

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

June 3, 2015 4:30 p.m.

At 4:30 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, Steve Knox, Sara Young-Knox and Rick Hiland. The following business was conducted.

Chairman Robitaille led in the pledge of allegiance.

Regular Business:

- Reviewed & approved May 27 minutes and sealed 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 \$47,020.74.

New Business:

Reviewed and approved one pistol permit.

Chairman Robitaille made a motion to hire Steve Parker as the Albany Animal Control Officer, Selectman Rose seconded the motion and all were in favor. Selectman Ryan asked if this would be contracted. Chairman Robitaille said it would be an agreement for both the Selectmen and Steve to sign. Selectman Ryan would like to pro rate the pay as it is already June

with almost half of the year passed. The motion carried. The agreement will be amended and signed by both parties.

The Selectmen reviewed and approved the grant application for the updating of Albany's Hazard Mitigation Grant. The update will take place in 2016 and must be done in order to receive funds from FEMA. The Selectmen acknowledge the grant is for 75% of the project in the amount of \$6,000.00. Albany will be responsible for the remaining 25% which is equal to \$2,000.00.

Old Business:

An e-mail was received from Conway Fire Chief Solomon and Shawn Bergeron. They have come up with a partial resolution and are moving forward with the World Fellowship project.

The Rinnai hot water heater installation has been scheduled for July 1.

The auditors were at town hall yesterday. Everything went well and their report should be received within a month or so.

Carl Edin will meet with the Selectmen next Wednesday to go over the project of swapping out the interior and exterior lighting at town hall to LED lighting and Albany will take advantage of the Eversource Municipal Savings program to fund it.

Town Board Selectmen's Rep Reports:

Selectman Rose said there is one farmer actively working in the town forest. The Conservation Commission is working with the Upper Saco Valley Land Trust (USVLT) to identify other farmers who may be interested in leasing land in the town forest. The Conservation Commission is trying to resolve the release of grant funds from USVLT to purchase and place a sign identifying the fields as the Ray Burton Fields. Also, the Commission is in the process of reclaiming the front part of the fields up to Route 16. Chairman Robitaille asked if the fields were to be burned. Selectman Rose replied they were supposed to but it hasn't happened yet. In the meanwhile, it will be knocked down. The birdhouses have been placed throughout the forest.

Selectman Rose announced a major mailing of the Historical Society newsletter. Every voter in the Town of Albany will receive it. Selectman Rose hopes it will increase membership and dues. He is designing T-shirts and hats with the "Town of Albany" and the Covered Bridge as a logo on them. The profits will go to the Historical Society.

Video Equipment/Website:

Chairman Robitaille was surprised two weeks ago when the meeting was being videoed and uploaded to a website. He said he has no problem with it but it caused a feeling of disconnect between the group that went forward with this project. He had been looking into the project for presentation at the 2016 town meeting. Chairman Robitaille just doesn't understand it and asked if this releases the Selectmen from having to move forward with the purchase of equipment and set up of a website.

Steve Knox replied there had been a strong opinion for a committee to which Chairman Robitaille refused. The group didn't see cooperation for a common solution so several people put the funds together and wanted to do it.

Chairman Robitaille is all for transparency but said this move was not transparent. This did not come together overnight and he questions the disconnect. Chairman Robitaille asks for public comment at every meeting and when there is none, it is assumed everything is okay. He has asked at two town meetings for people to come forth with any problems. He feels the disconnect is a festering spot and it eats at him that it can't be eradicated and have the town work together. He asked if he should still get quotes. Should the project be duplicated? Chairman Robitaille thinks things should be talked about, not just have things show up.

Selectman Ryan said she is feeling disappointed and saddened to come to a meeting and up goes the camera and no one said anything. There was no public comment, no comment at all on this. She felt disappointed. There is a disconnect, a mistrust. It is disrespectful to the Board. When Selectman Ryan became a Board member she stated she was not the enemy. She noted that Selectman Robitaille said, "Come to the Board." This felt sneaky. She is all for transparency but it works both ways. Be up front.

Chairman Robitaille noted that having said all of this he would ask if the town could place a link of the video website to the town website. Sara Young-Knox said the Town Administrator could do it now. Chairman Robitaille said it could have been done two weeks ago.

Public Comment:

Sara Young-Knox told the Board she and Steve Knox attended the Conservation Commission meeting on Tuesday night. The meeting time had been moved to 6:00 p.m. yet it is still noted on the website at 5:30. The

Planning Board and Conservation Commission meeting minutes have not been updated on the website either.

Rick Hiland was concerned about the Albany portion of the grant and wondered why it would cost a total of \$8,000.00 to update the Hazard Mitigation Plan. What would Albany be getting for their money? He would like to see more information. Chairman Robitaille replied right now it is an agreement to move forth with the grant.

At 5:05 p.m., Chairman Robitaille made a motion to adjourn, Selectman Rose seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator