

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 5, 2014 3:30 p.m.

At 3:30 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, Steve Knox, Sara Knox, Rick Hiland, Peter Carboni, Cathy Ryan and Steve Solomon. The following business was conducted.

Regular Business:

- Reviewed and approved October 15 and October 29 minutes-Rob made a motion to approve the October 15 minutes as submitted, Kelly seconded the motion and all were in favor. Kelly made a motion to approve the October 29 minutes, Jack seconded the motion and all were in favor.
- Signed checks totaling \$4,932.59

New Business:

Rob made a motion to appoint Rick Hiland and Cathy Ryan as alternate members to the Planning Board, Jack seconded the motion. All were in favor.

Kelly noted Steve Solomon is coming in to discuss the fire and rescue proposal and he would like to counter the proposal and ask him to accept the emergency management position as well.

Jack said he and Camille will attend the MWVEC meeting. Rob will attend also.

Rob asked if the sealed bids for the tax deeded properties were ready to be discussed. Kathy replied no. She still has to update the amounts of taxes that would be due.

Rob informed the Board of a letter of complaint received from the Planning Board Chairperson. She noted that the Selectmen did not take the Planning Board's recommendation of a nomination for Planning Board member into consideration. He went on to say the Planning Board did not follow their own rules and regulations and the Selectmen were within their right to choose as they did.

Kathy made a request to have Monday off. The Board agreed to allow Kathy to have Monday off. Kathy told the Board that Tuesday is a holiday and she will be in conference on Wednesday and Thursday. Kelly thought the Selectmen meeting should be held off as long as there is nothing pressing that comes up in the meanwhile. Rob and Jack agreed.

Steve Solomon (Conway Fire Chief):

Rob would like to counter offer the Conway Village Fire District \$15,000 less than the proposed \$105,000, noting Albany has no representation nor equity in the District. The cost is significantly more per call than Conway, yet without rights or representation. Rob added he would be more than happy to meet with the Commissioners in order to negotiate. Steve replied it is a big jump but it is still significantly lower per assessed thousand than Conway Village District taxpayers.

Steve also noted that recent upgrades to the Conway Village District water lines which installed fire hydrants to many commercial properties in Albany increased their value at no additional cost to those taxpayers.

Rob made a motion to be the official representative for the Albany Board of Selectmen to negotiate the fire and rescue contract with the Conway Village Fire District Commissioners, Jack seconded the motion and all were in favor. The Commissioners next meeting will be on November 13.

Steve discussed ambulance cost and reimbursement issues that his department encounters, noting it is very difficult to be reimbursed for ambulance cost and there is a large amount of money due to Conway Fire Department.

Rob asked Steve if the Albany Emergency Management position could be added into the contract. Kelly suggested if Steve were the emergency management director, Albany could appoint a deputy for the execution of the emergency plan and Steve could oversee the plan. Steve will discuss this with the Commissioners as well.

Steve asked if the Selectmen would like the Conway Fire Department to take on the duty of being deputy fire wardens. They could sign permits and inspect fire pits if the Albany fire warden was not available. Peter Carboni, Albany fire warden, agreed that would be very helpful.

Rob left the meeting. Steve Solomon left the meeting.

Old Business:

Kathy asked the Board if there had been any complaints that Todd Provencher was not in compliance with the conditions set forth in his site plan review. Kelly and Jack were not aware of any complaints.

The Board discussed the reorganization of the Planning Board. Jack was glad Peter Carboni was agreeable to be acting Planning Board Chair. The Board discussed the need for adhering to meeting business and keeping the meeting orderly.

Lee would like to see more training for the Planning Board and the Zoning Board of Adjustment. Jack asked Kathy to investigate the New Hampshire Municipal Association's on demand training. North Country Council will be called to see if they offer any training classes.

There was no public comment.

At 4:35 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator

RN____
JR____
KR____