

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

February 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, Rob Nadler, Cort Hansen, Peter Carboni, Joe Ferris, Colleen Cormack, Bob Mathieu, Rick Hiland, Leah Valladares, Dorothy Solomon, Stan Solomon, Steve Knox and Sara Young-Knox. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance.

Public Hearing on 2015 Proposed Municipal Operating Budget:

At 4:06 p.m., the public hearing on the 2015 proposed municipal operating budget was opened.

Chairman Robitaille discussed the rules he would like to adhere to. He would like discussion to be positive with constructive criticism.

Chairman Robitaille read the proposed budget line by line, asking if someone wants to discuss a line item ask for a hold.

Rob Nadler asked to hold the Selectmen's salary line item. There was discussion as to why the Selectmen are asking for an increase and what the position entails.

Leah Valladares asked to hold the election section of the budget. She asked what the reason was for the decrease. Chairman Robitaille replied there is only one election this year.

Colleen Cormack asked to hold the postage line item and asked why is it increasing in this day of electronic communication. It should be decreasing. The Town Administrator replied the Town Clerk office must submit their daily work to Concord each day and in separate envelopes. Also, impending lien and deed notices must be sent certified, which has increase in price. In the Selectmen's office, there are letters and notices that must go in the mail. There were a few notices that had to be served by the Sheriff's Department. That fee also went under this line item.

There was a hold on building maintenance. Chairman Robitaille explained there are a few things that need attention. Such as the replacement of a door on town hall, replace locks on office doors, replace the flag light with a LED fixture and do some additional work out front.

Joe Ferris asked for a hold on the technical advisor line under Planning & Zoning. Joe asked why there wasn't any expense for this last year. The secretary line and the technical advisor lines had been combined a few years back and now they were being separated again.

Leah Valladares asked to hold the Conservation Commission operating expenses be held. She asked for the reason of the increase. Rob Nadler replied the increase would be for electricity and water for the farmers to process their produce. It may not be needed. The discussion led to the cost of water and the connection to Conway's water. It would not be used for irrigation.

Rob Nadler asked to hold the Mount Washington Valley Economic Council (MWVEC) line item. Rob is Albany's representative to the MWVEC. Rob informed the Board that Albany's membership fee is based on the number of employees it has. Albany gets a lot from MWVEC and he would like to see this amount raised from \$25 to \$300. Rob donates \$100 personally. He would like to show them support rather than give the minimum \$25 based on one employee. They do a lot that affects the town.

Leah Valladares asked to hold the International Code Council line item be held. She asked Peter Carboni, Code Enforcement Officer, if this membership was necessary. Peter felt it is necessary and it is a resource he uses on a regular basis. Chairman Robitaille added Peter has paid for it himself in the past even though it is being used for town purposes. It helps

him do his job for us. Leah asked if other boards could use it. Peter replied yes.

Colleen Cormack asked that the library line item be held. She noted there had been some changes talked about in the past year and asked if anything had come of it. There has been no changes in which Albany is charged to use the library.

Leah Valladares asked to hold the Recreation line. Conway charges Albany based on assessed value and the percentage vs. Conway's. Colleen Cormack would like to know how many Albany children use the Rec. Center. Selectman Ryan added the Rec. Center offers adult activities too.

Joe Ferris asked to hold the fire and rescue line item and asked for the reason of the increase. Rob Nadler had negotiated with the district and replied they have had a significant cost increase and are having trouble recouping ambulance costs. A discussion followed on the breakdown of calls and the length of the new contract, which may include the position of Emergency Management Director. Next discussed was the position of Emergency Management Director and the idea of having Chief Solomon as the director to oversee the plan and a deputy who lives in Albany to execute the plan. Cathy Ryan has volunteered to take a part in the Emergency Management plan.

Leah Valladares asked to hold the assessment line item and asked for the reason of the increase. This amount was placed in the budget per our assessor Northtown Associates.

Colleen Cormack asked to hold the Wonalancet Solid Waste line. She read there may have been some sort of exchange for road maintenance. Chairman Robitaille responded that nothing ever came of the proposal. It was at a standstill right now.

