

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 4, 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, Ed Alkalay, Peter Carboni, Rick Hiland and Steve Knox. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance.

Regular Business:

- Reviewed & approved February 25 minutes & sealed minutes-Selectman Rose made a motion to approve the February 25 minutes and February 25 sealed minutes as submitted, Chairman Robitaille seconded the motion and all were in favor.
- Signed checks totaling \$4,589.13.

New Business:

Selectman Rose thanked the Town Administrator for the fantastic job of putting together the town report. It is a document to be proud of and she did

a super job. Chairman Robitaille added that everyone who contributed did a great job and he thanks them.

The Town Administrator contacted Wendell Dicey of the Albany VFW. The veterans are willing to donate a flag and pole for the Selectmen's office.

The Planning Board would like a key and a security code to the building. Chairman Robitaille said it has been discussed at the Planning Board meeting and after they reorganize after town meeting, the Planning Board Chairman will receive the key and code.

The Town Administrator informed the Board that the town hall is rented on Saturday for a celebration of life.

An e-mail was received from Ron Granmaison of NHDOT. He announced that Albany's section of Route 16 is scheduled to be paved this spring. A test section of low profile rumble strips has been approved along Route 16 in Madison. If all goes well with the "test" section they will be extended through the entire corridor with new pavement.

Ed Alkalay (Moderator):

Chairman Robitaille went over what is expected at town meeting with Ed Alkalay. He said there will be audio equipment in place but realizes some residents may be hesitant to step up to a microphone to ask a question. Chairman Robitaille asked Ed if this happens, can he repeat the question so everyone can hear what is going on. Ed replied he can do that.

Ed told the Board he was approached and asked to discuss warrant articles 20 and 21 together. Article 20 asks the town for Valley Vision funding and article 21 asks the town to fund equipment to video meetings. Ed asked the Board if they felt it should be discussed together or separately. All three Selectmen felt the articles should be discussed separately as they are two separate issues. Ed will honor the Selectmen's wishes and if any issues come about, he will call the Town Administrator. Peter Carboni agreed the two articles are not related.

Selectman Rose asked Ed if he chose not to run for school Moderator as he is not on the ballot. Ed replied he would be willing to serve but forgot to get his name in to be on the ballot.

Selectman Ryan said the one word that comes to her mind when discussing town meeting is respect. She hopes the town will get their say but would like it to be done in a respectful manner.

Old Business:

The Selectmen discussed their work schedules and the possible times they can cover the election on Tuesday. Selectman Rose is available all day.

Town Board Selectmen's Rep Reports:

Selectman Ryan informed the Board of the Mount Washington Valley Regional Collaboration meeting she attended with the Town Administrator on Friday. She was very impressed with the manner in which the meeting was conducted and the scope of people from various backgrounds in the valley that are involved. They are looking at us as a region as a whole and to change the economic focus of the valley from tourism and retail to include possibly industrial or agricultural focuses. Selectman Ryan added the meeting was informative and done in a respectful manner. It was agreed by the group in which she participated that infrastructure will be important in order to proceed. Education was at the top of the list but without infrastructure, education cannot become a reality.

Public Comment:

Rick Hiland asked if there was discussion on how to pay for these changes. Selectman Ryan replied no and understands people being resistant. Rick advised this should be approached with eyes wide open.

Steve Knox suggested that accessible high speed internet should also top the list. Selectman Ryan agreed and has experienced the need for high speed internet personally at her job.

Rick Hiland added transportation should be included in the list.

Town Board Selectmen's Rep Reports:

Selectman Rose reported he attended the Conservation Commission meeting on Tuesday. Betsy McNaughton of NH Fish and Game has signed a lease to use the empty DOT maintenance lot adjacent to the Albany town forest. She is in the midst of writing an agricultural contract between NH Fish and Game and Albany for the use of two buildings which will also give access to the existing trails. Two farmers will be productive this year and should take

KR____

JR____

CR____

up about 30 acres. There is no water currently available and the Commission is looking into this. Initially the contract will be for two years to see how the access is developed and used. The Commission hopes it becomes long term. Selectman Rose noted he met a Fish and Game officer who lives in Albany. His name is Alex Lopashanski.

Chairman Robitaille noted there will be a Planning Board meeting on Monday at 7 p.m.

At 4:33 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

DRAFT