

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 28, 2015 4:00 p.m.

At 4:00 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille and Jack Rose. Also present were Lee Grant, Steve Knox, Sara Young-Knox and Rick Hiland. The following business was conducted.

Regular Business:

- Pledge of Allegiance
- Reviewed & approved October 21 minutes-the approval of the minutes was tabled as Jack did not attend the October 21 meeting and Cathy Ryan is not present today.
- Signed checks totaling \$9,255.28

New Business:

The Board reviewed and approved two pistol permits.

The Board reviewed and approved two building permits.

The Board approved the 2015 Equalization Municipal Assessment Data Certificate.

The Board approved the title search contract that is required for the Tax Collector to hire a title search company to search for mortgagees after the tax lien has been executed.

Old Business:

The Town Administrator inquired to the Union Leader as to how much the sealed bid advertisement would cost. The response was \$254.34 per day for a 3x3 ad. Selectman Rose and Chairman Robitaille thought that was too much. The Town Administrator suggested putting the sealed bid into the classifieds of the Conway Daily Sun for \$10 per week. Chairman Robitaille would like to see the response from the current advertisement first.

Chairman Robitaille would like to move forward in getting an approval for a line of credit. Bank of NH contacted him again and is very interested in getting Albany to be a customer.

Steve Knox noted when he spoke with Northway Bank, they suggested a line of credit is preferable and can be done for multiple years. Chairman Robitaille added there would be a one-time set up fee.

Selectman Rose spoke with Christy Goodson, Northway's municipal finance department. She told him Albany could get a line of credit without becoming a customer of theirs. Chairman Robitaille suggested the Town Administrator and Treasurer set up a meeting with both Northway and Bank of NH to see what each of them will offer.

Selectman Ryan e-mailed the office to say she finally spoke with Chris from Citizens Bank. They would like Albany to become customers before moving forward. Selectman Ryan was not impressed saying Chris did not seem motivated to take us on as a new client.

Lee Grant said Northeast Credit Union doesn't charge any fees. Rick Hiland spoke in favor of Northway. He likes dealing with a local bank. Chairman Robitaille wants to make the decision that is best for the town. Chairman Robitaille made a motion to have the Town Administrator and the Treasurer speak with a representative from Bank of NH and Northway Bank to gather information and report back to the Board, Selectman Rose seconded the motion and all were in favor.

Selectmen's Reports:

Chairman Robitaille had to cancel his attendance to the Chamber of Commerce Annual dinner because of a family commitment. The town's check will be returned.

Selectman Rose attended the NHDOT 10 year plan meeting in Conway. He noted there were a few vocal attendees. One was for expanding bicycle lanes and the other was a property owner that was concerned for the value of his building. Albany is at the top of the list to expand shoulders on Route 16 and for the implantation of rumble strips. Rick Hiland does not want rumble strips in front of his house. Lee Grant noted the rumble strips are wider than the center double yellow lines. They don't have to be that wide or deep. He feels it will degrade the value of his property. Selectman Rose replied the shoulders will be widened and the purpose is that rumble strips save lives.

Selectman Rose said there was a lot of talk about the East Conway Rd. during the meeting.

Public Comment:

Rick Hiland noted there was no Selectmen's representative at the Planning Board meeting on Monday. Chairman Robitaille noted he is not receiving e-mails regarding Planning Board notifications. There used to be a calendar. Rick noted the Planning Board will be discussing changing their day and time of their meetings. Selectman Rose noted he would be available on Wednesdays at 6 p.m. He could just stay after Selectmen meetings. Chairman Robitaille is having a hard time attending Planning Board meetings as he has family commitments. Selectman Rose would like to see the meetings go back to Wednesdays. Rick Hiland said he would forward the recommendation to the Planning Board. Chairman Robitaille said he will attend the next Planning Board meeting on November 9.

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

At 4:30 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 4:55 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 4:56 p.m. it was determined that the minutes shall not be publicly disclosed. Selectman Rose motioned to seal the minutes, to not publicly disclose the minutes because it is determined that divulgence of the information will likely affect adversely the reputation of any person other

KR_____

JR_____

than a member of the Board and it would render a proposed action ineffective. Chairman Robitaille seconded the motion and all were in favor.

At 4:57 p.m., Selectman Rose made a motion to adjourn, Chairman Robitaille seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator