made a motion to approve and sign a letter to the Carroll County Commissioners and the Carroll County Delegation in support of the use of two wings of the old nursing home for transitional housing for homeless veterans and the program Starting Home, Chairman Robitaille seconded the motion and all were in favor.

Dorothy Solomon has been attending Selectmen's meetings throughout the county seeking their support for Starting Home.

The Town Administrator reported the virtual private network (VPN) is still in the works and hopes to have it up and running within a week. Once complete, the Clerkworks software can be installed in the Town Clerk's office.

The Town Administrator received an update from Randy Leach of LCR property maintenance. He will be continuing his landscape work on Friday. He has agreed to re-board up the property at 2008 Passaconaway Rd. as well as power wash the town hall building.

Selectman Rose made a motion to purchase the remaining equipment for the dog officer, Chairman Robitaille seconded the motion and all were in favor.

Selectman Rose received an e-mail from Sara Young-Knox regarding the flag in the office with the name Paul Douglas Ward on it. She sent him Paul's obituary that noted he was a World War II veteran and had served in Egypt. This flag was given to his widow, Ruth, who donated it to the Albany Veterans of Foreign War. The flag will be given to the VFW for their display in the town hall.

Town Board Selectmen's Rep Reports:

T-shirts have been designed with the covered bridge as a logo on them and the town of Albany. They will be on sale at the town picnic on July 18 for \$12.50 and the proceeds will benefit the Historical Society. Hats are also being made and will be for sale that day.

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Peter and Cindy Carboni will be providing horse rides at the town picnic. There will also be a drone aircraft demonstration to be put on by the president of the remote control club that uses a part of the town forest.

Selectman Rose reported DOT will be monitoring the wear and tear of the pavement where the test rumble strips have been placed. The fear is the pavement underneath the strips will deteriorate. They will watch the strips until next summer. The rumble strips are shallow because of the thickness of the new pavement. A determination will be made by next summer. Dorothy Solomon asked if the pavement looks okay, will DOT continue with the rumble strips. Selectmen Rose replied if it turns out good, they will continue.

Chairman Robitaille reported the advertising of the sealed bids will go into the Conway Daily Sun six times this month which is four more times than last year. He hopes to make a push to move these properties.

Selectman Ryan asked if King Drive still existed in the E-911 records as Profile Subaru purchased the property, removed the houses and expanded their lot. The road does not seem to exist anymore. The Town Administrator recalled E-911 removing King Dr. from their records. Chairman Robitaille suggested that Curtis Coleman, road agent, remove the sign.

Selectman Ryan asked if there would be a Selectmen's meeting on the fifth Wednesday of the month as it is not a scheduled meeting. Chairman Robitaille replied there will not be a meeting on July 29.

Chairman Robitaille noted a few sheds for sale have been placed on the property formerly known as LCR nursery. They are nice looking and he hopes it works out well.

Public Comment:

Steve Knox said it was a good idea to advertise the sealed bid properties and would like the Selectmen to consider advertising them in the Union Leader as well.

Steve Knox was on the Planning Board when conditional approval was given to White Mountain Organic Growers and suggested the Selectmen look into what had been approved. He didn't think she built what she had proposed and it may be worth looking into.

Sara Young-Knox asked if there was any update from the Guppy property. She was on the Selectboard when the property was taken for nonpayment of

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taxes and feels the Selectmen should move to sell the property. Selectman Rose asked the Town Administrator how long Mr. Guppy has to repurchase his property. The Town Administrator replied he has the first right to repurchase his property for one more year. Sara Young-Knox said the property could be sold if Mr. Guppy was notified he had the right to repurchase and then did not respond.

At 4:37 p.m., Chairman Robitaille made a motion to adjourn, Selectman Rose seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator