

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

July 1, 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, Dorothy Solomon, Steve Knox and Sara Young-Knox. The following business was conducted.

Regular Business:

- Reviewed & approved June 24 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 \$2,660.08.

New Business:

Reviewed and approved one pistol permit.

Reviewed correspondence from Eversource.

Reviewed Property Liability member agreement.

The Town Administrator attended a NH Municipal Association webinar, “2015 Legislative Wrapup.” There were a few noteworthy updates to the Right to Know Law as well as the process for sealing nonpublic minutes.

The installation of the Rinnai hot water heater is delayed due to the rain.

Old Business:

The Town Clerk office has switched to the one check system. Residents that come to town hall to register their vehicle will now write one check to the Town of Albany. Kathy is working with Time Warner and Tom Albert of ComputerPort to switch the state internet lines over to Albany’s lines using a virtual private network (VPN). This has proven to be quite the process and she hopes to have it complete in a few weeks. At that time, the Clerkworks software will be installed.

Town Board Selectmen’s Rep Reports:

Selectman Rose received a follow-up report from the DOT safety audit meeting. Apparently funds have run out for the project to upgrade Route 16. Clarification is needed. Selectman Rose contacted Mike Izzard to find out how the rumble strips are tested, what the results are, how are they evaluated and what is the next step. He will report back with the answers.

Selectman Rose reported the Conservation Commission contracted with Pete Howland to cut the fields of the town forest. He did a masterful job and it looks super. The next discussion will be how far they will reclaim the fields into the soggy parts.

Selectman Rose reported the Albany Party Group met to plan the 8th Annual picnic. The tent has been ordered. There will be hamburgers, hot dogs, soda, salads and desserts. Anyone whose last name begins with A-M can bring a salad with dressing if necessary or an entrée. Anyone whose last name begins with N-Z can bring a dessert or fruit.

Miscellaneous:

Selectman Ryan noted when Paul King met with the Selectmen he mentioned the possibility of a portion of Ferncroft Rd. washing out if there was heavy rain. The Town Administrator replied a Wonalancet resident had been in and said there was work being done to the road, but she did not know if the area Paul spoke of was the specific portion being worked on.

Selectman Ryan asked if there was any contact or payment from Edward Guppy or his representative. The Town Administrator replied there had not been any contact or payment. Selectman Rose would like the house on the property to be re-boarded up. Chairman Robitaille agreed it should be secured.

Chairman Robitaille would like to advertise the sealed bids in the newspaper more than last year. He would like to move the properties.

Selectman Rose spoke with Betsy McNaughton regarding a farm agreement. It has been revised and they will talk again. The Conservation Commission would like a five year contract. The concern DOT has is if a farmer does damage to a building, who is responsible for its repair. Selectman Rose believes ultimately it would be on the town's liability. Chairman Robitaille asked if the Conservation Commission would take this up. Selectman Rose replied no it will be up to the Selectmen. The Conservation Commission will look at the agreement for discussion at their meeting next Tuesday.

Public Comment:

Steve Knox agreed that Pete Howland did a great job cutting back the fields. It's been a long time coming. He also agrees with Chairman Robitaille and advertising the deeded property heavily may help.

Dorothy Solomon asked the Board if they would sign a letter of support for "Starting Home." It is for the use of the old nursing home for transitional housing for homeless vets. Chairman Robitaille said yes. Selectman Rose asked if this program was for just veterans or were families included. Dorothy replied it is just for veterans at this time. Selectman Rose made a motion to generate a letter of support for "Starting Home" and sign as a Board, Chairman Robitaille seconded the motion and all were in favor.

At 4:23 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

KR_____

JR_____

CR_____