

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

March 11, 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, Curtis Coleman, Rob Nadler, Rick Hiland, Steve Knox and Sara Young-Knox. The following business was conducted.

#### **Regular Business:**

- Reviewed & approved March 4 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 \$48,226.67

#### **New Business:**

Chairman Robitaille started by saying he is excited with optimism but with caution after the annual town meeting. He thanks Selectmen Rose and Ryan for doing their homework. It made a good meeting.

Chairman Robitaille was not enthused with a few things he would like to get out of the way. Article 21 could have passed if it had been discussed with the

Selectmen. They could have worked together. It could have been done this year. The way it was presented shows a large distrust of this Board. He hopes in the future with a cautious attitude, we can work together. As asked in the past, he would like to put this behind us and work together to achieve our goals.

Selectman Rose congratulated Kathy Vizard for her success in her election for Town Clerk/Tax Collector and to Cathy Ryan and the success of her election as Selectman. He is disappointed in the underhanded method that was used to try to unseat Kathy Vizard. It was terrible and he apologizes for those who had done that. Chairman Robitaille and Selectman Ryan agreed. Chairman Robitaille said he does not understand why there is distrust as the Board of Selectmen never shut the door and it is opened up and asked people to come to them. He would like to personally take charge of the research to record and post meetings. He will ask for help along the way and he doesn't feel it is necessary to create a committee.

Selectman Rose nominated Kelly Robitaille as Chairman of the Board, Selectman Ryan seconded the motion and all were in favor.

The NH Municipal Association has announced their local official workshops. The Selectmen will check their schedules to see which date they can attend.

Rob Nadler came before the Board to request they nominate Cort Hansen, Paul Brown and himself to the Conservation Commission for another three year term. Selectman Rose made a motion to nominate Cort Hansen, Paul Brown and Rob Nadler to the Conservation Commission for a three year term, Chairman Robitaille seconded the motion and all were in favor. Selectman Rose made a motion to nominate Rob Nadler as Albany's representative to the North Country Council, Chairman Robitaille seconded the motion and all were in favor. Rob told the Board that Tom Wagner along with the new district ranger will be walking the town forest with the Conservation Commission in the spring and Rob intends to get the road access talks going again. Selectman Rose would like to invite the new district ranger to a Selectmen meeting. A discussion ensued regarding ex officio members and their voting powers on the Commission.

Curtis Coleman, Road Agent, would like to post the roads for Monday, March 16. There are a few projects going on and he has asked people to go over the roads early morning while it is still cold. The logging company will be asked to hold off on their operations until the posting is lifted. The announcement will go into the paper for Friday. Curtis will order the signs for the temporary structure protecting the Covered Bridge per NHDOT. The Board

discussed a few signage issues. Selectman Rose appreciates the good job Coleman's do for Albany's roads. Chairman Robitaille asked if Curtis' crew took care of reports of trash. Curtis replied they have in the past.

Curtis went on to say he didn't think it was fair at town meeting that it was made to look like he and the Board did not work hard to protect Passaconaway Rd. It made him upset. We are protected and did the best we could. It may look from the outside that we did not do our job.

An Albany resident, David Moody, has applied to rent the town hall for a fundraiser for his ill son. He has requested that the Selectmen waive the hall rental fee. Chairman Robitaille made a motion to waive the hall rental fee for David Moody, Selectman Rose seconded the motion. Selectman Ryan was concerned this may set a precedence. Chairman Robitaille's thought was it is an Albany citizen with a hardship and it is up to the discretion of the Board. All were in favor.

### **Old Business:**

Chairman Robitaille reminded the Board there won't be a Selectmen's meeting next Wednesday, March 18, unless something important comes up at which time a meeting will be posted.

Selectman Ryan told the Board she will not be at the April 22 meeting and she has volunteered to work on April 29 as it is the fifth Wednesday of the month and there is no meeting. The Town Administrator has a workshop to attend on April 22. The Selectmen discussed swapping the meeting from April 22 to April 29.

Selectman Ryan attended a NH Municipal Association webinar entitled, "Public Records: Conquer them before they conquer you." It contained a lot of right to know information. It clarified some questions for her. She is anxious to continue to get caught up to speed by attending the Local Officials workshop in May. The Board discussed right to know requests and responses. They will be working on a list of things they would like to accomplish throughout this year.

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

Chairman Robitaille reported the Planning Board will be restructuring at their next meeting. At the last meeting he had noted 90% of the rules and procedures was complete. This month about 95% is complete. It was a good meeting.

**Public Comment:**

Dorothy Solomon asked Chairman Robitaille if he would like to have help in looking into the materials for recording meetings and posting them on the internet or the local television channel. Chairman Robitaille discussed the reasons for and against having a committee and would like to begin the process without a committee. Discussion ensued as to the pros and cons of the local television channel vs. internet publishing of town board meetings and the unintended circumstances of recording meetings. Chairman Robitaille felt it did not warrant a committee at this time.

At 4:56 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