

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**

August 5, 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 Dorothy Solomon, Steve Knox, Sara Young-Knox, Rick Hiland, Kristen Santuososso and Curtis Coleman. The following business was conducted.

Chairman Robitaille led in the Pledge of Allegiance.

#### **Regular Business:**

- Reviewed & approved July 22 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 \$64,332.79.

#### **Curtis Coleman (Road Agent):**

Curtis informed the Board of his summer maintenance plan. He will be chip sealing a portion of Wildwood Rd. as well as Drake Hill Rd. and possibly Pine Knoll Rd. Curtis would like to hot pave the first section of Moat View Dr. He has been grading the gravel roads and will finish tomorrow. He will be doing some shoulder work in the next four to five weeks in preparation for winter. Selectman Rose noted that parts of Bald Hill Rd. are breaking up. Curtis said it would have to be paved over to rectify that problem which is a major

KR\_\_\_\_\_

JR\_\_\_\_\_

CR\_\_\_\_\_

project. He would like to put together a plan and a budget to bring to the annual town meeting for approval. Chairman Robitaille asked if Curtis was looking at his budget for year end. Curtis replied yes, he has about \$70,000 left and needs approximately \$30,000 for plowing and salt. Chairman Robitaille asked at what point should we start to plan for next year. Curtis replied it depended on what the town wants to do. Over the next few years the town will have to invest substantially in its roads. There are different financing options but it all depends on what town meeting approves.

Curtis will be filling potholes on Passaconaway Rd. and noted it is also in need of paving but that should wait until the Forest Service logging is complete which should be in 2016. He added that in the next few years a considerable amount of money will need to be spent. Selectman Rose would like Curtis to put together an estimate and a timeframe and move forward with it. Curtis will put together the figures for an overlay project to talk about at town meeting. Selectman Rose thought that Passaconaway Rd. should wait until 2017 after the logging is done.

#### **Sealed Bids:**

There was one sealed bid received for the mobile home at 138 Golden Oaks Rd. in the amount of \$8,500 by Kristen Santosuosso. Chairman Robitaille made a motion to accept Kristen's bid. Selectman Rose seconded the motion and all were in favor.

There was one sealed bid received for the two acre piece of land on Bald Hill Rd. in the amount of \$9,795 by Tracey Holmes. Chairman Robitaille made a motion to accept Tracey's bid. Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to sign paperwork associated with the sales outside of session, Selectman Rose seconded the motion and all were in favor.

#### **New Business:**

The Selectmen signed a letter of support for the Carroll County Sheriff's Department for a grant they are applying for in order to upgrade their dispatch telecommunication system.

The Selectmen approved three building permits.

The Chamber of Commerce has renewed Albany's honorary membership and has announced their annual meeting to be on October 29.

The Reach the Beach relay has obtained permits from the State of New Hampshire to run on Route 16 and through Albany.

The New Hampshire Municipal Association has announced their upcoming budget workshop on September 24. Selectman Ryan and Selectman Rose will attend along with the Town Administrator.

The Town Clerk/Tax Collector's office will close on Monday, August 10, while the town hall lights are being replaced. The Town Administrator asked the Selectmen to approve closing the Selectmen's office as well so the workers can move freely throughout the building. The Selectmen agreed to close the office but the Town Administrator will still work on that day.

The Town Administrator requested a vacation day on Wednesday, August 26. The Board discussed moving the Selectmen's meeting to another day but did not decide to change the day.

The Town Administrator researched other website hosting companies. She asked if the Board would like her to move forward and contact some companies. The Board approved moving forward to research other website companies.

The Town Administrator will be attending a webinar tomorrow. She will close the office for less than one hour.

The Town Administrator received a quote of \$4,795 from Pope Security, for a surveillance system for town hall. Chairman Robitaille felt it is important to move forward with this. There is money in the welfare line item. He would like to move it to the small equipment line item and if money is needed in the welfare line item at a later time, there are other line items such as legal that look pretty healthy right now. The bottom line in the budget looks healthy too. Safety has been coming into call. Selectman Rose said it had been spoken of for a long time and it is needed. Selectman Ryan noted it makes sense to have Pope Security do the installation as they also take care of our security system. Selectman Rose felt there was no reason to put it off. Selectman Ryan asked if the quote included installation. Chairman Robitaille replied yes. Rick Hiland asked if it was hard wired. Chairman Robitaille replied yes. Chairman Robitaille made a motion to proceed with the installation of the security camera system for the town hall, Selectman Rose seconded the motion and all were in favor.

**Old Business:**

The Town Administrator reported the Virtual Private Network lines are installed and working in the town clerk office. The Clerkworks software has been installed and is working. The next step will be to offer online registration renewals and dog license renewals.

**Selectmen's Reports:**

Chairman Robitaille was disappointed but not surprised there was a manipulation of the video camera at the meeting two weeks ago, to give attention to a certain person. All videos before that, the camera was stationary. He had high hopes for the videoing of the meetings but now he second guesses it because of the showing of favoritism to one person. For this reason, Chairman Robitaille feels the Board should distance themselves for the town's sake and remove the link to the videos from the town's website. Selectman Ryan said when she watches other meeting videos, the camera will pan over to whoever is talking. It has also been mentioned that the videoing is a progress and in growth. Selectman Ryan would like to think about and consider this issue. Selectman Rose said since being videoed, others have spoken and the camera was not turned to facilitate their comments. This was something someone wanted to bring attention to even though it had no bearing on the Selectmen's meeting. Chairman Robitaille said he cannot stop the videoing but the town should not back it. He would like to move forward with a town system. It will be non-biased and permanent. Selectman Ryan asked if the link to the meeting website was to be removed. Chairman Robitaille said the town will lose affiliation with it. The town is not doing it. We should do our own thing and if the town wants it they can have it. Chairman Robitaille made a motion to remove the meeting link from the town's website as it is not considered part of what this town is doing. Selectman Rose seconded the motion. Selectman Ryan made a motion to table this motion and revisit it in two weeks to think about it. Chairman Robitaille seconded the motion and all were in favor.

**Public Comment:**

Dorothy Solomon suggested that people should approach the Selectmen's table to speak and be seen on camera. This is how it is done at the County Commissioner's meetings. Dorothy added the video service for the County Commissioner's meetings is done for free and for towns it would be a different issue.

Sara Young-Knox was informed by Joe Ferris that a load of fill has been dropped on a property on Bald Hill Rd. where DES has inspected before and had concerns for wetlands on the property.

Sara noted the camera had turned to her to put a face to the voice and not just a disembodied voice. She apologized for the way it was perceived and that was not the way it was meant. She wanted people to see who was talking. She added that Steve is learning how to use the camera. Chairman Robitaille reiterated it has no place in this office and he does not want to associate this office with it. Steve Knox said if someone would like to speak and sit at the Selectmen's table that would be easy to do.

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

At 4:55 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (a) & (c). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:20 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:21 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 5:22 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