

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 4, 2015 4:00 p.m.

At 4:04 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, Steve Knox, Sara Young-Knox, Peter Carboni and Rick Hiland. The following business was conducted.

Regular Business:

- Chairman Robitaille led in the pledging of allegiance.
- Reviewed & approved January 28 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 \$3,017.65.

Old Business:

The Board discussed the dedication of the town report. They decided it would be dedicated to the Albany Party Group for their efforts toward the Children's Christmas and the Annual Picnic. Also, the dedication will be to

the Civic Group for the Turkey Dinner benefitting the Lora Johnson Pierce Scholarship fund.

New Business:

A local real estate agent, Steven Steiner, joined the meeting. He is selling a property adjacent to a town owned property and there is a question about an easement crossing the town property to get to the property he is selling. The Town Administrator will locate the deed describing the property to see if an easement exists.

2015 budget:

Town Clerk software will be put in a separate warrant article and taken out of the operating budget.

Chairman Robitaille discussed the perambulation warrant article and if it should be included in the operating budget. It was decided to stay as a warrant article.

The Board discussed the public address system article and the reasoning behind it is so people at town meeting can hear everything that is being discussed. The Board is looking into renting a public address system for this year's town meeting.

Chairman Robitaille had a change of heart regarding appropriating \$8,000 instead of \$4,000 for Valley Vision. The Town Administrator advised the warrant article was petitioned as \$8,000 and has to appear on the warrant as such. Chairman Robitaille asked the Town Administrator to contact Time Warner for a copy of their contract with Albany.

Town Board Selectmen's Rep Reports:

Selectman Rose informed the Board that the Conservation Commission has a vacancy in the Planning Board Representative seat. Chairman Robitaille will bring this to the Planning Board's attention.

Miscellaneous:

Selectman Ryan asked if there was a response from the Chamber of Commerce regarding Albany's membership. Selectman Rose replied he contacted the Chamber of Commerce. Albany has been a member since 2010

and there is no membership fee. It is unsure why Albany received the bill for membership.

Selectman Ryan asked the Board members what they do when receiving a concern from a citizen. Is there a policy? Should she bring it to the Board? Chairman Robitaille said if it was a big enough issue, it should be put on the agenda for discussion. Peter Carboni asked if there was a standard form to submit. There is not. Chairperson Robitaille thought town hall should be contacted for concerns.

Selectman Ryan said she received an e-mail but did not respond because she did not know if a policy was in place. She is one of a three member Board. Chairman Robitaille said he does not reply to personal e-mails. Selectman Ryan said she would like to respond to the concern but would like to do it as a Board, not a single member. Chairman Robitaille replied the e-mail should be printed out and brought before the Board where their place of business is. Selectman Rose felt it was wrong to single out one Board member. Rick Hiland thought an e-mail should be acknowledged that it was received. Chairman Robitaille felt an e-mail of concern should be sent to all Board members, not just one.

Public Comment:

Rick Hiland would like an explanation of benefits from the North Country Council for the amount Albany pays in annual membership fees. Selectman Rose felt the initial response should come from the Albany representative to the North Country Council. If that was not sufficient, a North Country Council representative could come to Albany.

The Board discussed the petitioned warrant article for video recording equipment for recording town board meetings. Selectmen Rose felt it left many open questions such as, who will do the recording? Chairman Robitaille noted the videos would have to be maintained. It becomes a government document and must be archived. His feeling was it essentially would be up to the Board if their meetings are to be recorded. The argument for the equipment is the Selectmen's meetings are early. It is a handful of people who want this. Selectman Rose felt \$2500 is just an opener for an amount. Selectman Ryan asked where the equipment would be kept. Selectmen Rose stated he is not in favor of the article but if the town voted for it, it is ultimately up to the Selectmen to decide how the equipment will be used. Selectmen Robitaille felt if the recording was up to a volunteer, that would eventually fall to the wayside and then be left as the responsibility of the Selectmen. Chairman Robitaille said the reasoning is not cut and dried.

KR____

JR____

CR____

Rick Hiland said Madison does it and it is linked to their town website. Everything is archived. Chairman Robitaille thought only a handful of people want this and he wants the whole town to have a say.

At 5:25 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