

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 21, 2015 4:00 p.m.**

At 4:05 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille and Cathy Ryan. Also present were Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Sara Young-Knox and Rick Hiland. The following business was conducted.

#### **Regular Business:**

- Pledge of Allegiance
- Reviewed & approved October 14 minutes-Selectman Ryan made a motion to approve the minutes as submitted, Chairman Robitaille seconded the motion and all were in favor.
- Signed checks totaling \$1,070.53.

#### **New Business:**

The Selectmen reviewed and approved the MS-1 Summary Inventory of Valuation.

#### **Old Business:**

The grant agreement for the surveillance project was reviewed. Rick Hiland asked if there were any strings attached. Chairman Robitaille said it looks

cut and dry. Albany must document and keep records of all work to be done and the invoices must be submitted to the State afterward. Rick asked if Albany's portion was in the budget. Chairman Robitaille replied money would have to be moved from another line item in order to pay the town's half of the project. He feels comfortable in doing so. The Town Administrator added the Town has 30 days to withdraw from the grant agreement.

Selectman Ryan made a motion to accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$3,149.00 for the purchase of a surveillance system. Furthermore, the Board acknowledges that the total cost of this project will be \$6,298.00 in which the Town will be responsible for a 50% match (\$3,149.00). Chairman Robitaille seconded the motion and all were in favor.

No bids were received for the mobile home at 138 Golden Oaks Rd. Piper Meadows manager, Steve Parker verbally agreed to waive the back rent in order to make it more appealing to a buyer. The Town Administrator noted the Selectmen have the authority to waive the 15% assessment penalty in order to make it more desirable to a prospective buyer, if the Selectmen would like to put it out to sealed bid again. Chairman Robitaille said he is all for it. Selectman Ryan agreed. Selectman Ryan made a motion to put the mobile home up for sealed bid with a minimum bid of \$4,300, Chairman Robitaille seconded the motion and all were in favor.

### **Selectmen's Reports:**

Selectman Ryan said she has been playing phone tag with the representative from Citizens Bank. She will continue to investigate what they have to offer Albany.

Selectman Ryan noted there is a tentative meeting date of November 18 for the update of the Hazard Mitigation plan. She would like to get it rolling.

Chairman Robitaille would like to contact the NH Municipal Association's legal department to see if the Selectmen are authorized to apply for a line of credit. He is aware the Selectmen have the authority to apply for a tax anticipation note.

Chairman Robitaille received a second call from the Bank of NH. They are very interested in getting Albany's business. Chairman Robitaille likes the fact they are pursuing it.

Before town meeting, Chairman Robitaille would like to put together a committee to research the Town's options of either billing taxes twice a year

or changing to a fiscal year or a combination of both. He would like to get a plan together to present at town meeting. Rick Hiland suggested getting other boards involved as well. Chairman Robitaille thought that was a good idea.

**Public Comment:**

Steve Knox asked where and when was the sealed bid advertisement placed. Chairman Robitaille replied in the Conway Daily Sun. Steve thought if the advertisement was broadened, such as in the Union Leader, it would reach a larger audience. Rick Hiland suggested posting in on Craig's List. Selectman Ryan replied the Board will look into its cost. Chairman Robitaille made a motion to post it on Craig's List as there is no cost to do so, Selectman Ryan seconded the motion and all were in favor.

Lee Grant is concerned about lighting the lower parking lot. He thinks the new light should be put on a switch so it doesn't remain on when it's not necessary. Chairman Robitaille would like the switch placed in the town hall for easy access. Selectman Ryan suggested a photo sensor fixture so it would only come on when it is dark. Rick Hiland noted it could be programmed to have the computer control it. Chairman Robitaille would like to get an estimate on wiring the light to have a switch and maybe a remote control.

Rick Hiland asked if the surveillance video will be sent out of this building for observation. It may come in handy if something was going on and the video was piped into the Sheriff's Department. Chairman Robitaille replied the video gets saved here. Rick suggested maybe it could be switched over to the Sheriff's Department when only one person was working at night. Selectman Ryan noted the issue is the Sheriff's Department can't get here right away if something is going on. Chairman Robitaille said it will be viewed from here for now and if it is needed, the added cost can go into the budget next year.

At 4:42 p.m., Chairman Robitaille made a motion to adjourn, Selectman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator