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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 9, 2014

At 4:20 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 and Rick Hiland. The following business was conducted.

Regular Business:

- Reviewed & approved July 2 minutes-Rob made a motion to approve the minutes as submitted, Jack seconded the motion and all were in favor.
- Signed checks totaling \$11,557.55.

Town Administrator Report:

A copy of the town forest trail map had been requested by a visitor on Monday. Rob hopes to have copies made by next week so people may pick them up at town hall.

Kathy will begin the tax deed process in two weeks. The Selectmen will review the properties and decide if any deeds may be waived.

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Kathy gave Rob instructions as to how to proceed if a general assistance applicant comes forth next week as she is on vacation. There will not be a Selectmen's meeting on Wednesday, July 16.

New Business:

Steve Parker is interested in the Animal Control Officer position. As manager of Piper Meadows, he has had numerous interactions and instruction from current officer, Jo Anne Gayer, who is moving away and has resigned. Steve has a good working relationship with the Sheriff's office who oversees the animal control calls from residents. Kathy will invite Steve into a meeting in two weeks to discuss the position.

Rob asked Kathy to contact Susan Soucie regarding the Route 16 right of way maps she mentioned two weeks ago. Rob would be interested to see where the state's right of way actually lies along Route 16.

Rob presented a few versions of a logo for Albany. The Board chose their favorite and Rob will have New England Embroidery make a template. Rob is going to have them put the logo on the fleece blankets to be donated for the town picnic. Kathy brought the town seal to Minuteman Press who is going to set up a few different digital versions for future use. They will call when it's ready.

Rob will be out of town on August 6 and asked if the Selectmen meeting could be rescheduled or cancelled. Kathy noted it is not a terribly busy time of year so it could be cancelled. If something important comes up, a meeting could be scheduled for a different day that week. Rob made a motion to cancel the Selectmen meeting for Wednesday, August 6, Kelly seconded the motion and all were in favor.

Rob framed the award given to the Albany Town Forest for the best multi use trails in NH by NH Magazine. He hung the enlarged trail map beside the Selectmen's office window and the framed award above it.

Old Business:

There has been no response to an e-mail sent to Jon Munro Jr. regarding the progress of cleanup on his father's property. Jack would like to set a deadline and have him remove the dilapidated mobile home on the property.

No word from Mr. Guppy yet regarding his property at 2008 Passaconaway Rd.

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Website Planning:

Carla was on vacation last week and will contact Kathy tomorrow regarding the e-mail addresses and directions for Boards to access their own web pages to update.

Carla will place the forest trail maps in numerous places on the town website so people can access them easily.

Enforcement Issues:

Curtis inspected a property on Moat View Drive after receiving a complaint that the road was being damaged by logging equipment. He spoke with the logger and asked him to place a stone mat at the edge of the road to protect the town road. This was agreed to. Curtis added that the driveway had already existed and was in good condition. He felt no further action was required.

Curtis will come to a Selectmen's meeting soon to submit his updated road standards for review.

A complaint came in regarding firewood bundles being sold on Passaconaway Rd. Rob replied it has been there for 30+ years. They are grandfathered. No further action will be taken.

Town Board Selectmen's Rep Reports:

Rob reported the Conservation Commission had a very good meeting. There are currently two farmers interested in renting the bulk of the fields in the town forest. By the end of the summer, there should be enough room for a third farmer. The Saco Valley Land Trust has written a farm management plan. He figures the farmers will spend this year preparing the soil and next year they will start to farm at which time they will be charged rent. There will be about 30 acres to be leased. Initially there will not be livestock because with no one living on site, it could create a liability.

Rick Hiland asked if the farmer will be selling their produce. Rob replied yes and they already have agreements elsewhere to sell produce. They are having a hard time keeping up with the demand.

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Right now Rob would like to apply for more grants to upgrade the sheds that are Fish & Game's. The Forest Service will not build a road to the forest for us right now. Rob will contact Tom Wagner to begin the process again.

Rick asked how long the farming lease will be for. Rob replied five years and it will be renewable because of all the work they will have into it.

Rob would like to make a curved parking lot on the edge of the Kancamagus at the west end of the forest trails. He will be taking measurements and drawing up a formal plan to submit to NHDOT for approval. Rob added there is still grant money to cover that expense.

At 5:05 p.m., Rob made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator