

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 Selectmen’s Meeting Albany, NH January 6, 2016

Members present: Kelly Robitaille, Chairman and Cathy Ryan  
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:** Selectman Ryan made a motion to approve the December 16, 2015 minutes as submitted, Chairman Robitaille 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 Ryan seconded the motion and all were in favor.

Sign Checks	\$32,075.98
Pistol Permits	n/a
Request for leave	n/a

### **Old Business:**

- Open Selectmen Seat-Chairman Robitaille spoke with Rob Nadler, who is willing to serve on the Board of Selectmen, filling the empty seat of Jack Rose, who resigned in December. Chairman Robitaille said he is open to discussion. Selectman Ryan noted Rob works hard and has

experience. Chairman Robitaille made a motion to appoint Rob Nadler as Selectman, Selectman Ryan seconded the motion and all were in favor.

- The HSEM grant has been approved and the surveillance camera project can begin.
- The Town Administrator hopes to be able to close up the 2015 books by the end of next week.
- The Selectmen should begin thinking about a theme for the town report and/or a dedication. Selectman Ryan suggested a dedication to Dick Wales, who just passed away. He and his wife Elaine have done a lot for the town. Chairman Robitaille said he is leery of dedicating the town report as there are so many that are deserving. He wouldn't want to leave someone out.
- Bank of NH representatives came to the office today and set up online banking.

#### **Other Business:**

- **Board update reports-**Chairman Robitaille said he will be meeting with Bill Edmund from Valley Vision to discuss how much it would cost to video meetings. Chairman Robitaille has also contacted a company from Maine, called Town Hall Streams. They video meetings. They are going to send a proposal and it will go on the warrant. That will be the proposal to the voters.

Chairman Robitaille would also like to take a look at the list from the safety inspection Chief Solomon did on the town hall. He'd like to go into this year keeping expenses low, but wants to work at the list. Selectman Ryan agreed. She would like to make an outline of what needs to be addressed. She would like to go over her list from last years' town meeting, but believes everything was covered.

Chairman Robitaille attended the Cemetery Trustee meeting along with Selectman Ryan. The Passaconaway Cemetery name plaque is to be fixed for the third and final time. That was the last item to complete for 2015. They have done a lot in the cemeteries and won't be asking the town for additional money this year.

Dorothy Solomon asked what was being fixed. Chairman Robitaille replied the word Passaconaway was spelled incorrectly twice.

Chairman Robitaille also noted that Randy Leach from LCR did a lot of work for the cemeteries. Selectman Ryan concurred saying everything looks good.

Lee Grant would like the Board to consider talking to Brian Taylor as he was involved with the chapel repairs a few years ago. He would hate to see the chapel saturated with leaks.

**Correspondence:**

- Fairpoint updates

**Public Comment:**

Steve Knox asked Selectman Ryan a follow up question to his e-mail regarding the nonpublic minutes that were not sealed. He is curious to know why the Town Administrator position was changed from hourly to salary. Selectman Ryan replied she felt the position should have been salary all along. The hours are not clear cut; they ebb and flow. This time of year it's busy as we work our way toward town meeting. The Board doesn't have to worry about compensation of time if the Town Administrator works over 35 hours. She always thought the position should be salary. It gives leeway. Steve is curious if the Hales Location job opening has anything to do with this. Chairman Robitaille replied it has nothing to do with it and the Board is not going to discuss Hales Location. Steve asked if the position was based on 35 hours. Selectman Ryan replied yes.

Dorothy Solomon asked when petitioned warrant articles are due. The Town Administrator replied she thought it was February 9.

Dorothy noted it was very noisy on Swift River Circle. Neighbors have been contacting her about it. The Town Administrator told her there is a large logging operation going on there.

Sara Young-Knox understood the office was closed this morning and wanted to know the reason why. The Town Administrator replied she took personal time.

**Adjournment:** At 4:20 p.m., Chairman Robitaille made a motion to adjourn, Selectman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator