

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

June 18, 2014

At 3:30 p.m., the Selectmen's meeting was called to order. In attendance were Rob Nadler and Kelly Robitaille. Also present were Peter Carboni, Jo Anne Gayer, Lee Grant and June Johnson. The following business was conducted.

Regular Business:

- Reviewed & approved June 11 minutes-Rob made a motion to approve the minutes as submitted, Kelly seconded the motion and all were in favor.
- Signed checks totaling \$ 1,436.37.

Old Business:

Rob reported there is an opening on the Swift River Local Advisory Board and if anyone is interested they should contact Bob Parrish at rparrish@roadrunner.com. Rob would like to ask Dorothy to post it in the town column as well as the opening for an Albany representative on the Valley Vision Board.

Kathy reminded the Selectmen that their meeting next week will be on Tuesday, instead of Wednesday.

Website Planning:

Carla has rescheduled to meet with Kathy next Tuesday, June 24.

Other Reports NCC, MWVEC:

Rob and Kathy will be attending the Mount Washington Valley Regional Collaboration meeting on Friday morning.

Jo Anne Gayer:

Jo Anne submitted her letter of resignation as Animal Control Officer to the Selectmen. She and her family are moving to Georgia. The Selectmen accepted Jo Anne's resignation.

Rob asked Jo Anne if there were any standards to follow. She replied, when she began, she winged it. It was basic. If a dog was picked up, it was brought to Conway shelter. If it had a tag, the owner would try to be located. If a dog bit someone and rabies shot was up to date, the dog could be quarantined at home. If the shot was not up to date, the dog would be quarantined at the animal shelter.

Jo Anne suggested that maybe the four towns she has served for, combine their animal control needs and hire one officer as it may be more appealing for someone to take the job. Rob told Jo Anne the other towns will be contacted. The Selectmen wished her well and good luck. Jo Anne left the meeting.

Peter Carboni (Code Enforcement Officer):

Peter brought in a sample building permit application, a checklist and instructions as to filling out the application. Peter and the Board discussed different options. Should there be a compliance certificate, an occupancy permit, a power of attorney letter in case a contractor would be signing the application in lieu of the property owner.

Peter suggested that he continue to review and recommend approval or denial but the Selectmen remain the formal approval Board. Kelly suggested that the applicant's e-mail address be added onto the application as well as a graph for plotting out the property and proposed construction.

Fees were discussed and if implementing them requires town meeting approval. Peter felt the requirement of filing a NH Residential Energy Code was not necessary for an applicant; it is unenforceable and it falls within NH

State building code. Peter also felt that a compliance certificate may protect the homeowner but leave the town liable for a contractor's substandard construction.

Peter suggested that any Planning Board action or Zoning Board of Adjustment action should have their notice of decision and conditions attached to the application. Peter will continue to revise the application, checklist and instructions. Peter left the meeting.

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

At 5:05 p.m. Rob made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Kelly seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:30 p.m., Rob motioned to move into public session, seconded by Kelly and all were in favor.

At 5:30 p.m., Kelly made a motion to adjourn, Rob seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator