

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**

October 7, 2015 4:00 p.m.

At 4:05 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, Sara Young-Knox and Rick Hiland. The following business was conducted.

#### **Regular Business:**

- Pledge of Allegiance
- Reviewed & approved September 23 minutes-Selectman Rose made a motion to approve the minutes as submitted, Selectman Ryan seconded the motion and all were in favor.
- Signed checks totaling \$10,577.61.

#### **New Business:**

Reviewed 2014 audit.

The Board reviewed and signed a letter to NHDOT requesting they review and remove the passing lane on Route 16 in front of Nickerson Drive.

The Board reviewed and approved one septic design.

The Board reviewed and approved one timber intent.

The Board reviewed and approved one building permit as recommended by Code Enforcement Officer, Peter Carboni.

Reviewed updated quote from Pope Security for a surveillance system. It was updated to include a total of six cameras and will be forwarded to Homeland Security to update the grant application that will pay for half of the project.

The Board reviewed the county's approved supplemental budget.

The Planning Board has organized their meeting room and are in the process of reorganizing their files and cabinets. The VFW has removed their file cabinets from the Planning Board room and placed them in the town hall where they will reorganize their files. The Historical Society has moved their books for sale from the Sheriff's office over to the chapel.

Randy from LCR is in the process of breaking down the second part of the rock wall in front of the chapel. Unfortunately, there is a large bee hive at the peak of the chapel that is very active. It needs to be removed. Dorothy Solomon suggested calling a bee expert for advice.

The draft personnel policy is complete and should be reviewed by town counsel. Selectman Rose made a motion to have town counsel review the draft personnel policy, Chairman Robitaille seconded the motion and all were in favor.

The Town offices will be closed on Monday in observance of the Columbus Day Holiday.

**Jessica Rosman(Carroll County Public Health Emergency Preparedness Coordinator):**

Jessica introduced herself and gave a background of her prior experience in Sullivan County. Jessica explained the different areas of health emergencies her agency covers. Included is, substance abuse, staffing emergency treatment centers, setting up emergency flu clinics and supplying shelters with bedding for 50 and food for a few nights. Selectman Rose asked how they are funded. Jessica replied through Emergency Management. The Department of Health and Human Services used to match funds, but no longer. And some funding comes from Carroll County for Public Health.

**Selectmen's Reports:**

Selectman Rose would like a representative from our auditing firm to make a presentation to the Board to tell their methods and conclusions. It is worth the consideration. Chairman Robitaille would like to see how much it will cost.

Selectman Rose said the Conservation Commission has its final draft of the land use permit for the Fish and Game yard on the Kancamagus. They are hoping to have a building to work out of for equipment storage as well as processing goods along with a new access to the farms. They will be meeting with Fish and Game again in November. The Conservation Commission is applying to create off road parking in two areas on the Kancamagus.

Selectman Ryan noted that she, Selectman Rose and the Town Administrator attended the NH Municipal Association budget workshop. It was very well done, concise and a good use of visual aid. It was very interesting. It had not been in her thought process about the ramifications of state payments to towns and the fact they are still not reimbursing as promised.

Chairman Robitaille researched tax anticipation notes. TD Bank did not endorse Albany moving forward. He contacted the Bank of NH. They suggested a line of credit, although Albany would have to move their accounts to their bank. There will be no bond counsel for anything under \$1 million and a ball park fee of \$350 to set up the initial paperwork and a low interest rate. The Board discussed other options to remedy Albany's cash flow issues, such as going to biannual tax collection. That does not solve our current problem. Selectman Rose would like to switch banks. Selectman Rose made a motion to pursue changing banks, Chairman Robitaille seconded the motion for discussion. The Board discussed using local banks compared to national banks. They would like to keep it local. Selectman Ryan noted the Board should look at it like a business decision. Selectman Rose would like to start gathering information and make the change when it makes sense. Each Selectman and the Town Administrator will begin researching banks in the area.

**Public Comment:**

Lee Grant noted a company in Chocorua Village is tearing apart trailers and selling the frames and it may be a good idea for the town to do that rather than taking mobile homes out of Piper Meadows. Chairman Robitaille replied it looked like that company did recreational vehicles and it is good thinking.

KR\_\_\_\_

JR\_\_\_\_

CR\_\_\_\_

Lee also suggested the Board look into using Northeast Credit Union. They are protected like a bank is. Chairman Robitaille would like to have all the information together before town meeting to get it straight and have a comfort level.

Dorothy Solomon asked if the supplemental county budget would be included in this year's tax rate. The Town Administrator replied it would. Dorothy added that this year's tax rate will be higher than expected. The Town Administrator replied yes. Rick Hiland suggested the town go to a fiscal year matching the school's as this made a big difference where he used to live in New Hampshire, in addition to billing taxes biannually. It may help with cash flow.

At 5:00 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