

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

May 7, 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, June Johnson, Rick Hiland, Jason Call and Josephine Belleville. The following business was conducted.

Regular Business:

- Reviewed & approved April 30 minutes-Jack made a motion to approve the minutes as submitted, Rob seconded the motion and all were in favor.
- Signed checks totaling \$ 14,936.73.

Town Administrator Report:

Kathy informed the Board that Curtis has opened the gate on Passaconaway Rd. As of today, he is lifting the weight limits on the town roads. He will also be starting maintenance on the roads as they are dry enough, although they took a hard hit over the winter.

The Sheriff's Department called to say the town owned property at 2008 Passaconaway Rd. had been vandalized and broken into. The Deputy would like an estimate of the damage for his report. Jack asked Kathy to contact

the maintenance company to submit an estimate. Rob asked for the estimate to include boarding up all of the windows and to see if this would be covered by liability insurance.

Next Tuesday there will be a Right to Know class held at the Madison Elementary school by the NH Municipal Association.

Next Friday, Kathy will be attending the MWV Regional Collaboration meeting.

Josephine Belleville (DRA) & Jason Call (Assessor):

Josephine introduced herself to the Board and told them she oversees the assessors in this area. She has worked in this area of the state for about 10 years. Jason is the assessor for the Town of Albany. The contract Jason has presented outlines what he will be doing for 2014, which includes permits and new construction. Next year he will do a statistical update. By law, every five years values must be compared to market values. In 2015, Jason will be looking at the town's data.

Jason explained in 2005, Avitar performed a town wide revaluation and entered the data into computer software. Before that, everything was done by hand. During the next five years, Jason did a cyclical evaluation, taking on approximately 20% of the town each year. Remeasuring and adjusting values in the software. In 2010, he performed a statistical update. In the last couple of years he has looked at everybody's properties. He knows the town very well and drives the roads every year and he is confident his data is good. Next year he will perform a statistical update with new sales analysis and update the values at that time. He thinks sales are stagnant at this time.

Kelly asked if Jason will be going door to door. Jason replied no and after next year he will get back on a cyclical assessment to get into five year cycles. If there had been a lot going on in the past five years he would have done a cyclical then.

Kelly said there has been an issue with temporary structures and didn't know if Jason would go door to door for those kind of things. Jason said he will take note of these structures. Up until now if these structures were more permanent than not, they are taken into consideration for an assessed value. The ones staked into the ground are easily moved. Another way to look at it is as property value. Will the structure sell with the property or be moved? If it is a small one, it probably won't sell with the property, but if it is a large

one it probably will. Jack asked if Jason had put a value on any of them in the past. Jason replied yes. Ones that had been there for years are obviously to be considered permanent. Jack wondered what the status was of the older ones and thought they should be caught. Jason agreed but said there must be consistency. Jack asked about the greenhouse on Route 16. Jason said most are exempt by statute. Jack asked even if they are conducting business from them? Jason replied yes.

Kelly said it is not a big thing as far as taxes are concerned. Jason said the value will be less than the price of the structure. Kelly asked what would happen if it falls down through the year. Jason replied it is up to the assessor to assess what is there as of April 1. JoJo (Josephine) said there is a proration if a home or structure is destroyed. This has become law but the owner must report it in writing and submit to the assessor within 10 days of the destruction.

JoJo told the Board for 2015, the values will be updated and that will be the time when the tables get changed. Every five years the DRA will check all assessing records. JoJo explained the equalized ratio, saying the state equalizes for school purposes. We compare sale prices to assessed values and look at the statistics for any inequities. The assessor tries to bring them closer in line.

JoJo and Jason left the meeting.

Don Ekberg, Mark and Laurie Lundblad:

Don submitted a building permit application for the structure existing on the Lundblad property. Rob said Peter Carboni will look at it and recommend its approval. It meets the required setbacks. Rob added it will not have to go before the Planning Board for Site Plan Review as it is under 1200 square feet. Kelly added that Rob really went to bat for them at the Planning Board meeting and we wanted to get this right. Don understands there is sometimes friction between boards. Laurie's concern was the cost associated with a Site Plan Review.

Don, Mark and Laurie left the meeting.

New Business:

Rob would like to put a collaboration meeting together sometime in June allowing each Board 10-15 minutes on a topic of their choice. He would like

to invite Ed Alkalay to moderate the meeting. Rob would like to get some ideas going as to how to offset the tax rate, for instance.

- **Local Officials Workshop:**

Rob and Jack attended the Local Officials Workshop last Friday. Many topics were discussed, but the following were notable.

Jack acknowledged the town is not obligated to offer services, such as fire and rescue on private roads, such as the Goldman subdivision. He also noted that discontinued roads must be voted as such at a public meeting.

Jack suggested we get a weather protected bulletin board for outside of the office to post notices.

Votes to seal minutes should be done so before coming out of nonpublic sessions.

Strategic Plan Update:

Jack would like to set up a time to tour the town like had been done previously. This would give the Selectmen an idea of what projects they will take on in the upcoming months. The Selectmen's regular meeting on May 28, will be held at 3:30 p.m. and the tour will commence at 4:30 p.m. tentatively.

Old Business:

Kelly spoke with Conway Selectman Mike DiGregorio regarding the funding of Valley Vision. Kelly told Mike what the Department of Revenue told the Selectmen, the money could not be spent without an appropriation. Mike called Department of Revenue and it was explained again to him. Mike told Kelly that Conway is different than Albany as far as budgeting and spending are concerned. As it turned out, Valley Vision will be looking for a contract next year. Kelly told Mike to present it to the Selectmen and they will decide what is best for Albany.

At 5:50 p.m., Kelly made a motion to adjourn, Rob seconded the motion and all were in favor.

RN____
JR____
KR____

Respectfully Submitted,

Kathleen Vizard
Town Administrator