

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

November 4, 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:

- Pledge of Allegiance
- Reviewed & approved October 28 minutes-Selectman Rose made a motion to approve the minutes as submitted, Chairman Robitaille seconded the minutes and all were in favor.
- Signed checks totaling \$22,223.62.

New Business:

The Selectmen approved one timber intent.

The Selectmen reviewed the North Country Council annual budget.

The Selectmen reviewed a letter from Congressman Frank Guinta regarding the passing of legislation that included his language to repeal the "Cadillac Tax" on health care benefits contained in the Affordable Care Act.

The Town Administrator noted the sealed bid period is to close on November 23 at 12 noon. The Selectmen do not meet that week as it is Thanksgiving. If bids are submitted, the Town Administrator asked the Board if they could meet at 4:00 p.m. on Monday, November 23 for the sole purpose of opening and accepting sealed bids. All three Selectmen will be able to meet. If there are no bids, the meeting will be cancelled.

The Town Administrator and the Treasurer will meet with Bank of NH tomorrow and with Northway Bank on Monday, November 16 to see what they may have to offer Albany in terms of banking and loans.

A representative from Senator Kelly Ayotte's office will hold office hours at the Albany Town Hall on Monday, November 23 from 11:45 a.m. to 12:45 p.m.

The Selectmen will not meet next Wednesday and the town offices will be closed in observance of Veteran's Day.

A representative from Vachon, Clukay and Co. will meet with the Selectmen on November 18. Selectman Rose asked if the date could be pushed back as he is on vacation that week and he is the Selectman who requested the appointment. The Town Administrator will contact Vachon.

A request was received from Cersosimo Lumber and Pete Howland. They are the company doing timber cutting for the National Forest. The request is to use town owned property at 2008 Passaconaway Rd. as a landing to pull timber out from the National Forest property. The Town Administrator contacted the NH Municipal Association legal department to inquire if the Selectmen have the authority to approve such a request. The reply was yes but the agreement can only be for one year. If it is longer, then it must be voted on at town meeting. Selectman Rose would like to consider it but only after next August when the town gains clear title of the property. That is when the three year period from the time of the execution of the Tax Collector's deed was executed and the former owner loses his rights to the property. Selectman Rose asked when Cersosimo would like to begin. The Town Administrator replied she believes in 2017. Chairman Robitaille added the agreement could be null and void if the former owner takes the property back. Selectman Rose made a motion to postpone the decision to approve the agreement until August 2016. Chairman Robitaille seconded the motion and all were in favor.

Selectmen's Reports:

Selectman Rose reported the Conservation Commission has voted to accept an agreement with NH Fish & Game to use their land and a few of their buildings that abut the Albany Town Forest. They are requesting the Selectmen forward the agreement to town counsel for review and recommendations and then approve the final agreement. Selectman Rose explained the details of the proposed agreement. Selectman Rose made a motion to accept the agreement pending town counsel review and for the Town Administrator to forward the agreement to town counsel for review. Chairman Robitaille seconded the motion and all were in favor.

Selectman Rose contacted Gemini signs for an estimate on a digital message board to display under the municipal sign. It can be controlled remotely and would give the benefit of posting announcements more readily. A 3 x 8 board is \$6,800 and a 2 x 8 is \$5,000. Installation is an additional \$800. Chairman Robitaille thought it was pricy and we don't need a 3 x 8 message board. Selectman Ryan said she had a hard time visualizing the sign and the amount of money it costs. But she likes the idea. Selectman Rose would like to put it on the warrant and let the people decide. Chairman Robitaille liked that idea. Selectman Ryan said she would also back that. Lee Grant asked if it would interfere with the Veteran's sign. Selectman Rose replied no.

Selectman Rose also received an estimate from Gemini signs to repaint the oval on the municipal sign of the Covered Bridge in the amount of \$200 or to replace the top part of the sign will be \$350. The Board decided to take action on this in 2016.

Selectman Ryan reported a meeting has been set for November 18 at 1:00 p.m. for the update of the Hazard Mitigation Plan. She welcomes all who can attend as the hours put in will offset Albany's portion of the cost. Selectman Ryan hopes to have the next meeting in the evening so more people may attend.

Selectman Rose will attend North Country Council's meeting regarding transportation in the North Country here at town hall tomorrow, November 5 at 5:30 p.m.

Selectman Ryan will attend the Planning Board meeting scheduled for November 9 as Selectmen's representative. Chairman Robitaille thanked her as he is finding difficulty making it to evening meetings. Selectman Ryan will forward the Selectmen's wishes to change the Planning Board meeting day to make it more convenient for them.

KR____
JR____
CR____

Public Comment:

Steve Knox asked if there was any update on the property at 2008 Passaconaway Rd. The Town Administrator replied no.

Sara Young-Knox announced there will be a School Board meeting on Tuesday, November 10 at 5:30 p.m.

Chairman Robitaille noted to June Johnson, he understood the Supervisors of the Checklist meeting had gone well. June replied it had. Chairman Robitaille asked if they get compensated for the extra time they put it. June replied no but they got everything done. Chairman Robitaille told June he appreciates it.

At 4:30 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

KR____
JR____
CR____