

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 23, 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, June Johnson, Steve Knox, Sara Young-Knox, Colleen Cormack and Rick Hiland. The following business was conducted.

Regular Business:

- Pledge of Allegiance
- Reviewed & approved September 16 minutes-Chairman Robitaille made a motion to approve the minutes as submitted, Selectman Ryan seconded the motion and all were in favor.
- Signed checks totaling \$31,507.55.

New Business:

Chairman Robitaille signed the Healthtrust member agreement.

The Selectmen reviewed and approved one septic design.

The Selectmen signed the MS-1 extension form and the MS-60A.

The Town Administrator will attend classes on Tuesday, September 30 and Thursday, October 1. The Selectmen's office will be closed on those days.

Cindy Kudlik will come to the October 14 Selectmen's meeting to discuss the warrant article she is proposing to appear on the 2016 town warrant regarding the enactment of a constitutional amendment acknowledging the right of communities to enact local laws to protect the health, safety and welfare of the people.

Colleen Cormack (School Board Treasurer):

Colleen discussed her concern for the town's cash flow and money that is due to the Albany School District. Currently the school district's bills are paid but the town owes the district \$75,000 from the August estimated payment schedule. The Town Administrator said it cannot be paid until the tax rate is set and money begins to flow back into the general fund. She went on to discuss what it would cost to take a short term tax anticipation note. The bank will charge \$2,000 for the bond attorneys and a high interest rate as it will be a short term note. Colleen does not want to spend taxpayer's money but she wants Albany to pay their bills on time. The Selectmen discussed the history of tax anticipation notes. Selectman Rose and Chairman Robitaille don't recall ever taking a note. Selectman Ryan said in her prior tenure as Selectmen 15 years ago, they looked at it but did not take it. Conway has been gracious enough to let Albany slide and pay the tuition bill when taxes started to roll in. Colleen next discussed the possibility and cost to bill taxpayers biannually. The Tax Collector will request an increase of \$5,000 in salary to bill biannually. Colleen would rather not spend the extra money.

Colleen has discussed with the Town Administrator paying the school district at the beginning of the due month instead of the end of the month when their bills are due and everything has to be rushed. Selectman Rose suggested making an electronic transfer. Colleen replied that would make it much easier.

Sara Young-Knox, school board member, said the school contract is different than it was 15-20 years ago. Last year Becky Jefferson from SAU 9, said Albany would be charged interest after being 10 days late. Sara went on to say she did not see any hold up on the tax rate being set this year and there should not be a problem.

Colleen is the Lower Mount Washington Valley Solid Waste District representative for Albany. She missed the Hazardous Waste Collection day on September 12 because she was not notified. She wonders if there may be a

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way to advertise better. She asked the Town Administrator to forward any correspondence regarding solid waste to her. Colleen discussed different ways to get the word out about on goings in town.

Colleen is not happy about the noise the rumble strips make on Route 16 by her house. It is constant, especially when large trucks ride over them. It wakes her in the middle of the night. Selectman Rose replied they save lives. Colleen noted a few trees that are overhanging Tabor Circle as well as one by the first house on Wildwood Rd. Also, there is growth at the end of Wildwood making it difficult to see when pulling out onto Route 16.

Colleen reported to the Selectmen that she made it to the town forest. It is beautiful and thanked all who worked on it.

Selectmen's Reports:

Selectman Rose said he will be attending the NH Municipal Association's budget workshop in Bartlett on Thursday, along with Selectman Ryan and the Town Administrator.

Selectman Ryan walked in the "Take a walk in our shoes" fundraiser. There were about 20 people that participated in the Albany walk.

At 4:53 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

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