

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

December 16, 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 and Rick Hiland. The following business was conducted.

Regular Business:

- Pledge of Allegiance
- Reviewed & approved December 9 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 \$238,294.68.

New Business:

The Selectmen approved two pistol permits.

The Selectmen approved the 2016 dental and disability insurance rates.

The Selectmen approved one pole petition.

Old Business:

The Town Administrator informed the Board that the Emergency Management Performance Grant (EMPG) was still in the process of being approved. The town cannot begin work on the installation of the surveillance equipment until the grant is approved. With the end of the year approaching, she recommends the Selectmen formally transfer the town's portion of the money from the welfare line item to the small equipment line item in the municipal budget, then vote to encumber those funds so they can be used in the new year.

Chairman Robitaille made a motion to move \$3,149.00 from the welfare line item to the small equipment line item in the 2015 budget, Selectman Rose seconded the motion and all were in favor. Chairman Robitaille noted there was adequate funds in the welfare line item to support the move. The unexpended amount is currently \$8,745.00. Chairman Robitaille made a motion to encumber \$3,149.00 from the small equipment line item to fund the surveillance camera project, Selectman Rose seconded the motion and all were in favor.

Correspondence:

A letter was received from the Conway Planning Board regarding potential area impact.

Mitchell Municipal Group will be raising their rates in 2016.

The School Board forwarded a letter they received regarding capital improvements, bond payments to support the improvements and Albany's portion of the responsibility.

Selectmen's Reports:

This is Selectman Rose's last meeting. He said he is going to miss everyone. He has enjoyed the past eight years. They have been eventful.

Selectman Rose noticed brush had been knocked down in the town forest field but not the trees. He forwarded his concern to the Conservation Commission who will look into it.

Selectman Ryan attended the Planning Board meeting. The Planning Board is requesting the Selectmen hold a joint meeting of all of Albany's boards, to get everyone acquainted and an orientation for new board members. The meeting could discuss upcoming issues and keep the lines of communication

open. They suggest the meeting be held after town meeting, so newly elected or appointed officials may attend. Chairman Robitaille thought it was a great idea and did not see the need to wait until after town meeting. He would like to make it an informal meeting and have good conversation. Selectman Ryan noted the next Planning Board meeting will be held on Monday, January 11.

Chairman Robitaille asked if Conway replied to his question about the memorandum of understanding regarding the funding of Valley Vision. The Town Administrator replied no.

Chairman Robitaille attended the Children's Christmas party on Saturday and said it went well. He is glad he attended. He was happy to see so many volunteers and happy kids running around. It was worthwhile.

Chairman Robitaille noted the lighting on the chapel was complete. The Town Administrator replied yes, it was done last Saturday. Chairman Robitaille said it is a photo sensor and hopes it works out as there was much discussion on which hardware to use.

Chairman Robitaille said he is going to miss Selectman Rose. It has always been comfortable having him here. He is knowledgeable.

Selectman Ryan said she appreciates Selectman Rose's ideas. She is more of a doer and appreciates someone with ideas to move us forward.

Public Comment:

Lee Grant said he and June Johnson would like to thank Selectman Rose for his service. June added that Selectman Rose and his wife were an integral part of the success of the town picnics and children's Christmas parties, as well as President of the Historical Society. She thanks them for all they have done.

Rick Hiland thanked Selectman Rose for his service and wished him good luck in his new adventure and a Merry Christmas.

At 4:30 p.m., Selectman Rose made his last motion to adjourn, Chairman Robitaille seconded the motion and all were in favor.

Respectfully Submitted,

KR____

CR____

JR____

Kathleen Vizard
Town Administrator