

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

September 2, 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.

Regular Business:

- Pledge of Allegiance
- Reviewed & approved August 19 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 \$1,747.55.

New Business:

The Board approved six pistol permits and one building permit application.

The Board approved the updated welfare assistance levels.

The Board signed a condolence card and a get well card.

Chairman Robitaille made a motion to waive the tax collector's deed for 128 Golden Oaks Rd., Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to waive the tax collector's deed for 110 Golden Oaks Rd., Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to waive the tax collector's deed for 103 Golden Oaks Rd., Selectman Ryan seconded the motion and all were in favor.

Chairman Robitaille made a motion to waive the tax collector's deed for 7 Odina Dr., Selectman Ryan seconded the motion and all were in favor.

Chairman Robitaille made a motion to waive the tax collector's deed for 2059 NH Route 16, Selectman Rose seconded the motion and all were in favor.

Selectman Rose made a motion to accept the tax collector's deed for Wilderness Lane, Chairman Robitaille seconded the motion and all were in favor.

Selectman Rose made a motion to accept the tax collector's deed for 13 Von Hippel Ln., Chairman Robitaille seconded the motion and all were in favor.

The Selectmen reviewed the MS-434 estimated revenue report that was submitted to the Department of Revenue on September 1.

The Town Administrator read aloud a letter from the County Administrator, explaining the need for the County's requested supplemental budget of 2.6 million dollars. A public hearing will be held on September 9, at 10 a.m. at the Mountain View County Nursing Home. Selectman Rose looks forward to meeting the new County Administrator.

The North Country Council will hold an open house on September 11 from 12 to 3 pm at Mount Eustis Commons in Littleton. Their annual meeting is to be held on October 15 from 4:30 to 8 pm. The Town Administrator will make reservations for the Board.

North Country Council will hold office hours in Albany on the first Tuesday of each month from 9 to 3 pm. Selectman Rose made a motion to allow them to use the hallway for their office hours, Chairman Robitaille seconded the motion and all were in favor.

Donna Keeley from Eversource stopped by to deliver the \$500 rebate check for the installation of the Rinnai instant hot water heater. She informed the

Town Administrator on the current status of the Northern Pass. There will be numerous public hearings in the counties affected by the Northern Pass. Albany is not affected.

NHDOT has announced public hearings for their 10 year plan. They would like input from citizens as well as officials.

Old Business:

Last week the Selectmen signed a letter of violation. The structure that was placed without a building permit has been removed. No further action is required.

A Notice of Decision was received regarding the Fairpoint appeal. The 2014 statewide appeals will be combined into one case and transferred to Merrimack County Superior Court.

The Town Administrator spoke with the electrician who placed the light fixture that illuminates the flag in front of the chapel. He recommends the light stay where it is. He will return with an estimate for a second light fixture to illuminate the bottom of the driveway. Part of this work will entail replacing some wiring that is in violation in the chapel.

The Time Warner franchise fee has been received and deposited.

Selectmen's Reports:

Selectman Rose will not be able to attend Selectmen meetings on November 11 and 18. He could not attend the Eastern Slope Airport Annual Meeting and asked Rick Hiland how it went. Rick replied it was well attended and the barbeque was good. Selectmen and town managers from Fryeburg as well as Conway attended. Rick reported that the local towns in New Hampshire use the airport more than the Maine towns.

Selectman Rose made a motion to place a windowed cabinet in the hallway to sell t-shirts and hats for the Historical Society. Chairman Robitaille likes the idea but thought it may open the door for other groups to request the same. Selectman Rose thought town hall is the optimal place to sell the shirts and hats. Lee Grant reminded the Board that there are already books for sale at town hall for the Historical Society. Rick Hiland thought if the Historical Society was a Commission, it would be connected to the town and the sale of the t-shirts and hats would be town sponsored. Dorothy Solomon asked if the cabinet would be large enough to put the books in. Selectman Rose

hadn't thought of that but he will try to find one large enough for the books too. Chairman Robitaille seconded the motion and all were in favor.

The Board discussed the noise that the rumble strips make. Selectman Rose noted the Conway Selectmen didn't support the rumble strips for that very reason.

Selectman Ryan will not be able to make the Selectmen's meeting scheduled for October 28.

The Selectmen's office and the Town Clerk's office will be closed on Monday, September 7 for Labor Day. The Selectmen's office will be closed on Thursday, September 10 for conference attendance.

Public Comment:

Dorothy Solomon asked Selectman Rose if there were any rules set for the town forest. Selectman Rose replied yes and they are posted on the kiosks at the entrance of the forest. He thinks it is working out reasonable well.

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

At 5:02 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 5:15 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:16 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 than a member of the Board. Chairman Robitaille seconded the motion and all were in favor.

At 5:17 p.m., Selectman Rose made a motion to adjourn, Chairman Robitaille seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard

KR_____

JR_____

CR_____

Town Administrator