

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 23, 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 Peter Carboni. The following business was conducted.

Regular Business:

- Reviewed & approved July 9 minutes-Rob made a motion to approve the minutes as submitted, Jack seconded the motion and all were in favor.
- Signed checks totaling \$119,956.68.

Peter Carboni (Code Enforcement Officer):

Pete reviewed two building permit applications with the Selectmen. Both applications are in compliance and Pete recommends approval conditional upon his inspection on Saturday. The Board approved two building permits.

Kathy revised the proposed building permit application according to what had been decided at the last meeting with Pete. She also revised the building permit checklist as well as the instructions to complete the building permit application. Rob would like to see the property owner acknowledge that their

property will be inspected, allowing a town official to go onto the property without their direct permission.

Pete thought that an occupancy permit should be separate and not part of the building permit application. Rick Hiland suggested a search of the law should be conducted as to the liability the town may hold if occupancy is approved and then something happens to the building. Pete thought maybe a letter of occupancy may be the way to go. Rob said it may be a legal question. Pete said he could approve it as an "as is" permit instead of an occupancy permit. Rob would like to ask town counsel if there is liability to the town if an occupancy permit is issued. Kelly would like to see the separate approval of occupancy. Rob wants to make sure the town is covered but also doesn't want to put an undue burden on a property owner. Pete agreed with Kelly that it should be a separate approval. Kathy will consult with town counsel on the liability issue.

Lee and June left the meeting.

Town Administrator Report:

Curtis has approved a driveway permit on Moat View Drive.

Kathy presented the different versions of the town seal compiled by Minuteman Press. The Selectmen agreed on the version with the Covered Bridge. Rob asked Kathy to forward it to him. He would like to see if New England Embroidery could create a template of it for apparel. The Town could also use it on stationery.

Jon Munro, Jr. submitted an e-mail to the Selectmen. He stated he had shoulder surgery in December and has just been released to do some lifting. He is trying to get his personal affairs in order but plans to remove the dilapidated mobile home on Bald Hill Rd. and replace it with another for his father to live in. Rob said given his condition, he would like to cut him a little slack and keep monitoring the property.

Kathy reported there had been complaints of campaign signs placed throughout town. Kathy will contact the candidates and have them removed until three weeks prior to the primary election.

There has been no word from Edward Guppy.

Kathy, as Tax Collector, has begun the tax deed process. Impending tax deed notices have been mailed and August 25, is the date set for executing the Tax

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JR_____

KR_____

Collector Deeds. Rob made a motion to waive the mobile home deeds. Kathy asked Rob to wait so the Board may do a thorough review of the mobile homes. Rob withdrew his motion. The Board will be reviewing all properties throughout the next month.

Joe Ferris joined the meeting.

Other Board Reports:

Rob reported he had attended the Mount Washington Valley Regional Collaboration meeting. NHDOT, Chris Clement put on a presentation on how to fix NH roads. However there is no financial solutions yet. The federal highway reserve fund runs out soon. DOT had to cancel numerous paving projects.

Kelly spoke with NH Representative Mark McConkey, who told Kelly if the community can show safety concerns, this could expedite projects for Route 16. Rob told Kelly that Mark and representatives from DOT are on the safety audit committee. Rob told Kelly if he would like to take his place on the committee, he would be welcome. Rob said he was impressed with all the participation of all towns and it was starting to take hold. Jack added it was nice to have that kind of attendance at the meetings.

Rob attended the Mount Washington Valley Economic Council meeting. He reports the road to access the back lots on the property are almost complete. Paving would take place tomorrow.

Website Planning:

Rob asked if there was any word from Carla of AlpineWeb regarding the e-mail addresses for the different boards and their access to their own web pages. Kathy called Carla and left a message and she e-mailed her again. Someone from the office e-mailed back saying she thought Carla had everything ready but would not be back in the office until Monday. Rob thought Carla has had enough time and what we are asking of her is not that complex. Rob said, in two weeks if there is no action, we will start getting quotes from other companies.

Strategic Planning:

Rob would like to see the updated road standards from road agent, Curtis Coleman, as well as his long term road plan. He would like to get the road standards reviewed by UNH Co-op Extension.

Rob would like to invite David Maudsley to a meeting to discuss the digitization of town records. He is currently going through it with the Planning Board and Rob would like all the Boards to keep on the same page.

Miscellaneous:

Rob asked if there was any public comment.

Joe said he is aware there is logging going on, on Passaconaway Rd. but the height limit barrier has been removed. Right now hanging from the roof of the bridge is pvc pipe hanging by a chain. Joe feels this is not enough protection for the Covered Bridge. Rob told Joe there had been an agreement that a barrier would be placed. Rob reported that District Ranger, Mike Martin had just left the Forest Service last week. Joe thought a steel post should be there as a barrier. Rob asked Kathy to call Rick Alimi of the Forest Service and if he did not respond, then Rob would call him. Jack thought Curtis should do it. He was involved in the meetings with the Forest Service. Kelly agreed with Jack. Rob told Kathy to fill Curtis in with the information and that Rick and Mike both agreed to put up a barrier.

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

At 5:55 p.m. Kelly 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 6:05 p.m. it was determined that the minutes shall not be publicly disclosed. Jack motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other than a member of the Board. Rob seconded the motion and all were in favor.

At 6:06 p.m., Rob motioned to move into public session, seconded by Kelly and all were in favor.

At 6:08 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard

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Town Administrator