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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 8, 2014 3:30 p.m.

At 3:35 p.m., the Selectmen’s meeting was called to order. In attendance were Rob Nadler, Jack Rose and Kelly Robitaille. Also present were Rick Hiland and Steve Knox. The following business was conducted.

Regular Business:

- Reviewed & approved October 8 minutes-Rob made a motion to approve the minutes as submitted, Jack seconded the motion and all were in favor.
- Signed checks totaling \$14,442.37.

Town Administrator Report:

Kathy spoke to Brendan at Badger Realty regarding the sale of tax deeded property. The broker fee on one property would be \$3,000 and the second would be \$4,000. David Haine of Haine Realty suggested the town sell the properties for whatever was possible as these properties are not desirable lots. Kathy spoke with Marianne Sullivan of Sullivan & Sullivan auctioneers. She approximated a cost of \$2,500 for her services to sell the two properties at auction. Marianne will send a formal proposal within a week.

The Board discussed the different selling options. Rob would like to offer it to the abutters and not pay any fees. Jack thought maybe it could be put into

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the newspaper to accept offers. Kathy would like to check with the town lawyer to see exactly what fees the Selectmen have the authority to waive.

Kathy met with Marc Frydman regarding the town website and how he could help Albany. He does not host websites and AlpineWeb is one company he does use to host websites that he works with. He typically updates websites such as the Ossipee Chamber of Commerce. Marc suggested to contact Carla and be emphatic about getting the issues fixed. Marc suggested a second option would be to make him the “go to” guy. But any work he does, the town will be charged for. He asked if Carla charges for additional work and fixes. Kathy replied no. Marc also said that if Albany goes with a large company for hosting, they will also charge a fee and walk Kathy through the process rather than fixing it themselves. Kelly would like Carla to know she is on thin ice with losing the town as a client.

Jon Munro Jr. who has been cleaning up his father’s lot came in to update on what progress he has made. He scheduled a backhoe for this month to come in and remove the dilapidated mobile home on the lot.

The deed for the tax deeded property sold to Sandra Stowell has been recorded. Kathy also located the prior deed to the 2 acre parcel on Bald Hill Rd. and the description to its right of way is on that deed.

The Sheriff’s Department will be concentrating some of its patrols to the speeding issue on Bald Hill Rd.

Madison was contacted regarding the possibility of submitting a quote for fire service to Albany. Madison’s Deputy Town Administrator will get back to the Board, however, she did not think it was possible as they are a volunteer fire department.

Conway Fire Chief Steve Solomon was contacted to see if a three year proposal could be submitted to Albany. He would forward the request to the CVFD Commissioners.

Paul from Intervale Lock & Key called. His prior e-mail with the quote for new locks had been kicked back to him and he was unaware of it. He submitted a new quote. Jack doesn’t want to wait on the locks. Kathy replied there may not be enough in the budget.

New Business:

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Rob said the North Country Council annual meeting is to be held on October 22, so there won't be a Selectmen meeting. He suggested holding a Selectmen's meeting on the 29th instead when there would usually not be a meeting as it is the 5th Wednesday of the month. Jack and Kelly agreed that would be fine with them at 3:30 p.m.

Rob would like to start reviewing the budget and how much is in the unreserved fund balance.

Website Planning:

Kathy asked the Board what they would like to see next from the website. Rob would like to check his notes on that.

Enforcement Issues: None

Town Board Selectmen's Rep Reports:

Rob and Josephine Howland from the Planning Board attended the Regional Collaboration meeting on Thursday. Preliminary reports on all the zoning ordinances in the area were presented. The goal will be to make regional zoning ordinances alike and to encourage economic activity with affordable housing.

Other Reports NCC, MWVEC:

Rob reported there was a ribbon cutting ceremony at the Mount Washington Valley Economic Council for their new road. There's a possibility of a new building going up and a few tenants may get the ball rolling for self-sustainability.

Old Business:

Jack called for a vote on the tabled motion from last week. The motion was, anyone who has seen the draft minutes of previous selectmen's meeting and has comments for suggested additions or changes, will submit them in writing to the Town Administrator and she will take them into consideration as she deems appropriate and report back if necessary. There will be no verbal presentation of the comments. Kelly agreed with Jack in part but would like to alter it. He thought giving comments in writing is good but they should be presented to the Board for approval. Jack agreed that was fair. Jack repeated his motion as amended, Rob seconded the motion and all were in favor. (*motion rescinded-see minutes 6/17/15*)

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Public Comment:

Steve Knox adamantly opposes the motion that the Selectmen just passed. He handed out minutes from a 2008 special town meeting that adopted a code of ethics as well as the posting of a monthly report of receipts and expenditures saying they are interesting guidelines and this will be submitted to all town boards. Rob said the key thing is how to meet the spirit of the warrant articles and at what level of work and detail.

Rick Hiland said, going back to the Conway Village Fire District proposal, that he suggests in order to get on same schedule with other districts that Albany get on a longer contract rather than a shorter one.

At 4:24 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator