

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 24, 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 Lee Grant, June Johnson, Rick Hiland and Steve Knox. The following business was conducted.

Regular Business:

- Reviewed & approved September 10 minutes-the Board discussed the details of the minutes with Steve Knox. Rob made a motion to approve the minutes as submitted, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$11,284.37.

Town Administrator Report:

Sandy Stowell has signed the purchase and sale agreement on the Chase Hill Rd. property. Rob signed the purchase and sale agreement on behalf of Albany. The Selectmen will sign a quitclaim deed next week.

New Business:

Jack offered Kelly and his wife, Lisa, condolences on the loss of her father, Rob offered the same.

Old Business:

The office has not received a proposal from Kevin Newbury for the animal control officer position yet. Kathy will call him.

There has been no correspondence from Carla of AlpineWeb.

An auctioneer was a vendor at the Tax Collector's conference. Kathy obtained their contact information and would like to see if it would be feasible to sell tax dedeed properties in that manner. Rob said to contact the company for a quote as well as the realtors.

Rob would like to contact Conway Fire Chief Solomon to see if he has come up with any information on a new fire and rescue contract.

Website Planning:

Rob would like to obtain a quote from the website company he got information on. He would also like to contact Glen Group as well as Altos out of Manchester. It should be for web hosting, e-mail server and website maintenance.

Enforcement Issues:

None

Town Board Selectmen's Rep Reports:

Rob would like the Board to take time in the consideration and appointment of four alternate members to the Planning Board. Rob suggested that Leah Valladares be appointed now as she has been through the site plan review process, attended many meetings and has good common sense. Kelly agreed. Rob made a motion to appoint Leah Valladares as alternate to the Planning Board, Kelly seconded the motion and all were in favor.

Rob said the public hearing for the master plan went well on Monday night. He expects it will be passed at their next meeting. Lee and Rick commented on the 2010 Planning Board survey. Steve noted there had been different venues to get input at that time.

Rob reported there will be a special regional collaboration meeting on Thursday, October 2. Rob has asked Josephine Howland, Planning Board acting Chairperson, to attend as well.

Other Reports NCC, MWVEC:

Rob said the Tamworth Economic Council will be holding a regional forum on Saturday, November 1.

Kelly reported the work in the cemeteries is continuing. The work is a little behind schedule but the weather has been cooperating and they are moving forward.

Kelly attended a Valley Vision meeting. Their budget is very tight. They are going to be coming up short by year end. Albany's annual appropriation would have been a huge help, but there is no way Albany can help them in 2014.

Public comment:

Rick noted he has been an officer in a lot of organizations and committees. He feels people will volunteer but may feel intimidated. He thinks the Board should approach people and ask them to serve on Boards.

June told the Board they are doing a good job.

Kelly asked if there was a lock for the Planning Board room yet. Kathy replied no. Rob asked Kathy to contact Intervale Lock.

At 4:25 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator