

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**

**July 15, 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, Rick Hiland and Peter Carboni. The following business was conducted.

Chairman Robitaille led in the pledge of allegiance.

#### **Regular Business:**

- Reviewed & approved July 8 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 \$3,985.79.

#### **New Business:**

Code Enforcement Officer, Peter Carboni, recommended the approval of one sign permit application. Chairman Robitaille approved the permit.

Reviewed and approved one timber intent.

North Country Council will be moving into their new office at the old hospital in Littleton.

The Rinnai hot water heater was installed today.

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

**Old Business:**

The Town Administrator reported the virtual private network lines are not complete as of yet. Tom from ComputerPort is working with the Department of Safety to get it up and running.

**Town Board Selectmen's Rep Reports:**

Selectman Rose reported there was a problem with the labeling on the Town of Albany T-shirts he ordered but they will be fixed and still be available at the town picnic on Saturday. Selectman Rose noted the Conservation Commission outside meeting scheduled for Tuesday, July 7 was cancelled due to rain. It will be held at 10:30 a.m. on Saturday before the picnic begins. Pete Howland did a great job on the fields and has been invited to attend the picnic.

Selectman Ryan reported on a Cemetery Trustee meeting that was held last Thursday. Trustee Kim Guptill sold four cemetery plots this year. They discussed fixing the Passaconaway Cemetery sign as it is misspelled. She noted the Covered Bridge Cemetery needs a sign. The boundary posts are being capped and will be complete soon. Charlie Sutton of Furber Funeral Home complemented the Trustees on the new breakaway chains at the entrance of each cemetery. The Trustees will be working on digitizing the cemetery maps. One tree is to be taken down at the Passaconaway Cemetery next month.

The Town Administrator noted the Guppy property has been re-boarded up.

Chairman Robitaille reported on the Planning Board meeting. There was preliminary meeting for an ice cream shop to be changed to a one bedroom apartment. If all goes well it will be permitted.

**Public Comment:**

Dorothy Solomon asked how many apartments are being requested. Chairman Robitaille replied one small, one bedroom, one bathroom apartment. Peter Carboni discussed dwellings.

Lee Grant said there is a dumpster in the driveway at the end of Pine Knoll Rd. along with a broken down car. He is just wondering if the owner is expanding his services. Chairman Robitaille did not know and said he would look into it.

Steve Knox said last Friday's rededication of Lower Falls was quite an event. Many politicians were there including the Governor and representatives from the National Forest as well as news coverage. Steve noted what was missing was a representative from the town of Albany and he wondered if it was overlooked. Chairman Robitaille replied he had to work and Selectman Rose said he could not make it. Sara Young-Knox noted how easily the site can be navigated now and it is much safer. Dorothy Solomon said the only problem now is that with the new accommodations, there is less parking spots.

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

At 4:30 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 4:51 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 4:52 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 4:53 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