

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 30, 2014

At 4:30 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, Dick and Shirley VanDyne, Peter Carboni and Steve Parker. The following business was conducted.

Regular Business:

- Reviewed & approved July 23 minutes-Rob made a motion to accept the minutes as submitted, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$3,084.48.

Steve Parker (Piper Meadows):

Rob began by asking Steve if it was possible for him to collect property taxes as part of their rent from his tenants and hold it in escrow. Steve said that was a lot of accounting for him to take care of. He added that \$15.00 may not seem like a lot but to some tenants it is.

Rob would like to see the mobile home deeds getting recorded. Steve told Rob for years the mobile home sales were written on a cocktail napkin. Some mobile homes don't have a deed at all. Recently the Registry of Deeds sent one back because it did not have a clear title. They are clamping down on the formalities. Steve added he is making progress and little by little the deeds

are being recorded and people are paying their taxes. The problem mobile homes are the abandoned and dilapidated ones and some tenants have been evicted.

Kelly told Steve that if the town takes a mobile home by tax deed, and moves it out, we will be out the taxes but won't have to pay rent. Kelly asked Steve if he thought eviction would be difficult. Steve replied no and if it is a viable unit, the sale of the mobile home would cover the taxes and any rent paid. It would be a wakeup call to the other tenants.

Rick Hiland asked Steve if there had been a meeting with all the tenants regarding the back taxes owed. Steve replied there had not and he could probably get about 50% to attend a meeting but the perpetual ones are a disaster. Steve suggested the Board accept the deed of viable mobile homes as it will send a message. Kelly thought it was more about getting the right people in there. Steve agreed but said the Rockefellars are not moving in and the days of a bill of sale on a cocktail napkin are over and they know it. Dick VanDyne asked if all of the mobile homes are occupied. Steve replied yes, all but two.

Rob asked Kathy to contact town counsel regarding the eviction process. Kathy suggested the Board visit the mobile home park and inspect each mobile home that is on the deed list. A 24 hour notice needs to be given to the occupant. Rob asked Kathy to ask town counsel on the proper process to notify a tenant that the Selectmen will be making an inspection of their mobile home.

Steve told the Board that the mobile home at 148 Golden Oaks had been inspected by Health Officer, Dan Sdankus. He recommends condemnation as the mobile home is dilapidated and not a livable environment. The tenants have abandoned it and it is in very bad shape. Rob asked if Steve planned on crushing it and hauling it off. Steve replied he would like to but there are taxes owed on it. He would like to see a newer mobile home move in and get it back on the tax rolls. Steve asked the Selectmen to abate the taxes so he may get the process started. Rob made a motion to abate the taxes on 148 Golden Oaks Rd. in the amount of \$1,409.56, Kelly seconded the motion and all were in favor. Steve told the Selectmen he did not foresee any being a problem like this one but he was not sure. There is no easy answer. Kelly recommended the Board tour the mobile home park to see which mobile homes may be viable to accept the Tax Collector's Deed. Rob thought a sheriff's deputy should accompany the Board.

Jack made a motion to tour Piper Meadows on August 13 after the Selectmen's meeting, Kelly seconded the motion and all were in favor.

Steve left the meeting.

Rick Hiland said the ultimate solution would be to get legislation passed to have the park owner pay the taxes but he feels the way the Board is going about it, is right. It needs to be corrected once and for all.

- **Town Administrator Report:**

Curtis met with Rick Alimi of the Forest Service on Friday, July 25. A more permanent barrier would be placed in front of the Covered Bridge to protect it. Curtis agreed to install it if the Forest Service pays for the materials.

Curtis could not make today's meeting. He will be here on August 13 to present his updated street standards and his long term maintenance plan for Albany's roads.

After recent rainstorms, Curtis reported there were numerous fallen trees in the Wildwood neighborhood. Many of the residents came out to help Curtis cut up the trees and take them away. He was thankful to them.

- **New Business:**

Rob made a motion to approve two pistol permits, Jack seconded the motion and all were in favor.

Rob made a motion to approve one septic design, Jack seconded the motion and all were in favor.

Jack made a motion to advertise the sealed bids for tax dedeed property sale, Rob seconded the motion and all were in favor.

Jack made a motion to hold a public hearing on Wednesday, August 13 at 4:30 p.m. regarding changing the building permit fees, Kelly seconded the motion and all were in favor.

Kathy requested Thursday, August 7 and Friday, August 8 off as vacation days. The Board accepted the request.

- **Old Business:**

The Board discussed the option of having an occupancy permit. Jack thought it should be dropped for now. Rob wanted to see what Peter Carboni thought. Kelly felt it was not needed. Rob read town counsel's e-mail which said there is no legal requirement and it is up to the town whether to have one or not. Jack again said it should be dropped. Rob agreed saying let it go for now.

Rob asked Kelly if he had spoken to John Eastman about being Albany's Valley Vision representative. Kelly said he had and John wanted to know what it entailed. Rob replied one meeting per year. Kelly will get back to John.

Kathy reminded the Board there will be no Selectmen meeting on Wednesday, August 6.

- Website Planning:

Carla e-mailed information for the requested individual e-mail addresses for town officials. Kathy forward the addresses to the officials along with directions to get the e-mails.

Miscellaneous:

Kelly started out by saying he does not have an answer for this but feels strongly that it needs to be discussed. Sara Young-Knox is creating problems for the town. He feels that everything that needs to be available is, and there is no need for her to be e-mailing all town officials. She has no authority to forward e-mails to town counsel and it needs to be addressed. Rob felt that Sara had a right to ask for information but she does not have the right to contact town counsel and she is costing the town money by doing so. Kelly made a motion to invite Sara into a meeting at a time that would be convenient for her on a Wednesday to discuss her issues with the town and resolve anything we can, Rob seconded the motion and all were in favor. Jack thought she should be notified that she cannot contact town counsel on behalf of the town. Kelly said he would like to discuss this across the table, respectfully.

At 6:50 p.m, Rob made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard

RN____

KR____

JR____

Town Administrator

DRAFT