

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 16, 2015 4:00 p.m.

At 4:00 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, Dorothy Solomon, Steve Knox, Sara Young-Knox and Rick Hiland. The following business was conducted.

Regular Business:

- Pledge of Allegiance
- Reviewed & approved September 9 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 \$2,933.55.

New Business:

The Selectmen approved two septic designs and one building permit.

The Selectmen reviewed the auditor's representation letter. Chairman Robitaille signed it.

NHDOT changed one GACIT hearing from the Rochester Community Center on September 17 to the Frisbie Memorial Hospital on that same date.

A request was received for the Selectmen to place an article on the 2016 warrant related to enacting a constitutional amendment acknowledging the right of communities to enact local laws to protect the health, safety and welfare of the people.

Selectmen Rose saw no problem with it and thought the people of Albany should make their own decision. Chairman Robitaille thought it was a deeper conversation to have and would not support it. He would like to hear more. Rick Hiland suggested having the requester in to a meeting to explain in more detail. Selectman Ryan thought that was a good idea. The Town Administrator will invite the requester.

Old Business:

Chairman Robitaille suggested since the grant Albany has applied for will cover 50% of the cost of the surveillance system, it may be time to go over and above what was quoted to include the town hall. The Town Administrator will make contact with the Department of Emergency Management to see if the grant application can be amended.

The sealed bid on the property at 138 Golden Oaks Rd. fell through. The Town Administrator asked if the Selectmen would like to put it out for bid again. Selectman Rose made a motion to put the property at 138 Golden Oaks Rd. back out to sealed bid, Chairman Robitaille seconded the motion and all were in favor.

The taxes for the Wilderness Cabins have been paid in full. In order for the deed to be returned to the owner, the Selectmen would have to waive the 15% penalty of the assessed value. This has been done before when a former owner has paid the back taxes shortly after the Tax Collector's deed was accepted. Chairman Robitaille made a motion to waive the 15% assessed value penalty, Selectman Rose seconded the motion. Selectman Ryan asked for clarity as to what the penalty was. The Town Administrator replied this penalty was over and above the taxes, interest and other penalties. The vote was taken and all were in favor.

The Selectmen's office will be closed on Thursday, September 24 for workshop attendance.

Selectmen's Reports:

Selectman Rose was approached by a resident of Piper Meadows. They requested the passing lane on Route 16 by Nickerson Rd. be removed. It is a

great danger to those pulling out of Nickerson Rd. and heading north if someone is passing while heading south. The Town Administrator reminded Selectman Rose that section of Route 16 did not meet the criteria to remove the passing zone. It had been requested many years ago when Nickerson Rd. was created. Selectman Rose would like to write a letter to NHDOT expressing the Selectmen's concern for this passing lane. Selectman Rose made a motion to draft a letter to NHDOT, Chairman Robitaille seconded the motion and all were in favor. This will show added concern over the years when the Route 16 corridor is researched for the 10 year plan.

Selectman Ryan reported she has not heard from June Garneau to begin the update of the Hazard Mitigation Plan but hopes to soon. Selectman Ryan is looking forward to the budget workshop on September 24.

Chairman Robitaille would like to look at the recommendation list from Chief Solomon when he performed a safety inspection of the town hall and offices. The Board can begin to plan and budget for the bigger ticket items on the list.

Public Comment:

Rick Hiland reported on behalf of the Planning Board. He noted the Planning Board door was left open. The Town Administrator replied it was she who left the door open after placing Planning Board documents in there.

The Planning Board would like the ability to lock their file cabinets. Chairman Robitaille did not see a problem with this as long as the Selectmen's office could have a copy of the key.

Rick noted it gets crowded during meetings. Chairman Leah Valladares would like to reorganize the room to make it more comfortable. Rick asked if there is any place else to store records. The Town Administrator said the room behind the Selectmen's office has some room. Chairman Robitaille did not see a problem with that.

Rick informed the Selectmen that the Planning Board was formerly a seven member board voted in 1979. Sometime afterward, the membership dropped to between five and six and then to five permanently. The Planning Board recommends the Selectmen appoint Rick Hiland and Joe Ferris as full voting members bringing the Board back to a seven member board. They will look for alternates. Selectman Ryan asked how many alternates they would look for. Rick replied that a quorum of the board would be four people so they are not in danger of not having a quorum. They would probably look for a few. Things are running smoothly. Chairman Robitaille asked if the board would be better served with seven members. Rick replied it provides more

representation. Selectman Ryan remembers there were some lean years on the Planning Board and it was tough to get volunteers. Selectman Ryan made a motion to appoint Rick Hiland and Joe Ferris as full voting members of the Planning Board, Selectman Rose seconded the motion and all were in favor.

Rick suggested if there are no strings attached to the grant for the surveillance system, the Selectmen should get that in writing. Chairman Robitaille said it would be covered when they sign the agreement.

Steve Knox asked if there had been any further contact from Edward Guppy. The Town Administrator replied no. Steve asked if the town had a plan for this property. Chairman Robitaille said it will go before town meeting to see if the town wants to keep the property. In the meanwhile, if Edward pays, he will get his property back. Steve suggested a two acre section of the property be subdivided, including the house and barn and sell that portion. Steve noted at one time the Selectmen did approve that anything taken by tax deed over eight acres will be kept as part of the town forest. It must be voted on at town meeting. Chairman Robitaille noted the Board is not looking to sell the property at this time. It will go before town meeting for a vote.

At 4:55 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