

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

January 28, 2015 4:00 p.m.

At 3:58 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille, Jack Rose and Cathy Ryan. Also present were Peter Carboni, Sara Young-Knox, Steve Knox, Rick Hiland, Lee Grant and June Johnson. The following business was conducted.

Regular Business:

- Reviewed & approved January 21 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 \$3,307.05.

2015 budget review:

The Selectmen discussed becoming a member of the International Code Council. Code Enforcement Officer, Peter Carboni, said they distribute residential building code books. They are good to have. A couple of updates are sent out each year. Selectman Rose made a motion to budget for the

membership in the International Code Council at a cost of \$125, Chairman Robitaille seconded the motion and all were in favor.

The Selectmen discussed membership to the Mount Washington Valley Chamber of Commerce at a cost of \$20 for a website listing at MtWashingtonValley.org. Selectmen Rose will contact the Chamber to inquire about it.

The Selectmen reviewed the 2015 budget line by line except for salaries. Selectmen Rose questioned the large increase in the Town Clerk Software Support line. Town Clerk, Kathy Vizard, replied that because the Department of Safety is no longer supplying towns with computers or internet access, registrations will have to be done on town owned computers. The Town will be responsible for the repair of the equipment. In prior years, state owned computers were used because they were maintained, repaired and updated by the state. The proposed software offers online renewals of registrations, vital records and dog license renewals. Also offered will be the acceptance of debit and credit cards at the counter. \$5,000 is a one-time cost for the software. Annual software updates were estimated at \$1500. Selectmen Rose questioned whether the software should be offered as a warrant article as it is a one-time fee.

Chairman Robitaille discussed the town website and what is needed to make it better. Selectman Ryan said the company she works for uses the same company and likes that they are a local company and nearby if needed.

Chairman Robitaille explained the increase in the building maintenance/repair line is to change office door locks, replace a door in the town hall, a generator hookup, and to implement some safety mechanisms. The Board discussed placing these issues on the warrant as an article. Selectman Ryan said a generator may be a necessity somewhere in the future and without the facts, it may be better to keep it in the municipal budget.

Public Comment:

Steve Knox is pleased the solid waste line is down \$4,000.

Rick Hiland suggested that the cost for a generator hookup be in the Emergency Management line item. Chairman Robitaille and Selectman Ryan agreed.

Rick Hiland asked about a Capital Improvement Program. Chairman Robitaille replied it was on his list. Rick Hiland said it helps to level funding

for projects and is only advisory. Steve Knox stated it must be approved at town meeting in order to charge the Planning Board to implement a capital improvement plan.

Town Board Selectmen's Rep Reports:

Chairman Robitaille reported the work session of the Planning Board on Monday went well. Everyone left the meeting happy with the results. They are motivated and moving forward. Peter Carboni agreed it was excellent and made a lot of progress. Rick Hiland commented the digital equipment worked well.

Miscellaneous:

Chairman Robitaille said after careful consideration and being a veteran, the Board should cite the pledge of allegiance before meetings. He thinks we should get a flag. It shouldn't be a burden to stand up and salute our country. Chairman Robitaille made a motion to begin citing the pledge of allegiance next week, Selectman Rose seconded the motion and all were in favor. Rick Hiland and Selectman Ryan said they may have a flag at home.

Chairman Robitaille spoke with State Representative McConkey. He would be willing to come to Albany for a meeting and thought it was a good idea. Chairman Robitaille thinks it would also be a good idea to invite all three of our State Representatives and make a big deal of it by inviting all the towns from the districts they represent. Selectmen Rose asked if the meeting should be before or after town meeting. Chairman Robitaille said it needs to be convenient for the Representatives and a day that fits their schedules. Rick Hiland thought the State Senator should be invited too.

NonPublic Session RSA 91-A:3, II (a):

At 4:32 p.m., Chairman Robitaille made a motion to enter into nonpublic session under RSA 91-A:3, II (a), Selectman Rose seconded the motion and all were in favor.

At 5:00 p.m., Selectman Rose made a motion to enter public session, Chairman Robitaille seconded the motion and all were in favor.

At 5:01 p.m., Selectman Rose made a motion to adjourn, Selectman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

KR _____

JR _____

CR _____

Kathleen Vizard
Town Administrator

DRAFT