

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
January 21, 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, June Johnson, Sara Young-Knox, Steve Knox, Rick Hiland and Peter Carboni. The following business was conducted.

Regular Business:

- Reviewed & approved January 14 minutes-Selectman Rose made a motion to approve the minutes as submitted, Chairman Robitaille seconded the motion and all were in favor.
- Signed checks totaling \$ 8,334.37.

Town Administrator Report:

The Town Administrator met with a representative from PSNH, Donna Keeley. They discussed the town's wishes for interior and exterior energy efficient lighting as well as adding a generator hookup to the main electric panel.

Donna will research PSNH programs that will best suit Albany's needs and will present them to the Board of Selectmen within the next few weeks.

KR_____

JR_____

CR_____

The Regional Collaborative meeting scheduled for Friday, January 23, has been cancelled due to the death of Theresa Kennett's son, Chip.

New Business:

The Town Administrator completed the 2014 budget and has begun to compile reports for the Annual Town Report.

Old Business:

The Selectmen discussed the dedication of the town report. Selectman Rose suggested using the last ten years of Albany accomplishments. Both Selectman Rose and Chairman Robitaille will come up with a few bullet items.

The Town Administrator informed the Board that Carla from AlpineWeb e-mailed the new directions to change the incoming and outgoing servers in order to access Albany webmail.

Chairman Robitaille discussed a formal process for right to know requests. He obtained a response form for right to know requests from the town of Hudson. He feels Albany could alter it to meet our needs. He asked Rick Hiland if Albany could use his right to know request form. Mr. Hiland will forward a digital copy to the Selectmen's office. Chairman Robitaille has been in contact with legal counsel from NH Municipal Association, who agreed there should be a request and response process in place.

The Board discussed timely responses to right to know requests and the clock starts ticking when a request is received. They also discussed fees that may be implemented for copies of documents.

Chairman Robitaille asked if the Planning Board budget could be approved today. The Town Administrator had not printed out their proposed budget. It will be voted on at the next meeting.

Town Board Selectmen's Rep Reports:

Chairman Robitaille reported the Planning Board will have a work session on Monday, January 26, to discuss their rules and procedure policy. The Selectmen discussed the Planning Board Chairman position. Tara Taylor offered to Chair the Board until March.

Other Reports NCC, MWVEC:

KR_____

JR_____

CR_____

Chairman Robitaille went to a Valley Vision meeting. He wanted to be clear with them that Albany is going to try to make good on last year's loss of funding. He wants to be sure if Albany appropriates double of their usual appropriation that it is not over and above what they need. Valley Vision barely made it through 2014 and have used all of their savings.

Chairman Robitaille noted Albany received franchise fees from Time Warner last year and will again this year. The decision to keep Albany tuned in to Valley Vision was Conway's. They own the lines that Valley Vision uses. Chairman Robitaille spoke to Conway Selectman DiGregorio, who understands this was not Albany's fault. Chairman Robitaille asked Selectman DiGregorio about new connections to Time Warner's lines and why they charge to run those lines. He replied Time Warner does not do that anymore and has gotten rid of all of its contractors. They charge for every foot of line they run.

Chairman Robitaille discussed contracting with Valley Vision. It would give Albany four meetings a year. Currently, they record anything Albany asks of them and a contract would restrict us.

Mr. Hiland pointed out that Valley Vision's website says they are not funded by tax dollars. The additional \$4,000 that is being requested by petitioned warrant article will be from taxes.

Mr. Hiland asked if Valley Vision could transfer any Albany videos to a SD card and put on the Albany website. Chairman Robitaille said he would find out about that.

Public Comment:

Mr. Hiland asked why the Selectmen meetings do not begin with the Pledge of Allegiance. Chairman Robitaille replied he never thought of it. The Selectmen will take it under advisement.

At 4:34 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