

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  
February 17, 2016 4:00 p.m.

Members present: Kelly Robitaille, Cathy Ryan and Rob Nadler  
Public: Lee Grant, June Johnson, Steve Knox, Dorothy Solomon, Rick Hiland and David Sorenson. Ken Robichaud, David Babson and Chris Ahlgren joined the meeting at 4:15 p.m.

**Call to Order:** At 4:00 p.m. Chairman Robitaille called the meeting to order.

**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 as submitted, Selectman Ryan seconded the motion and all were in favor.

<b>Signed checks</b>	<b>\$7,431.97</b>
<b>Signed Timber Warrant/Certification</b>	<b>\$844.58</b> <b>Map 9 Lot 11</b>
<b>Signed 1 pistol permit</b>	
<b>Signed 2016 Warrant</b>	

Chairman Robitaille made a motion to sign the state's copy of the warrant and budget out of session, Selectman Nadler seconded the motion and all were in favor.

The Town Administrator informed the Board that Town Counsel approved of the amendment to warrant article #19.

Carroll County Sheriff, Domenic Richardi will attend next week's meeting to discuss how patrols are going in Albany.

**Old Business:** Chairman Robitaille asked if the digital format of the town seal was to appear on the town report. The Town Administrator replied Minuteman Press did have it and the plan was to have it on the cover of the town report. The Board agreed.

Selectman Nadler presented the Board with ridership numbers from the Blue Loon buses. Albany's usage was up to 182 riders in 2015. This is the dial-a-ride service. Dorothy Solomon noted other than the dial-a-ride service, the bus does not come through Albany. It would probably have more usage if the bus service ran through Albany. Selectman Nadler hoped it would become a more regional transportation system in the future.

**Other Business:**

- **Board update reports: None**
- **Selectmen's schedule for Town Election:** Chairman Robitaille will be at the election from 10:00a.m.-1:00 p.m. Selectman Ryan will be there from 1:00 p.m.-4:00 p.m. Selectman Nadler will be there 4:00 p.m.-close.
- Dorothy Solomon will work as ballot clerk from 2:00 p.m. to close.
- Steve Knox asked about the absentee ballot process and if the information could be placed on the town's website. The Town Administrator informed Steve of the process and will place it on the town's website along with an absentee ballot application.
- Chairman Robitaille discussed town meeting and if there might be any surprises on the horizon, he'd like to discuss them now. Steve Knox stated he has some questions on the budget and he will ask for clarification.
- Steve Knox thought an event should be planned for Albany's 250 anniversary.

**Correspondence:** Chairman Robitaille discussed an e-mail received that said he didn't allow certain topics during public comment. Chairman

Robitaille did not recall a time he would not allow a topic other than the discussion of a town employee, in which the meeting would move to nonpublic session. Steve Knox said Chairman Robitaille wouldn't discuss the property that the Town may keep. Chairman Robitaille said the conversation started to get deep and there is no plan for the property at this time. The discussion was going nowhere. He felt the Board was not stifling anyone's public comment. David Sorenson offered Chairman Robitaille a copy of a policy the County Commissioners just passed on this topic.

**Ken Robichaud (Carroll County Administrator):** Ken Robichaud was joined by the three County Commissioners, David Sorenson, David Babson and Chris Alghren. They are introducing themselves to Selectmen throughout Carroll County. They spoke of the changes being made at the county level and how Ken has helped them change their policies. It is difficult to get the employees to change but they are making headway.

They explained the budget process they go through before presenting it for approval to the County Delegation. The County Delegation is made up of 13 State Representatives. The Commissioners are frustrated because the Delegation wants them to cut two million dollars from their budget and they feel strongly it is unrealistic and unattainable. In order to cut the two million dollars would take laying off employees and cutting off important programs. This still would not add up to two million dollars.

The Commissioners spoke of the nursing home and how billing/receiving Medicaid and Medicare payments has changed to an electronic method. They receive payments in a timelier manner. However, the Commissioners feel there will always be a deficit there.

The Commissioners discussed the budget and the agencies they will have to cut ties with just to cut \$500,000 from their budget. They are entities the county does not legally have to fund but they give good service. They have gone over the jail budget only to cut \$12,000. The county complex lives on a bare bones budget. They have no connectivity between departments. They have been trying to budget for fiber optics that would allow the connectivity but it has not gone through. Currently there are five separate servers.

The Commissioners discussed the lack of an unreserved fund balance. They are in the beginning stages of a capital improvement plan. It will include the nursing home and the need for future growth. They spoke of different options. There is a moratorium on the number of beds they can have but that does not apply to assisted living beds. They will be looking at all long term options.

The farm was discussed next. The farm employees also act as the county complex department of public works. Some members of the Delegation want to do away with the farm but that would take splitting up the farm from DPW. The Commissioners feel the farm is valuable and should not be cut from the budget. They do create revenue and the feeling is they could create more revenue with a plan in place.

The Commissioners and Ken visited Grafton County where they run a drug court. The County and Delegation may be looking at setting up something and share the cost with another county. They will hire a jail consultant. As of right now there is no infrastructure to help inmates get off drugs and stay off.

The Selectmen thanked the Commissioners and Ken for coming in. It was nice to hear information directly from them.

**Public Comment:**

Rick Hiland thought the Board should be seriously thinking about biannual taxing. He foresees a large shortfall this year because of the school increase. The Town may run out of money quicker this year because of a larger budget. He found a company that would print, fold and mail tax bills for .35 per bill. Selectman Nadler would like to look at the cost of interest in compared to how much it would cost to go biannual. Chairman Robitaille noted even if biannual taxing was approved, it would not take effect until 2017. A line of credit will be available this year for the town to fall upon. At this point we have no choice. Steve Knox thought the Board would still have to justify it to the townspeople and town meeting would be a good place to do it. Selectman Ryan has been gathering information and there are too many variables right now to make a decision. She is unsure if she would be ready to give a presentation that would make it clear.

**Adjournment:**

At 5:55 p.m., Selectman Nadler made a motion to adjourn, Chairman Robitaille seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator