

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 15, 2014 3:30 p.m.

At 3:30 p.m., the Selectmen's meeting was called to order. In attendance were Rob Nadler and Jack Rose. Also present were Rick Hiland and Steve Knox. The following business was conducted.

Regular Business:

- Reviewed & approved October 8 minutes- Rob made motion to approve the minutes as submitted, Jack seconded the motion and all were in favor.
- Signed checks totaling \$4,485.91.

Town Administrator Report:

Conway Fire Chief, Steve Solomon e-mailed saying the Commissioners would be open to a two year contract so Albany and other non-precincts can be on the same cycle.

Rob would like to ask Chief Solomon if he might be interested in becoming Albany's Emergency Management Director as he is more than qualified. Rick Hiland said he would not mind being the deputy.

Kathy presented the Board with the proposal forwarded by the auction company. Her fee would be \$2,500 for the sale of both tax deeded parcels. The auction would happen on November 10.

Town Counsel advised the Selectmen they may sell the properties for less than the full amount the town is entitled to.

Rob would still like to put an ad in the paper or offer them to the abutters. He added there is no rush for a decision and the Board should wait until Kelly is present before deciding. Kathy suggested putting the properties out to sealed bid again. Rob said to come up with a minimum bid.

New Business:

Reviewed and approved one septic design.

Old Business:

Rob discussed a few of Steve's comments of the minutes from October 8.

Curtis Coleman joined the meeting at 3:40 p.m.

Rob would like to wait on changing the locking doors in the town offices until the budget is updated.

Rob reported there is \$350,000 in the unreserved fund balance. Jack asked if that was above the Department of Revenue recommended level. Kathy replied yes.

Curtis and Rob discussed commercial activity on Route 16. Rick thinks Albany should stay away from big business.

Website Planning:

Rob gave Kathy his list of options he wanted to see on the website. Most have been fulfilled. He would like to see how much the software would cost to create digital applications. He would like to talk to AlpineWeb for her ideas on that and what is the best way to do it and who would maintain it.

Curtis Coleman (Road Agent):

Curtis updated the Selectmen on his annual maintenance. Rob asked what Curtis thought should be put into the Road Capital Reserve for 2015. Curtis was not sure and it may depend on his regular budget. He is hoping to reduce it as last winter was a harsh one. Jack asked if anyone has hit the

barrier that protects the Covered Bridge. Curtis replied yes, it has been hit and the Forest Service repaired the barrier.

Public Comment:

Steve asked about the \$1,000 line item budgeted in March for conferences and where it stood. Rob explained some had been spent for a few various workshops. The \$500 increase approved in March had not been spent and Rob felt a request to have onsite classes should come from a specific board. Steve spoke about the infrequent meetings the Zoning Board of Adjustment has and laws change.

Rick asked about Albany's E-911 and if the numbering is enforced. Kathy replied that E-911 numbers coincide with Albany's assessing records. Rob didn't know how it could be enforced. Rick thought it should be encouraged.

At 4:00 p.m., Rob made a motion to adjourn, Jack seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator