

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.

## Selectmen’s Meeting Minutes Albany NH Selectmen’s Meeting January 13, 2016

Members present: Kelly Robitaille, Cathy Ryan and Rob Nadler.  
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Sara Young-Knox and Rick Hiland.

**Call to Order:** Chairman Robitaille called the meeting to order at 4:00 p.m.

**Pledge of Allegiance:**

**Review & approve minutes:** Chairman Robitaille made a motion to approve the minutes as submitted, Selectman Ryan seconded the motion and all were in favor.

**New Business:**

- **Approval of consent file:** Chairman Robitaille made a motion to approve the consent file as presented, Selectman Nadler seconded the motion and all were in favor.

<b>Sign Checks</b>	<b>\$13,814.92</b>
<b>Pistol Permits</b>	<b>n/a</b>

- **Open Sealed Bids:** 2 sealed bids were received for the property at 138 Golden Oaks Rd. The first bid was for \$3,000 from Stow, ME. The second bid was for \$4,300 from Croto Lane, Albany. Chairman Robitaille made a motion to accept the bid from Steve Parker of Croto Lane, Albany, NH in the amount of \$4,300, Selectman Nadler seconded the motion and all were in favor.

- **Invitation to our District State Reps. Monday, February 1 @ 7 pm:** Representatives Butler and McConkey have agreed to speak at the public forum on February 1 and Representative Ticehurst did not give a definite answer but did say she thought it was a good idea. Chairman Robitaille wants to put the word out to other towns and boards to attend the forum. He thought it would be a good idea to give the representatives a heads up on what will be discussed.
- **Webinar:**The Town Administrator attended a webinar on inputting the budget on the DRA tax rate setting portal

### **Old Business:**

- The budget will be closed up this week and the Town Administrator will begin compiling W-2's and 1099's.
- **Dedication of the Annual Report:** Selectman Ryan noted that after the turmoil of the past week and feeling being hurt that Chairman Robitaille had hit the nail on the head. She suggested putting a picture of the "Welcome to Albany" sign on the annual report cover. Another possibility is the chapel or the covered bridge. It should be something neutral.

Selectman Nadler thought it didn't have to be dedicated to someone who had died, possibly Jack and Camille Rose who served on every possible committee and town event. Chairman Robitaille did not want to open a can of worms. Selectman Nadler said Conway puts their town seal on their cover. Chairman Robitaille originally thought of dedicating the town report to Albany Veterans but the same problem may arise if someone is missed. Chairman Robitaille said he would like to make the cover simple with the town seal.

- The Town Administrator asked if the Board would like to put an ad in the newspaper about the public forum. Chairman Robitaille replied yes, he would like to get as much publicity as possible for it. He will put out an invitation to as least one sponsor of legislation that is to be voted on this year. Chairman Robitaille thought there should be a moderator for the forum and asked the Town Administrator to get in touch with Ed Alkalay to see if he would be interested.

### **Other Business:**

- **Board update reports:** Chairman Robitaille welcome Selectman Nadler back to the Selectboard. It is a good time and he welcomes his business savvy.
- Chairman Robitaille announced the resignation of the Planning Board secretary, Theresa Gallagher. She is going to be operating a bed and

- breakfast and needs to dedicate her time to it. The Planning Board bid her farewell and Leah Valladares will take her place temporarily. The position will be advertised.
- Chairman Robitaille, Rick Hiland and Leah Valladares would like to set up a capital improvement plan meeting next Wednesday after the Selectmen's meeting. Curtis Coleman, road agent, will be invited. They will discuss cemeteries and how do we plan to address them and town building maintenance.
  - Chairman Robitaille asked how the bank switchover was going. The Town Administrator replied it was slow but moving right along.
  - Selectman Ryan also welcomed Selectman Nadler and his background and knowledge. She went on to say the Selectboard is a combination of people. She is a slow thinker and comfortable with that. Chairman Robitaille is opposite. It is a good balance and she hopes Selectman Nadler will fit in somewhere in the middle. This leads her to perception. When she is thinking doesn't mean she doesn't know the answer, her brain is processing the information. Perception is not always reality. Two people can hear the same thing and come away with different perceptions. She would like open and frank discussions. The other thing on her mind is how to get feedback from townspeople. Public comments are always welcome and sometimes e-mails come through but she feels they should come through the town office and presented to the Board to be discussed as a Board.

Chairman Robitaille elaborated saying when he speaks he tends to hesitate because he is aware of his words. Even at a most cautious moment it can be perceived in a different way.

Selectman Nadler said he will look at e-mails and comments through the Board and he will not respond to e-mails. He would like to do everything as a Board.

- Selectmen Nadler noted that with Jack Rose's resignation, creates an empty Selectmen's representative seat on the Conservation Commission. He would be willing to take that seat as he already serves on the Commission. It's not required to have a Selectmen's representative but that is up to the Conservation Commission. Selectman Nadler reported on the Mount Washington Valley Regional Collaboration Board and their Council would like to meet with the Selectmen to make a presentation. The North Country Council made Selectman Nadler NH Transit Rail representative. This does not impact Albany but is regional.

**Correspondence:**

- None

**Public Comment:** Steve Knox said last week Chairman Robitaille noted that Selectman Nadler had some unfinished business when he left the Board and would like to know what those things were. Selectman Nadler said he had nothing specific but would really like to work on the budget to make it as tight as possible.

Sara Young-Knox reported the preliminary school budget will increase the tax rate by \$3.14 per assessed thousand. It should be taken into consideration. She suggested the sale of the Guppy property could help. Selectman Nadler said it would be nice to get the revenue but on the other hand it would be nice to use the property as a resource for a long period of time. It can be discussed at town meeting. He hopes for a warrant article. It is a resource to look at. Lee Grant noted it would be a one-time profit. Chairman Robitaille would like to see Mr. Guppy pay his back taxes and get his property back.

Chairman Robitaille said the town column seems to be becoming more like minutes. He can't suggest what to put in the column but noted what was written came across the wrong way. Selectman Nadler read the column and the letter to the editor in response and said it was unfortunate and unwarranted.

**Adjournment:** At 4:45 p.m., Selectman Nadler made a motion to adjourn, Chairman Robitaille seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator