

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.

**Selectmen’s Meeting**  
**Minutes**  
Albany NH Selectmen’s Meeting  
February 3, 2016

Members present: Kelly Robitaille, Cathy Ryan and Rob Nadler.  
Public: Dorothy Solomon, Steve Knox, Rick Hiland and Leah Valladares

**Call to Order:** At 4:00 p.m., Chairman Robitaille called the meeting to order.

**Pledge of Allegiance:**

**Review & approve minutes:** Chairman Robitaille made a motion to approve the minutes as submitted, Selectman Nadler seconded the motion and all were in favor.

**New Business:**

- **Approval of consent file:** Selectman Nadler made a motion to approve the consent file, Chairman Robitaille seconded the motion and all were in favor.

<b>1 Pistol Permit</b>	
<b>Annual Conway Humane Society Agreement</b>	

- **Reviewed Assessor’s USPAP Report**
- **Timber cut:** There have been a lot of complaints about the timber cut going on in the area of Moat View Drive. The Department of Revenue, as well as the Forest Ranger investigated the cut and said everything is in line. This company has a good reputation and they will be

finished cutting within a week and a half. They will return in the spring to complete their cleanup.

#### **Old Business:**

- **Discuss budget:** According to the town lawyer, the Selectmen vote to go to biannual taxing. It does not have to be voted on at Town Meeting. Selectman Ryan has begun investigating biannual taxation. She has spoken with Tax Collectors around the valley. Selectman Nadler would like to compare what biannual taxing would cost in comparison to taking a line of credit. Selectman Ryan said it is double the work. There are questions to ask and answer and she will be sitting with Tax Collector, Kathy Vizard. Chairman Robitaille would like to have the line of credit available regardless if the town uses it or not.
- The Board worked on the proposed budget.

#### **Other Business:**

- **Homeland Security:** A representative visited the office to inform the Board of a new program they are promoting. See Something/Say Something is in response to recent events in the nation.
- **Security cameras:** Pope Security installed six cameras throughout the interior and exterior of Town Hall today.
- **Board update reports:** Chairman Robitaille asked Leah Valladares if the Planning Board would like control of their website page. Leah replied yes. The Board did not oppose it.
- Selectman Nadler said the Conservation Commission is working on a lease with Fish and Game to utilize their property on Route 112 to access the town forest and farms. The farmers could use the buildings also to house their equipment as well as clean their produce. There is no rush for the lease to be signed at this time. Selectman Nadler further commented on the land use agreement with the farmers. The town lawyer said that it is this is merely a management contract in which the Conservation Commission contracts with a third party to help perform some of their responsibilities in managing this property. Therefore, it is appropriate that it be signed by the Conservation Commission chair, after a vote of that body delegating that responsibility to him.
- The Conservation Commission has had issues with the remote control group that uses part of the land. They have expanded their area without permission. They will have to sign a new agreement and the farmers will use the land up to their borders. Rick Hiland said the Conservation Commission should ensure that the town is listed on

- their liability insurance certificate. The Town Administrator replied that Albany is listed.
- Selectman Ryan noted the scheduled Hazard Mitigation meeting had to be cancelled as June Garneau had a family emergency. It is rescheduled for after town meeting.
  - **Ray Waterhouse:** Selectman Ryan noted Ray Waterhouse had passed away. He once served as a Selectman for the Town of Albany. She would like to send a condolence card to his widow.
  - **Public Forum:** Chairman Robitaille thought the Public Forum with Albany's State Representatives was a success. He would like to see it happen again. He thanked the Town Administrator for all of her help in putting it together. Rick Hiland thought it was well attended.

**Correspondence: NONE**

**Public Comment:** Steve Knox said that Mark McConkey referenced a law pertaining to manufactured housing. Steve spoke with him about it and he will be e-mailing Steve back.

Leah Valladares announced the Planning Board is looking for a secretary. She would like the job description to be posted at town hall. The advertisement will go into the paper this week.

**Adjournment:** At 5:02 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