

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

August 20, 2014

At 4:25 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 July 30 minutes-Jack made a motion to approve the minutes as submitted, Rob seconded the motion and all were in favor.
- Signed checks totaling \$203,103.17

Town Administrator Report:

Kathy reported having spoken with numerous taxpayers who are in danger of having their property taken by Tax Collector's deeds. Many have made payments or said they will be in before the deed date to pay. The extra effort has been successful. Kelly asked if the Selectmen should skip the tour of Piper Meadows. Rob and Jack agreed a tour at this time is not needed.

New Business:

Peter Carboni, Code Enforcement Officer, recommends the denial of a building permit as it does not comply with the setback ordinance. Rob made a motion to deny the permit, Jack seconded the motion, all were in favor.

Rob reported the public hearing for the Master Plan is scheduled for Monday, September 8 at 7 p.m. This is the date also for the North Country Council to hold their open house at the Albany Town Hall at 5:30 p.m. This makes for a long evening as one meeting will flow into the next. Rob noted Tara Bamford would like to get the word out and asked Kathy to post their notice on the website.

Rob said, the Economic Council will hold their regular monthly meeting next Wednesday at 5 p.m. rather than in the morning. He asked Jack and Kelly if they could meet either earlier or later that day. Kelly replied he could not do later but could be here at 3:35 p.m. Jack said that worked for him. Next Wednesday, the Selectmen will meet at 3:35 p.m.

Rob read the Auditor's report. The only question he had was why were less taxes collected in 2013. Kathy replied the due date was later in December therefore, less taxes were collected.

Old Business:

Rob said at last week's meeting, Curtis laid out his outline for his road plan for the future. The cost was approximately \$700,000 to do everything at once which we do not need to do in today's dollar. Rob would like to see what would be the best use of our money. He proposed a road committee be formed to look at it. As an example, do we place \$30,000 per year in the capital reserve? Maybe use a bond service and do some of the work all at once. Steve asked if the road plan was prioritized. Rob replied it was a rough priority list. The state used to assist towns with the road maintenance but not anymore. Curtis had reported that Albany's roads are in decent shape and would like to keep a good road good and not neglect it until it requires a complete overhaul. Curtis had given the Board information for state grant aid. Rob added it all depends on which approach the town wants to take and he doesn't want to see the taxes go up so much. It is already going to be bad enough as the school cost has gone up.

Rob reported because of the new state gas tax, more money may be available for state bridge aid in January. Rob thought it may give a good perspective if a committee researched the options and gave their opinion from an outside

point of view. Rob suggested that Kelly be on the committee as the Selectmen's representative.

Rick asked if Albany had a capital improvement plan. Rob replied no but the Planning Board has discussed the possibility of creating one. Rob went on to say municipal bond rates are at a low right now and he would like to research what debt service costs would be for a road bond option now. Kelly said it was one thing to come up with a plan but another thing for Curtis to achieve these tasks. Rob said the Board will take into consideration a rational amount to do in a year. Curtis' report has a good base to work with. Rob asked Kathy to look into the bond rates through NH Municipal Association. Kelly would like to think about the committee until next week.

Website Planning:

Rob said at some point the Town needs to move on from the current website host. Things that are being asked to do are not being completed in a timely manner. Kelly asked what it is going to take to make the change. Kelly made a motion to contact a new company. Rob was sure the current host owns the web name registration, in addition to creating the website and then we pay the fee for hosting the site Rob added that on the software side, we can change the web host. Kelly would like to have someone new come in and tell us what we need to do to make the change. Rob would like to give the current company a few more weeks. Jack seconded Kelly's motion and all were in favor. Rick asked if the town had a contract with the website host. Kathy replied no. We pay quarterly for the hosting service.

Enforcement Issues:

Kelly asked if Health Officer, Dan Sdankus, had submitted his report of a broken septic at 1299 Bald Hill Rd. Kathy replied no but she had spoken to Dan who verbally reported he did not see evidence of a broken septic from the outside of the property. He was not able to inspect the interior. Kelly inspected the property with Dan and reported a sort of make shift out house in the yard. The property needs further inspection to find out what deficiencies need to be corrected.

Town Board Selectmen's Rep Reports:

Kelly reported there had been a letter to the editor in the paper this week noting the Passaconaway Cemetery sign was misspelled. When Kelly asked Kim Guptill about this, she said she was aware of it. A prior Cemetery Trustee was to fix it but had passed away. Kelly would like to get this

rectified and suggested a granite plaque with the correct spelling be placed over the incorrect spelling may be the cheapest fix. Kelly apologized for the error and noted the Trustees will be on it.

Public Comment:

Rick reported he attended the Eastern Slope Airport Authority's annual meeting as Albany's representative. Rick said everything looked good over there and Conway has authorized \$10,000 toward the airport. Jack asked how many people from Conway use the airport. Rick replied about 10 or 12.

Rob asked Kelly if he had any success with John Eastman becoming Albany's representative for Valley Vision. Kelly replied that John has been ill but should be back on his feet soon. Kelly will make contact with John then.

NonPublic Session RSA 91:A-3 (c):

At 5:00 p.m. Jack made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Rob seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:30 p.m., Kelly motioned to move into public session, seconded by Jack and all were in favor.

At 5:32 p.m., Rob made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator