

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

June 11, 2014

At 4:25 p.m., the Selectmen's meeting was called to order. In attendance were Rob Nadler, Jack Rose and Kelly Robitaille. Also present were Lee Grant, June Johnson and Rick Hiland. The following business was conducted.

Regular Business:

- Reviewed & approved June 4 minutes-Jack made a motion to approve the minutes as submitted, Rob seconded the motion and all were in favor.
- Signed checks totaling \$21,986.82.

Town Administrator Report:

Kathy submitted a damage claim to the property liability insurance company for damage done to 2008 Passaconaway Rd.

Kathy asked the Board if they had filled out the survey sent out by the North Country Council. The Board will complete them by next Wednesday.

Kathy would like to purchase two sets of blinds for the service windows in both the Selectmen's office and the Town Clerk office. Rob made a motion to purchase two sets of blinds, Jack seconded the motion and all were in favor.

Peter Carboni, Code Enforcement Officer, is working on revamping the building permit application. He could not attend the meeting today but will schedule to be at next week's meeting.

New Business:

Kelly asked if the Selectmen's meeting on June 18 could be scheduled for 3:30 instead of 4:30. Jack will be on vacation. Rob did not have a problem with that. Rob made a motion to schedule next week's Selectmen meeting at 3:30 p.m., Kelly seconded the motion and all were in favor.

Kathy asked that the Selectmen's meeting scheduled on June 25 be moved to Tuesday, June 24 as she will be out of town. Rob made a motion to move the Selectmen's meeting from Wednesday, June 25 to Tuesday, June 24, Jack seconded the motion and all were in favor.

The Selectmen reviewed the property liability coverage for 2014-2015.

Kathy gave the Selectmen a list of potential properties that could be going to tax deed status. She, as Tax Collector, has not begun the notification process, but thought the Selectmen should begin their review of the list.

The Board discussed taking mobile homes by Tax Collector's Deed and the liability to the town. They will further discuss the options with park manager, Steve Parker, when he comes in for a meeting.

Rob would like an opinion from town counsel as to if the Town condemns a mobile home and then the park manager rents it out again, is the Town liable if the tenants become ill. He would like to see a solution that would be equitable to the Town, get rid of the uninhabitable mobile homes, and get deeds recorded in the proper owner's names.

Website Planning:

Carla could not make her appointment with Kathy on Monday. Kathy is going to reschedule it.

Town Board Selectmen's Rep Reports:

Rob reported that the Planning Board has conditionally approved the boundary line adjustment between the Waldorf School and the Valladares property. They reviewed the town engineer's report. There were just a few issues to be resolved before final approval is given.

Rob reported David Maudsley has done a great job at presenting information on digital records. The Planning Board is looking into a laptop computer and a printer. They may ask the Selectmen to transfer funds from one line item to another in their budget for these expenses.

Other Reports NCC, MWVEC:

Jack reported that tomorrow, June 12, the second meeting for the road safety audit will be held here at town hall. It is supported and conducted by North Country Council and Lakes Region Planning. Jack is hoping for high attendance from surrounding communities.

Jack asked permission from the Board to hold meetings at town hall for numerous nonprofit organizations of which he serves. He has been told he may be charged for space at Tri County CAP for the transit service meetings. Rob and Kelly saw no problem with that. Rob made a motion to allow Jack to use the Planning Board room at no charge for the numerous nonprofit and charitable Boards he serves on, Kelly seconded the motion and all were in favor.

Strategic Plan Update:

Rob read through the correspondence between the Forest Service, Albany Selectmen and numerous State Representatives from the late 1980's to the early 1990's. The topic was Albany refusing to pay for rescue calls on the Kancamagus Highway and asking for federal assistance. Rob said what he got out of it was that Albany is responsible for rescue calls within its boundaries regardless if it was on federal forest property. Various solutions had been offered. Rob added that at one town meeting the voters actually voted to stop funding rescues on the Kancamagus. He recommends the town not revisit the subject but would like to see the federal government fund Albany's payment in lieu of taxes at a higher rate.

At 5:25 p.m., Rob made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

RN____
JR____
KR____

Kathleen Vizard
Town Administrator