

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**

**May 20, 2015 4:30 p.m.**

At 4:30 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, Mike Helmers, Steve Knox, Sara Young-Knox and Rick Hiland. The following business was conducted.

#### **Regular Business:**

- Reviewed and approved May 13 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 \$4,847.97.

Mike Helmers left the meeting.

#### **New Business:**

Reviewed and denied one veteran credit application. It was determined the veteran was not on active duty during a qualifying war.

Reviewed and approved one timber intent.

Reviewed and approved online banking agreement.

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JR\_\_\_\_  
CR\_\_\_\_

Chairman Robitaille made a motion to table the memorandum of understanding from Conway regarding Valley Vision/Channel 3 until next week, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to expend \$319.99 to purchase a legal size file cabinet to expand the assessing files, Selectman Ryan seconded the motion and all were in favor.

The Town Administrator informed the Board the quarterly Time Warner franchise fee has been received.

The Board reviewed the North Country Council's Scenic Byways corridor management report.

Albany's Hazard Mitigation Plan needs to be updated in 2016. There are grants available. The Board must decide if they would like to hire June Garneau of Mapping Solutions again to do the update. Chairman Robitaille made a motion to table the hiring of June Garneau, Selectman Rose seconded the motion and all were in favor.

A guardian ad litem has been appointed to Edward Guppy, whose property at 2008 Passaconaway Rd. was taken by tax collector's deed in 2013. He inquired as to what steps would need to be taken in order for Edward to repurchase his property. The Town Administrator replied to the guardian ad litem with amounts to be paid in order for Edward to repurchase his property. He thought it would be taken care of by the end of June.

Chairman Robitaille would like to add the maintenance cost of boarding up Edward's house to the total due.

Wendell Dicey, of Albany's chapter of Veterans of Foreign War, visited the office and volunteered to clean up the corner of the town hall that is currently blocking an exit. He will place the Veteran's file cabinets there and create a display of the Veteran's trophies that have been sitting in a file cabinet for over 20 years.

The electrician will send an estimate to move the lights from the tree at the bottom of the driveway to the chapel and to replace the flag light fixture with a LED fixture.

Randy, from LCR submitted an album of rock walls he has built. Chairman Robitaille likes his work. Selectman Ryan would like to see specific details.

Selectman Ryan also spoke with Wendell Dicey and said he and the Vets have volunteered to do any small maintenance projects at town hall.

The Town Administrator requested a vacation day Friday, May 22. Chairman Robitaille made a motion to approve the request, Selectman Rose seconded the request and all were in favor.

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

Selectman Rose hopes to meet with Curtis Coleman, Road Agent, next week to come up with plans for a road on the town forest property and then a quote to do the work. Selectman Ryan asked if there were definitely two farmers on board. Selectman Rose replied yes.

Selectman Ryan along with Selectman Rose attended the NH Municipal Association's Local Officials Workshop last Friday. Rick Hiland, as well as Theresa Gallagher, Planning Board Secretary also attended. Selectman Ryan noted it was well worthwhile and very helpful to brush up her Selectman skills.

Lt. Michael Santuccio, of the Carroll County Sheriff's Department joined the meeting.

**Public Comment:**

Dorothy Solomon inquired as to getting Time Warner to fix their problems. She was without a phone for three days and now, after dialing, it takes up to five seconds for the call to connect. She wonders if the Board could put some pressure on them to fix or replace their lines. Selectman Rose ran into the same problem and switched his service to another company. Chairman Robitaille suggested sending an e-mail of complaint.

Dorothy asked if the Veterans would be placing flags for Memorial Day. The Town Administrator replied yes.

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

At 5:07 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (c) and RSA 91-A:3 II (i). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:45 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 and it would render a proposed action ineffective. Chairman Robitaille seconded the motion and all were in favor.

At 5:46 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

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

At 5:47 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (a) and RSA 91-A:3 II (c). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 6:20 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 6:21 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

The Board discussed the Fire & Rescue contract Albany recently approved with Conway Village Fire District. Selectman Rose thought Chief Solomon was authorized to perform business/commercial inspections according to the last page of the contract. Chairman Robitaille and Selectman Ryan were not sure. Chairman Robitaille would like to invite Chief Solomon into a meeting.

At 6:32 p.m., Selectman Rose made a motion to adjourn, Selectman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator

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JR\_\_\_\_  
CR\_\_\_\_