

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**

February 18, 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, Peter Carboni, Rick Hiland, Dorothy Solomon and Steve Knox. The following business was conducted.

Chairman Robitaille led in the pledging of allegiance.

#### **Regular Business:**

- Reviewed & approved February 4 minutes-Selectman Rose made a motion to approve the minutes as submitted, Chairman Robitaille seconded the motion and all were in favor.
- Reviewed & approved February 11 minutes-Chairman Robitaille made a motion to amend the minutes by removing the words "approve and" from Articles 2 through 25, excluding Article 21. Article 21 will remain the same and the Selectmen's tally on the warrant will be amended to read (0-1-2), Selectman Rose seconded the motion and all were in favor. Selectman Rose made a motion to approve the minutes as amended, Chairman Robitaille seconded the motion and all were in favor.
- Signed checks totaling \$21,593.48.

#### **New Business:**

The Town Administrator asked the Selectmen to vote to sign a cover letter out of session to the Department of Transportation regarding the ten year plan projects in order to meet the deadline. Chairman Robitaille made a motion to sign the cover letter out of session, Selectman Rose seconded the motion and all were in favor.

The Board reviewed the annual bridge report submitted by the NH Department of Transportation. Selectman Ryan noted one bridge was missing recommended posting signs. It should be corrected and updated. Chairman Robitaille suggested the report be forwarded to road agent, Curtis Coleman. Selectman Ryan would like him to review it to see if there is anything else that needs attention and then notify the Selectmen.

The Board discussed the annual town report and if there is any reports missing. The Town Administrator replied the Cemetery Report and the Planning Board report. Rick Hiland volunteered to speak with the Planning Board Secretary to ask for it.

#### **Town Board Selectmen's Rep Reports:**

Chairman Robitaille reported there will be a Planning Board work session next Monday, February 23 at 7:00 p.m.

#### **Public Comment:**

Selectman Rose noted the memorial service for Town Administrator, Kathy Vizard's Aunt Lin was fitting. A gathering was held here at town hall. The family did a good job.

Rick Hiland commended the Board for beginning their meetings with the Pledge of Allegiance.

Chairman Robitaille thanked everyone for coming to last week's public hearing on the proposed budget. He went on to say, we got through it collectively and if we put together how many years' experience of service to Albany that was in the room, he is sure it would be more than 100. He added he was glad that it was an upbeat session.

Chairman Robitaille said there had been discussion on having Selectmen meetings every other week, but he feels more comfortable having them weekly to stay on top of issues.

KR\_\_\_\_\_

JR\_\_\_\_\_

CR\_\_\_\_\_

Chairman Robitaille would like to have more educational meetings with other town boards in 2015.

Dorothy Solomon asked the Town Administrator if absentee ballots were available for those who cannot make it to the town election on March 10. Town Administrator, Kathy Vizard, replied yes, an application must be filled out and the ballots can be mailed or handed to a voter. The ballots must be returned by 5:00 p.m. on March 10. Dorothy asked when the application process will begin. Kathy replied right now.

June Johnson announced the Supervisors of the Checklist will meet on Saturday, February 28, 11:00 a.m. to 11:30 a.m. for additions and corrections to the voter checklist.

Rick Hiland asked the Board if they had any idea on what impact the current proposed budget would have on the tax rate. The Town Administrator replied no but the operating budget is up by 5%.

Selectman Ryan said over the past ten years or so, the budget has been moderate with no fluctuations. The Town and the Selectmen have done a good job keeping it level.

Selectman Rose would like to recognize June Johnson for her contribution to his dedication for the town report.

Chairman Robitaille would like to see the proof of the town report before it goes to print.

At 4:44 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