Leah Valladares asked to hold the health insurance line and asked why it had increased. The rate increased. Leah asked why nothing was expended for dental insurance last year. Chairman Robitaille replied dental insurance was not in the budget last year. Instead of a salary increase, dental insurance is being offered.

Selectman Ryan discussed the Mount Washington Valley Economic Council's line item. They are an asset to Albany and \$25.00 is very minimal. Selectman Ryan made a motion to increase the Mount Washington Valley Economic Council's line item from \$25.00 to \$300.00.

Colleen Cormack asked why the cemetery maintenance line item increased. It had been requested by Kim Guptill, Cemetery Trustee. Discussion followed regarding the work to be done in the cemeteries and having their meeting minutes available.

Selectman Robitaille reviewed the warrant. Article 2 was changed from \$658,894.00 to \$659,169.00.

Article 11 was held for the purpose of a public address system. Chairman Robitaille replied so at town meeting, everyone in the room can hear what is going on.

Article 21 was discussed briefly. Selectman Ryan would like to abstain from recommendation of the article.

Sara Young-Knox commented on Article 24 saying the only way it would happen is if a broad based tax was implemented. We receive state money from the adequacy fund. The School Board had been approached and it doesn't mean anything. Discussion continued with arguments for and against the article.

Joe Ferris asked Selectman Ryan about her response to abstain from recommending Article 21. Selectman Ryan said she did not know anything about it. Colleen Cormack questioned the Board taking a recommendation vote without actually taking the vote. Discussion followed as to procedures for votes and recommendations. Rob Nadler asked for the reason of purchasing video equipment. Many questions were raised as to the operator of the equipment and how it would be secured. Discussion followed as to the reason to video meetings and the response from the public for this petitioned warrant article. Next discussed was the fee to post the videos electronically. Selectmen Robitaille felt there were too many questions left and he could not support the article as written. Discussion followed regarding the website operator who would post the videos.

Leah Valladares would like to see trust fund balances on the warrant articles related to them.

Steve Knox asked about the Tri County Transportation warrant article and how many riders were from Albany. Selectmen Rose replied not as many as the previous year.

At 5:36 p.m., Selectman Rose made a motion to close the public hearing, Chairman Robitaille seconded the motion and all were in favor.

Regular Business:

Chairman Robitaille made a motion to approve and recommend article 2 as amended, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 3, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 4, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 5, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 6, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 7, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 8, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 9, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 10, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 11, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 12, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 13, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 14, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 15, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 16, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 17, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 18, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 19, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 20, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve article 21, Selectman Rose seconded the motion and all were in favor. Chairman Robitaille made a motion to recommend, Selectman Rose seconded the motion, Chairman Robitaille and Selectman Rose voted against the motion, Selectman Ryan abstained.

Chairman Robitaille made a motion to approve and recommend article 22, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 23, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 24, Selectman Rose seconded the motion and all were in favor.

Chairman Robitaille made a motion to approve and recommend article 25, Selectman Rose seconded the motion and all were in favor.

There was a short discussion as to the confusing manner of the public hearing and the recommendations that already appeared on the draft warrant but the Selectmen had not taken a vote.

The Town Administrator reported to install a light pole at the bottom of the driveway for a street light would have to include an additional light pole across the street to support a transformer. This will cost approximately \$4,000. Chairman Robitaille would like to see the flag light replace with a LED light fixture.

Town Board Selectmen's Rep Reports:

Chairman Robitaille reported the Planning Board meeting had been cancelled due to the weather but prompted discussion about changing the office door locks.

Old Business:

Selectman Rose said the annual report will be dedicated to the three civic functions Albany holds. A report has been written and pictures of the events will be on the cover.

Public Comment:

Rick Hiland informed the Board there is legislation being discussed about perambulation. Chairman Robitaille appreciates Rick forwarding the information.

Selectman Rose shared his feeling about the passing of the aunt of the Town Administrator. She would like to use the town hall fee free on Saturday to hold a gathering. Selectman Rose made a motion to allow the Town Administrator to use the town hall fee free, Chairman Robitaille seconded the motion and all were in favor.

Rob Nadler informed the Board they must sign a cover letter in order to keep Albany's project in the Ten Year Transportation Plan.

At 5:56 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

