

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

October 1, 2014 3:30 p.m.

At 3:35 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 and Steve Knox. The following business was conducted.

Regular Business:

- Reviewed & approved September 24 minutes-Rob made a motion to approve the minutes as submitted, Kelly seconded the motion and all were in favor.

Jack made a motion that anyone who has seen the draft minutes of the previous Selectmen's meeting and has comments for the suggested additions or changes, will submit them in writing to the Town Administrator and she will take them into consideration as she deems appropriate and report back if necessary. There will be no verbal presentation of the comments. Kelly seconded the motion. Discussion ensued as to when comments would be taken into consideration by the Selectmen. Rob suggested it should take place in the public comment section of the meeting and he was weary of approving a motion that was so specific. He would like to postpone the vote in order to edit it. Rob made a motion to table Jack's motion, Kelly seconded the motion, all were in favor.

- Signed checks totaling \$1,707.37.

Town Administrator Report:

Marc Frydman spoke with Kathy regarding website hosting. He will come to meet her on Tuesday, October 7. He told her he doesn't host websites. He uses various other companies, one of them being Carla of AlpineWeb.

The Glen Group responded saying they do not host e-mail but like the opportunity to work with Albany.

Altos responded saying they are in receipt of Albany's request and will get back to us.

Paul from Intervale Lock and Key e-mailed saying he thought he sent the quote for re-keying the offices a long time ago. Kathy told him she had no record of that quote. He will resend the quote.

Sullivan and Sullivan auctioneers requested the legal notice that was posted when Albany put tax deeded property up for sealed bid. They also requested tax maps of the two properties that will go up for sale.

Kathy spoke with David Haines of Haines Realty. He will take a look at each of the properties to be sold.

Brendan from Badger Realty left a message saying he will get back in contact this week to discuss the two properties that will be going up for sale.

There has been no return call from Kevin Newbury, who was interested in the Animal Control Officer position. Jack would like a reference from Tamworth, who he currently works for.

The calendar on the Albany website has been updated.

New Business:

One building permit was approved.

The Conway Fire Chief submitted a letter to the Selectmen proposing to set a one year contract with Albany for \$105,000. The Board discussed different points of discussion to be included in the negotiations. Rob would like to set up a meeting with the District Commissioners to discuss Albany's options. Jack would like to get a quote from Madison.

Old Business:

None

Website Planning:

The Board discussed the different website companies available. Jack preferred to go to Network Solutions. Rob worried about the expense and would like to see what Marc Frydman can offer. Kathy said Carla had replied to her e-mail and said she fixed the problem with the announcements and is working on allowing individual Boards access to their pages.

Enforcement Issues:

Kelly said there was a write up in the paper regarding cars speeding on the northern end of Bald Hill Rd. Kathy will contact the Sheriff's Department to concentrate on that area when they patrol for Albany.

Rob reported the new bracket is in place to protect the Covered Bridge from being hit.

Town Board Selectmen's Representative Reports:

None

Other Reports NCC, MWVEC:

Rob reported the North Country Council will be meeting to change their bylaws so that each town will have one voting representative. Albany will be grandfathered and have two voting members.

Jack will hold two regional transportation meetings on Tuesday, October 7, starting at 1:00 p.m.

Rob noted the Regional Collaborative Board is holding a special meeting with planning associates from Maine as special guests. They will put on a presentation. The object of the group is to make local ordinances friendlier and to gain economically in the region.

Kelly said the Emergency Management Director position has been overwhelming lately and he feels he cannot commit to the requirements of the position. He said it is an important position and it is not right that he cannot give the position the attention it needs. Kelly would like to ask Rick Hiland to take over the position as he has expressed interest in it. Rob agreed Rick should be asked to take the position.

Public Comment:

Steve asked about the town hall being offered rent free for the numerous nonprofit organizations Jack serves on. He went on to say the Board voted to not allow non-authorized persons to enter the Planning Board room. If only a handful of attendees are at a meeting and the Planning Board room is to be used, who will be the authorized person in the room. Jack replied he will be at all meetings.

At 4:32 p.m., Jack made a motion to adjourn, Kelly seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator

- Strategic Plan Update