

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 25, 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, Dorothy Solomon, Joe Ferris, Rick Hiland, Steve Knox, Sara Young-Knox and Peter Carboni. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance. Discussion followed as to obtaining a permanent flag for the Selectmen's office.

Regular Business:

- Reviewed & approved February 18 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 \$232,680.02

New Business:

Approved one building permit recommended for approval by Code Enforcement Office, Peter Carboni.

Approved 2015 Conway Area Humane Society contract.

Approved permission letter to allow runners for the Reach the Beach Relay to run over Albany roads on September 18, 2015.

Signed NH Department of Revenue proposed budget report MS-636.

Signed cover letter to NH Department of Transportation to restate Albany's continued interest in the state's ten year plan.

The Town Administrator will be attending the Regional Collaboration meeting on Friday. Selectman Ryan would like to attend also. The office will open at 10:30 a.m. on Friday.

The Town Administrator reached Time Warner Cable regarding Albany's franchise agreement. They will be in touch within two to three business days.

Albany's Assessor, Jason Call of Northtown Associates called the office to say he is working on the contracts for Albany. Josephine Belleville of the Assessing Division for the NH Department of Revenue will be setting up a meeting with Jason and the Selectmen to go over the contracts.

The Town Administrator requested vacation time March 16 through March 20. Selectman Rose made a motion to approve the request, Chairman Robitaille seconded the motion and all were in favor.

The Board discussed who would be present on town election day. Selectman Rose can be there all day. Chairman Robitaille and Selectman Ryan will corroborate their schedules to cover the remainder of the day.

The Board discussed having town counsel present at town meeting. Selectman Rose made a motion to have town counsel present at town meeting, Chairman Robitaille seconded the motion and all were in favor.

Old Business:

The Town Administrator received a proposed quote for a generator and hookup to the current electric box in town hall. It is too late to put into the 2015 budget but may be worth considering for the 2016 budget. Selectman Rose suggested the town can rent a generator and to look into having the hookup to the electric box installed. Peter Carboni noted Milton Cat of Hopkinton, MA has nice generator systems and they are reliable.

The Board discussed the Emergency Management Director position (EMD). Currently, the Board of Selectmen serve as the town's EMD. It was agreed the Selectmen would remain as the acting EMD. Selectman Ryan will take the lead in the position and support would come from the remaining Board members.

Selectman Ryan asked if there would be a Selectmen's meeting the week of the Town Administrator's vacation. Chairman Robitaille suggested that the Board wait to see what is going on before scheduling a meeting that week.

Selectman Ryan added that she will be on vacation April 19 through April 25. If she is elected on March 10, she will not be at the April 22 meeting.

Town Board Selectmen's Rep Reports:

Chairman Robitaille reported the Planning Board held a work session on Monday and it was very productive with 90% of the rules and procedures complete. They will be good to have and follow.

Chairman Robitaille would love to find more alternates to the Planning Board. There are three more vacancies to fill. Dorothy Solomon volunteered to add it to the town column in the Conway Daily Sun.

Public Comment:

Steve Knox asked if anyone had checked the snow loads on the roofs of town owned tax deeded properties. No one has.

NonPublic Session RSA 91-A:3 (c):

At 4:30 p.m. Selectman Rose made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Chairman Robitaille seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 4:35 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 4:36 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

KR____
JR____
CR____

At 4:37 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