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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

September 10, 2014 3:30 p.m.

At 3:40 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, Steve Knox, Lee Grant, June Johnson, Peter Carboni and Kevin Newbury. The following business was conducted.

Regular Business:

- Reviewed & approved amended September 3 minutes-Rob made a motion to remove the word Primary on page 4, Kelly seconded the motion and all were in favor. Rob made motion to approve the minutes as amended, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$2,563.59.

Town Administrator Report:

Sandy Stowell has been notified that her sealed bid was accepted for the property at Map 9, Lot 98-A. A purchase and sale agreement has been drafted for her signature and the Selectmen’s signatures. The remainder of her bid has been received.

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Town Counsel has advised the sealed bid process may begin on the properties taken by Tax Collector's deed this year. The 90 day notice of the rights of the former owner to repurchase their property must be mailed first.

The Emerson property is now clear of the 90 day notice, so the process of selling the property can begin.

The Wage and Salary survey has been submitted to NH Municipal Association.

Kevin Newbury:

Kevin is the new dog officer for the town of Tamworth. He is interested in the dog officer position in Albany. His pay in Tamworth is \$14.79 per hour plus mileage of .56 per mile. His travel to Albany from his home is about 8 miles. The Board discussed Kevin's processes. Rob would like to compare hourly rate vs. per call. The Selectmen and Kevin discussed his position as employee or contractor. Kevin said he cannot afford to get a liability policy so he would prefer to be an employee. Kelly wanted to wait on a decision until Jack was present. Kelly suggested that Kevin submit a proposal.

New Business:

The Selectmen discussed the appointment of alternates to the Planning Board. Rob would like Dorothy to add it to the town column. Four alternates are needed.

The Board discussed a proposed septic plan. Rob made a motion to approve the septic design, Kelly seconded the motion and all were in favor.

Rob discussed the quote on lumber to fence in the cemeteries and asked if Hancock lumber may do better. Peter agreed they have good prices.

Old Business:

Rob suggested auctioning the tax deeded properties with a minimum bid. Kelly suggested a real estate agent could auction multiple properties. The Selectmen discussed the options. Rob would like to send a letter to ask for proposals. Rob made a motion to contact Badger Realty and David Haines Realty. If they are interested, have them submit a proposal. Kelly seconded the motion and all were in favor.

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The Board discussed the options for selling the Emerson property and decided to have the real estate agents submit a proposal for this property also.

Peter came before the Board to discuss the new building permit application. They discussed the occupancy permit and the Selectmen decided it was not necessary as recommended by Town Counsel. Rob made a motion to approve the new building permit application, Kelly seconded the motion and all were in favor.

Website Planning:

Carla was contacted to set up the website so individual boards can post their minutes on their pages. Carla will change the pages for security and will send directions on posting the minutes.

Rob discussed the website problems, noting at some point we have to hold her feet to the fire as problems are recurring.

Enforcement Issues:

None.

Town Board Selectmen's Rep Reports:

Kelly reported there is a Valley Vision meeting this evening and he will be attending.

Kelly spoke to Curtis about forming a road committee. Curtis would like to talk about it. Rob wants a committee to study the need to take out a bond vs. depositing into the Capital Reserve each year. Curtis told Kelly the biggest project would be Passaconaway Rd. and he would like to wait until the logging is done before starting that. The Board discussed the options and decided what is needed is a plan. Kelly said Curtis will come in to discuss it.

Other Reports NCC, MWVEC:

None.

Miscellaneous:

Kelly said unauthorized people are accessing the Planning Board room without supervision and this should not happen. Kelly said the door should

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be locked. Rob said authorized people should be able to access the room. Kelly made a motion to lock the Planning Board room, Rob seconded the motion and all were in favor.

Public Comment:

Steve asked how the NHMA Legislative Bulletin will be distributed. Rob replied an e-mail list will be compiled and once received, Kathy will forward it to the listed people. Rob said anyone on a town board can get on the list. Steve noted the importance to town boards, of the issues raised in the newsletter. Rob read the front cover of his Legislative Bulletin and noted NHMA members can send an e-mail with contact information and they will be added to their distribution list.

Steve asked the Selectmen why they did not discuss the Planning Board's recommendation of appointing Joe Ferris to full voting member to the Planning Board. Rob pointed out the numerous reasons the Selectmen appointed Peter Carboni.

Steve asked to be on the e-mail list to receive the Selectmen minutes at the same time the Board receives them. Kathy said the minutes must be made available within five business days of the meeting. Until that time the notes taken must be available. The Board discussed Planning Board minutes and draft forms of minutes. Rob would like to consult with Town Counsel.

At 4:30 p.m., Rob made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator