

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**

April 1, 2015 4:00 p.m.

At 4:02 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille, Jack Rose and Cathy Ryan. Also present were Rick Hiland, Dorothy Solomon, Lee Grant, June Johnson, Steve Knox and Sara Young-Knox. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance.

#### **Regular Business:**

- Reviewed & approved March 25 minutes-Chairman Robitaille made a motion to approve the minutes as submitted, Selectman Rose seconded the motion and all were in favor.
  
- Signed checks totaling \$39,559.05.

#### **New Business:**

The Town Administrator informed the Board the public address system approved at town meeting has been ordered but is on back order. Sound Resort will order a comparable system if it takes too long.

The Town Administrator has forwarded an updated contact list to the Selectmen. All have received it.

The Selectmen signed a notice to a former owner of their rights to repurchase their property, a mobile home. It had been taken via Tax Collector's deed. The letter will be mailed certified and regular mail.

The Sheriff's Department has taken the report of the deceased cats in the mobile home that was taken by deed in addition to copies of the pictures the Health Officer took.

The Town Administrator asked the Board if they are going to meet on April 29 as there will not be a meeting on April 22. Selectman Rose made a motion to meet on April 29, Chairman Robitaille seconded the motion and all were in favor. Selectman Ryan said she would not be able to make it to that meeting.

Wendell Dicey of the Albany Chapter of Veterans of Foreign Wars presented the Board with their new American flag. The Board thanked the VFW for their donation. Wendell left the meeting.

Lance Zack, of Restorative Justice, called to say he is setting up a Community Heroin Forum. He inquired as to renting the hall fee free. He added there are many entities that have already signed on to participate in the forum and it is possible the town hall will not even be large enough for the group. Chairman Robitaille made a motion to allow Lance to use the town hall for the forum free of charge, Selectman Rose seconded the motion and all were in favor.

The Zoning Board of Adjustment has two members that need reappointment along with one alternate. Selectman Rose made a motion to appoint Andy Davis and Dan Sdankus as members of the Zoning Board of Adjustment, Chairman Robitaille seconded the motion and all were in favor. Selectman Rose made a motion to appoint Sam Farrington as an alternate to the Zoning Board of Adjustment, Chairman Robitaille seconded the motion and all were in favor.

There are still three alternate members to the Planning Board open as well as two alternate members to the Conservation Commission and four alternate members to the Zoning Board of Adjustment open.

The Selectmen received an e-mail from Congressman Frank Guinta's office asking if they would be willing to report the financial consequences to Albany on the Affordable Care Act's "Cadillac Tax." Congressman Guinta is looking to repeal the Affordable Care Act. Selectman Rose made a motion to put together the Cadillac tax figures, Chairman Robitaille seconded the motion and all were in favor.

**Old Business:**

Albany's Solid Waste District representative, Colleen Cormack, who attended the Selectmen's meeting last week, e-mailed the office and asked that it be read into the minutes as well as a response she received from the Conway Finance Director, Lilli Gilligan. The Selectmen agreed to read it into the minutes.

From Lilli Gilligan to Colleen:

Hello Colleen,

If the Albany Selectmen have a request for delayed payments, I would request that you discuss with my Town Manager, Earl Sires.

I understand that money flow is tight leading up to tax collections. Conway must borrow money during those periods to meet its obligations.

Thank you,

Lilli

From Colleen to the Selectmen:

Hello All,

I think at this point it would be up to the Albany selectboard to set up a meeting with Earl Sires themselves if they feel strongly about pursuing the request to delay due dates. My focus will be on attending district meetings and educational opportunities, supporting the transfer station to run effectively and efficiently, and education the people of Albany to do their part by reducing, reusing and recycling as much as possible, thereby contributing to keeping the bill as low as it can be. That's the best thing I can do to make it easier to pay on time. The rest is really up to the selectboard's office.

Thanks,

Colleen

Chairman Robitaille reported he spoke with both Lilli Gilligan and Earl Sires yesterday. Earl was totally fine with Albany and hadn't heard anything about it. Lilli was fine with it also. Albany has had one late payment in three years. Lilli is aware of the burden when finances get tight. She said the due date was a target date and was adamant about there being no problems between Albany and Conway. Chairman Robitaille thinks it is counterproductive to have e-mails going back and forth. In speaking with Lilli, Chairman Robitaille said she is the nicest person in the world and everything is fine. Chairman Robitaille went on to say he gets upset when people don't work in the best interest of Albany. He hopes anyone in a position on a board or committee would have the best interest of Albany in mind and defend Albany or refer to Selectmen. The solid waste financial

discussion should not have taken place at a solid waste meeting. Chairman Robitaille told Lilli to speak with the Town Administrator if she has any questions. Furthermore, if Albany is going to be late, Conway will get a call. He feels e-mails can get misconstrued. Selectman Ryan agreed. Chairman Robitaille said he told Earl and Lilli he would like to have a close working relationship by phone and to avoid this. We do not have a bad reputation as being late. He wants to put this out there so it does not reflect upon this Board. The Selectmen have no control over the School Board but he hopes they have the same attitude by putting Albany first. Let's work together. The discussion about non payments at a Solid Waste District meeting should not have taken place and he hopes it doesn't happen with any Board in the future. Put Albany first.

Selectman Ryan said her thought when the subject came up at last week's meeting was that we have a relationship with Conway at varying degrees with different departments and if there was a problem, they would call and say so. Selectman Ryan added it is good to know Earl and Lilli are here for us. Chairman Robitaille would like to get this fixed and work together. He wished he had known this information last week so he could tell Colleen. Chairman Robitaille will call her. He added that Lilli is expecting an introduction, she is willing to work with us and she did change the due dates.

Chairman Robitaille would like to move forward with the installation of the water heater that was approved at town meeting. He would like to take one job at a time and move forward. Selectman Rose thought the building inspection by Chief Solomon should be next. The Town Administrator thought he was going to inspect the building next week before he is scheduled to meet with the Selectmen.

The following week, our Assessor, Jason Call, will meet with the Selectmen in addition to JoJo Belleville of the NH Department of Revenue, assessing division.

Selectman Rose asked if there was any progress with the State Representative meeting. The Town Administrator replied the public address system should be in place first.

**Public Comment:**

None

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

KR\_\_\_\_\_

JR\_\_\_\_\_

CR\_\_\_\_\_

At 4:38 p.m. Chairman Robitaille made a motion to move into nonpublic session citing RSA 91-A:3 II (c). Selectman Rose seconded the motion and all were in favor. Roll call was unanimous in the affirmative.

At 5:07 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 5:08 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:09 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

KR\_\_\_\_  
JR\_\_\_\_  
CR\_\_\_\_