

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.

Selectmen’s Meeting Minutes

Albany NH Selectmen’s Meeting January 27, 2016

Members present: Kelly Robitaille, Cathy Ryan and Rob Nadler.
Public: Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Rick Hiland and Peter Carboni.

Call to Order: Chairman Robitaille called the meeting to order at 4:05 p.m.

Pledge of Allegiance:

Review & approve minutes: Selectman Nadler made a motion to approve the minutes as submitted, Chairman Robitaille seconded the motion and all were in favor.

New Business:

- **Approval of consent file:** Selectman Nadler made a motion to approve the consent file, Chairman Robitaille seconded the motion and all were in favor.

Sign Checks	\$10,438.14
Sign Quarterly payroll report	
Sign new signature cards	
Sign Quitclaim Deed	138 Golden Oaks Rd.

- **Election Coverage:** Selectman Ryan said she can cover the polls from 8:00 a.m.-11:30 a.m. Selectman Nadler will cover the polls from 11:30 a.m.-4:00 p.m. and Chairman Robitaille will cover the rest of the day.

Old Business:

- **Pope Security:** The Town Administrator reported that Pope Security has ordered the surveillance equipment and will call when it is delivered to set up an installation date.
- **Review Forum ad:** The Conway Daily Sun advertisement for the public forum ad will cost \$39.00 per day. Chairman Robitaille made a motion to place the ad in the Conway Daily Sun on Friday, January 29 and Saturday, January 30, Selectman Nadler seconded the motion and all were in favor. Chairman Robitaille asked Dorothy to place the information in the town column as well. The Town Administrator will call the local radio station to see if they will announce the forum. Dorothy added that Valley Vision could post it on their upcoming events ad. The Town Administrator noted that Valley Vision will be filming the forum.

Chairman Robitaille said he has contacted the surrounding towns. Some Selectboards have their meeting on the night of the forum but he does expect a fair amount of people to attend. Ed Alkalay has agreed to moderate the forum. The Board discussed legislation they will bring up at the forum. Chairman Robitaille noted an invitation was extended to the NH Municipal Association. They cannot make it but they are in favor and pleased. They feel what the Board is trying to accomplish is important.

Other Business:

- **Board update reports:** Selectman Nadler attended a Transportation Committee meeting. He asked about the state bridge aid. It is still available but is not funded at this point. It is subscribed until 2024. Every year the funding changes. He also looked into the forest designation for Passaconaway Rd. NHDOT and the Forest Service may help pay for repairing the road. Selectman Nadler spoke to a town manager about insisting that a logging company post a road bond and if the town would then have to insist that all heavy trucks post a road bond. The town manager told Rob that was not the case.
- Chairman Robitaille attended the Planning Board meeting. They worked on Rules and Procedures and the Site Plan Review Regulations.

Correspondence:

- **E-mails from residents:** Rick Hiland requested that the Board write a letter to the NH Municipal Association in support of HB 1179.

KR____
CR____
RN____

Chairman Robitaille and Selectman Nadler both replied they had done so. Rick said the NH Municipal Association is on top of this.

Steve Knox requested the content of the consent agenda be read aloud for the viewers. Chairman Robitaille agreed he would do that.

- **NHDES Septic approval for construction**

Public Comment: Steve Knox asked if the Selectmen will be placing an article on the warrant for video recording Board meetings. Chairman Robitaille replied yes. He is getting a written quote from a company called Virtual meetings. The cost is \$250.00 per month and additional cameras will cost \$600-\$700 each. The Board discussed the Time Warner franchise fees and instead of paying Valley Vision, use the fees toward the video recording. Selectman Ryan thought the people should decide at town meeting.

Adjournment: At 4:46 p.m., Selectman Nadler made a motion to adjourn, Selectman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator