

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**

April 8, 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, Rick Hiland, Peter Carboni and Steve Solomon. The following business was conducted.

#### **Regular Business:**

- Reviewed & approved April 1 minutes and sealed minutes-Selectman Rose made a motion to approve the April 1 minutes and sealed minutes, Chairman Robitaille seconded the motion and all in were in favor.
- Signed checks totaling \$41,333.03.

#### **New Business:**

Approved two pistol permits.  
Approved two supplemental timber intents.  
Approved two timber reports and certifications.  
Approved one timber tax warrant.

The Town Administrator requested vacation days on April 16, April 17 and April 20. Selectman Rose made a motion to approve the requested vacation days, Chairman Robitaille seconded the motion and all were in favor.

Chairman Robitaille would like to change the Selectmen's pay schedule from quarterly to monthly. Selectman Rose made a motion to change the Selectmen's pay schedule from quarterly to monthly and all were in favor.

### **Old Business:**

Last week the Selectmen received an e-mail from Congressman Frank Guinta's office requesting the impact the "Cadillac tax" will have on the town of Albany. After review, Albany will not meet the level for the tax to be implemented. A response saying as such will be forwarded back to the Congressman's office.

### **Steve Solomon (Conway Fire Chief):**

Steve performed a building inspection of the town hall, offices and the chapel. He will write a formal report and submit it to the Selectmen for review and action. Steve reviewed a few of the issues that will be in his report. He noted the occupancy for the town hall is 160 people. Banquet capacity would be different. Tables and chairs would have to be set up with sufficient room and then the chairs are counted. A certificate will be posted.

He presented the Board with deputy fire warden appointment forms for all of the Conway deputies. The Selectmen approved all of the appointments. Peter Carboni, Albany fire warden, also approved all of the appointments and said it would definitely help him, especially on the weekends. He asked Steve his opinion on online permitting. Steve is not in favor of it. Neither is Peter.

Steve asked the Board about inspecting commercial buildings. He would like to be involved in the process so that any issues can be changed on paper rather than having a building that needs to be altered in order to meet codes. Peter Carboni will bring this up and discuss it at a Planning Board meeting.

Chairman Robitaille asked if the town hall will be inspected annually. Steve replied yes after it is in the computer, it will come up annually. Selectmen Rose asked if town owned tax dedeed properties need inspection. Steve replied only if they are a three or four family home.

Chairman Robitaille asked Steve's opinion on the work being done at Lower Falls on the Kancamagus Highway. Steve replied on a warm summer day there will be many people down on the rocks and in the water. Steve's hope is to have the non-swimmers and elderly diverted to the scenic deck.

The Board and Steve discussed commercial inspections and being involved in the permitting process. Steve feels it is important and discussed a few commercial projects that went on in Albany without inspection.

June Johnson asked Steve if he inspected the chapel. Steve replied yes and discussed a few issues. They will be included in his report.

**Colleen Cormack (LMWVSWD):**

Colleen wanted to clear a few issues up with the Board so they can be on the same page and move forward. It was asked who brought up the subject of Albany being late on their solid waste payment and why it was being discussed at a solid waste meeting. In preparation for the meeting held on November 18, Colleen received paperwork on November 14, outlining discussion to be held regarding the proposed 2015 budget. It was noted there that Albany has yet to pay for 2<sup>nd</sup> bill of 2014. Colleen contacted the Selectmen's office via e-mail on November 16, and had no response. Then on the Albany Facebook page on November 17, a post read the Selectmen meeting for that day was cancelled and the office was closed.

It was brought up at the solid waste meeting by Paul Degliangeli that Albany has not paid its bill yet and did Colleen know anything about it? Colleen felt uncomfortable. It was also noted Eaton had already paid their bill. Colleen said she did not have an answer as the Selectmen's office was closed. When Colleen contacted the Conway Finance Director, she was told the solid waste bill was not due until November 28 and it had been paid by December 5. Colleen wished she had that information prior to the meeting as she would be in a much better position to defend Albany.

Colleen didn't think the issue was meant to be brought up at a meeting. It was part of the revenue discussion and was noted that additional revenue would come in when Albany paid.

Colleen wants to be on the same team as working together benefits the town.

Chairman Robitaille would like communication to be clearer. He prefers either a face to face or telephone conversation as opposed to e-mail. Colleen agreed but said sometimes to have an e-mail to refer to will trigger her memory.

The Town Administrator discussed the new tax rate setting software and the benefit should be a quicker tax rate setting season. The process is becoming more streamlined.

Chairman Robitaille said he does not want to take a tax anticipated note but if the Selectmen have to, they will. He hopes Colleen will work with the Board as School Board Treasurer also. Colleen explained a scenario she recently had with her business and people not paying. It put a burden on her as she was counting on the payment. The same could be said for government. Colleen would like the town to have a plan in place.

Colleen discussed single stream recycling and feels it is strongly misunderstood. Single stream recycling is when recyclables are thrown away together and then separated later. Not all trash thrown away together and then separated later. Colleen discussed a new category related to recycling. It is soft plastic such as bread bags, cereal bags and compost bags. She recommends combining them all into one bag and tying it off so there is less chance of it blowing out of a vehicle and into a stream where it does not belong.

Colleen discussed upcoming upgrades to the transfer station making it safer to navigate, especially for the elderly.

Colleen talked of the LED light the Selectmen are planning to install to illuminate the flag outside the chapel. She will bring it up at “Green Team” meeting and may be able to get some funds to assist the town. She discussed the solar lighting option. Rick Hiland said the issue with solar lighting is the batteries that support them. Chairman Robitaille asked Colleen to forward any information she may have. Colleen noted it is amazing how fast lighting and energy efficiency changes.

**Public Comment:**

Lee Grant commented anything illuminating flag pole from the top may not be supportive of the weight, such as the solar light batteries. Chairman Robitaille discussed the possibility of the light being attached to the chapel.

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

At 5:15 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 5:34 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 5:35 p.m., Selectman Ryan motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:36 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