

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 24, 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, Sara Young-Knox and Rick Hiland. The following business was conducted.

Chairman Robitaille led in the pledge of allegiance.

Regular Business:

- Reviewed & approved June 17 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 \$12,635.18.

New Business:

Josephine Belleville from the Department of Revenue visited the office and reviewed credits and exemptions. Everything is in order and will be reviewed again in a few years.

Animal Control Officer, Steve Parker has requested the purchase of two dog kennels and a catch pole. Dorothy Solomon has one kennel she is willing to donate.

A request of support was e-mailed to the office by the Property Liability Trust. They are seeking support to continue writing insurance policies for municipalities. Due to the present regulatory environment for risk pools in New Hampshire, they would not offer new or renewal coverage beginning July 1, 2016. Selectmen Ryan would like to review the letter of support on her own time.

Sealed Bids:

The Board discussed different options as to the minimum bid of a property that did not sell last year. Selectman Ryan made motion to put the property located on Bald Hill Rd. up for a minimum sealed bid of \$9,000, Selectman Rose seconded the motion. Selectmen Ryan and Rose voted aye. Chairman Robitaille voted nay.

Chairman Robitaille made a motion to accept sealed bids as of July 1, 2015, for property located on Bald Hill Rd. at a minimum bid of \$9,000 and the second property located at 138 Golden Oaks Rd. at a minimum bid of \$7,777, Selectman Rose seconded the motion and all were in favor.

Old Business:

Because of the limited operating hours at town hall, the proposed lighting project is to use high performance florescent bulbs rather than costly LED lights. The proposed lighting will have a lifetime of 20,000 hours. Chairman Robitaille suggested choosing the 26 month financing rather than the 33 month option. Selectman Ryan agreed.

Chairman Robitaille made a motion to approve the Smart Start program and financing for 26 months, Selectman Ryan seconded the motion and all were in favor.

Town Board Selectmen's Rep Reports:

Selectman Ryan has been in touch with June Garneau of Mapping Solutions regarding the update of the Hazard Mitigation Plan. The "in kind" match of \$2,000 is worked off in hours by whomever works on the plan whether it's at a meeting or at home. Each attendee earns \$25 per hour toward the \$2,000.

Selectman Rose reported the Conservation Commission has approved Pete Howland to cut back the town forest fields.

KR_____

JR_____

CR_____

Selectman Rose received a report from the Route 16 safety audit meeting but it did not refer to the next step for the rumble strips. He is waiting for a reply and will report back. He hasn't heard of any complaints about the rumble strip test area in Madison.

Chairman Robitaille did not attend the Planning Board meeting. Rick Hiland reported they are working on the site plan review regulations. There was a question if the Planning Board had the authority to oversee site plan reviews. The minutes approving the authority have been found and are misprinted in the regulations. They will be corrected and the Board will make sure they get recorded at the Registry of Deeds. The Planning Board continues to make progress.

Public Comment:

Steve Knox asked the Board if they are planning for the end of the fiscal year. Banks have changed their policies and it is a more involved process to get a loan. Selectman Ryan replied they are on top of it.

At 4:37 p.m., Selectman Rose made a motion to adjourn, Selectman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator

KR____
JR____
CR____