

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 29, 2015 4:30 p.m.

At 4:30 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille and Jack Rose. Also present were Lee Grant, June Johnson, Dorothy Solomon, Steve Knox, Sara Young-Knox, Joe Ferris and Rick Hiland. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance.

Regular Business:

- Reviewed & approved April 15 minutes and sealed 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 \$7,616.97.

New Business:

Chairman Robitaille made a motion for the Town Administrator to attend a Municipal Energy Efficiency workshop on Tuesday, May 5, Selectman Rose seconded the motion and all were in favor.

The Selectmen reviewed the town hall building inspection report from Chief Solomon. The Town Administrator reported the emergency lighting had been fixed during the week, as well as the exit lights in the town hall minus one

that needs wiring. Pope Security will report back with options and an estimate.

The public address system has been delivered.

The auditors have been scheduled for June 2, 2015.

Paul King has been contacted to begin the perambulation of the Madison/Albany town lines.

Chairman Robitaille made a motion to move next week's Selectmen's meeting to 4:30 p.m., Selectman Rose seconded the motion and all were in favor.

Town Board Selectmen's Rep Reports:

Chairman Robitaille did not attend the Planning Board meeting on Monday. Rick Hiland reported the work session went well. They worked on the site plan review rules. Rick purchased a hard drive for the Planning Board to back up their computer files.

Old Business:

Chairman Robitaille would like to fill the Animal Control Officer position. Selectman Rose would like to know who Eaton uses. The Town Administrator advised the Board that Albany resident Steve Parker may be interested in the position if it was offered as a salary rather than a per call position. The Freedom animal control officer has not contacted the Selectmen office but has interest in the position if it were salaried.

The Town Administrator informed the Board that spring cleanup/landscaping of the town hall/chapel property will begin next week.

Chairman Robitaille would like to address the lighting at the bottom of the driveway, saying it should be moved to the chapel building as long as it doesn't affect the historical registry status. June Johnson, Historical Society Treasurer, replied it will not affect the registry status. It cannot be considered for the historical registry because of work done previously to the building.

Chairman Robitaille made a motion to get an electrical quote for the work to be done, Selectman Rose seconded the motion and all were in favor. Selectman Rose would also like the electrician to look at the orientation of the lighting in the parking lot.

Public Comment:

Lee Grant attended a dinner in Madison and noted they have a push cart with wheels that holds 60 folding chairs. He thinks it would be a good idea for the town hall and it would get the chairs away from the fire extinguishers. Rick Hiland offered to come up with a design and he could make one. Selectman Rose would like to see one for the tables as well.

Joe Ferris asked if the town was aware of construction that was happening on Bald Hill Rd. and if a building permit was issued. The Town Administrator replied an application was received today and it will be going to the Code Enforcement officer for review. The Town Administrator made the applicant aware of Albany's zoning ordinances.

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

At 4:55 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 5:17 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 5:18 p.m., Selectman Rose motioned to move into public session, seconded by Chairman Robitaille, all were in favor.

At 5:19 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____