

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

June 10, 2015 4:30 p.m.

At 4:30 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, Sara Young-Knox, Dorothy Solomon, Rick Hiland and Peter Carboni. The following business was conducted.

Chairman Robitaille led in the pledge of allegiance.

Regular Business:

- Review & approve June 3 minutes-Selectman Rose made a motion to approve the minutes as submitted, Selectman Ryan seconded the motion and all were in favor.
- Signed checks totaling \$12,951.25.

New Business:

The Board reviewed and approved one Excavation tax warrant and certification.

The Board reviewed and approved one Intent to Excavate.

The Board reviewed and signed an agreement appointing Steve Parker as Animal Control Officer. Chairman Robitaille made a motion to pay Steve on a monthly basis, Selectman Rose seconded the motion and all were in favor.

The Board signed the notice to the Department of Revenue saying they will not be using form PA-28.

Reviewed and approved one building permit.

Carl Edin rescheduled his appointment with the Board for next week. He will inform the Board of the swap out project of interior and exterior lighting to LED lighting at the town hall.

The office received a call from the Sheriff's Department that the barrier before the Covered Bridge was hit by a vehicle. Curtis Coleman, Road Agent, has been notified and will inspect it.

Randy, from LCR, has begun landscaping the front of the chapel.

The office received a new version of "Knowing the Territory" from the NH Municipal Association.

Chairman Robitaille made a motion to move the Selectmen's meetings back to 4:00 p.m., Selectman Rose seconded the motion and all were in favor.

Old Business:

The Town Administrator contacted Time Warner Cable regarding citizen's complaints about their phone service. Dorothy Solomon reported a technician inspected the lines and determined the problem was outside. She has had better service.

Town Board Selectmen's Rep Reports:

Chairman Robitaille noted at the Planning Board meeting it had been discussed that a new temporary structure had gone up on Bald Hill Rd. Peter Carboni, Code Enforcement Officer, agreed to call the property owner to discuss whether it meets the setback and permitting requirements. He did not think it needed a permit, it is too small.

Chairman Robitaille noted the Planning Board would like to hold a joint meeting with the Selectmen to go over building permits and ordinances as a group. No date has been set. The Planning Board will not hold work sessions over the summer.

Selectman Rose announced there is a Route 16 safety audit meeting in the Albany Town Hall on Friday, June 12 at 9:00 a.m. The meeting will proceed

to a few different areas on Route 16. Representatives from surrounding towns will attend. Chairman Robitaille may be able to make it.

Chairman Robitaille would like to have a serious effort to put the meeting video website address out to as many places as possible. He would like to be a permanent part of the town column. He would like people to see exactly what goes on during meetings. www.albanytownmeetings.com. A link to the website will be placed on the town website. www.albanynh.org

Public Comment:

June Johnson read a list of statements of which, in her opinion, were misstatements of a recent letter to the editor. She pointed out that words were twisted and the truth was stretched in the letter to the editor.

Steve Knox said it depends on interpretation. He went on to say there was a group that had a lot of information regarding videoing meetings and Chairman Robitaille had stated he did not want a committee. Nothing has been said in the past three months about the videoing. Some felt this would not get the attention it should get and they did it on their own.

Steve brought up that he had previously e-mailed Selectmen with no response. They were never brought up at meetings. He felt his public comments were going to be completely ignored. Chairman Robitaille said he asked for public comment every week and not once since town meeting had anyone asked for progression on the cameras. There is still six months before it has to be presented to the town. Chairman Robitaille said e-mails can be construed differently and he does not accept them. Public comment is the place to discuss issues and that is why there is public comment. He will not go back and forth with e-mails.

Steve noted a motion was made and passed at the October 8, 2014 Selectmen's meeting that any suggestions or comments to the draft minutes be made in writing and there would be no verbal presentation of the comments. Steve added, that is censoring and it is not saying that you will listen. Steve went on to say this is a freedom of speech issue and he hopes the Board will reconsider their motion. Chairman Robitaille understood the motion as to having the comments and suggestions in writing gives the Board a heads up of what is being suggested.

Sara Young-Knox said she didn't think it was an issue of what is to be done with the meeting minutes. It is private citizens not being allowed freedom of speech issue. She will not criticize what the Board does but will criticize inhibiting rights.

Chairman Robitaille said the notion was to have the suggestions and comments in writing to give the Board a heads up before they decide what to do with them. Steve Knox replied but no verbal presentation to see if there is merit to the suggestions. Chairman Robitaille said they are minutes, they are not what the public wants and they should be taken in generality. Rick Hiland added that these are the Selectmen's minutes. Certain things should not be in the minutes. Rick was at the meeting when the motion was carried. It could have been worded differently, maybe as a policy.

Selectman Ryan thanked Steve and Sara for bringing these issues forward. They are a concern.

At 5:34 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

