

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 17, 2015 4:00 p.m.

At 4:00 p.m., the Selectmen's meeting was called to order. In attendance were Kelly Robitaille, Jack Rose and Cathy Ryan. Also present were Dorothy Solomon, Steve Knox, Rick Hiland, Peter Carboni, Sara Young-Knox and Carl Edin. The following business was conducted.

Chairman Robitaille led in the pledge of allegiance.

#### **Regular Business:**

- Reviewed & approved June 10 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 \$1,791.68

#### **Carl Edin:**

Carl works for Energy Management Consultants, Inc. They are contracted with Eversource and conduct large and small business lighting audits and the implementation of their proposal. The projects are turnkey, which means everything is taken care of from the lighting installation to the recycling of the old lights. Carl discussed the project using high performance florescent lights and figures the cost savings to Albany will be approximately \$790.00 per year and 3700 kilowatts. The total cost will be \$3,194.25 and Eversource will pay half. Albany can either pay the remaining 50% or be charged an

extra administrative fee of 10% in order to take part in the Municipal Smart Start program and pay through the savings in the electric bill. Carl estimates this will take 1.67 years. Eversource can go into more detail regarding financing of the project. Chairman Robitaille wondered if the funding would have to go into next year's budget. The Town Administrator replied it would not if the Municipal Smart Start program is utilized. Carl added that most municipalities take advantage of the Smart Start program. Selectman Rose asked if there were any other financial sources available. Carl replied he heard there was a grant available through the Department of Agriculture but admitted it was a prolonged process. Chairman Robitaille asked how long the project would take. Carl responded three or four weeks. He suggested talking to Mark from Eversource regarding the financing. Carl will send along the customer agreement page.

### **New Business:**

Reviewed and approved one driveway permit.

Reviewed and approved 2015-2015 flex benefit plan.

Reviewed and approved application for National Forest payment in lieu of taxes.

It was reported numerous bags of trash were dropped on the side of Wildwood Rd. No envelopes with the owner's names were seen. Road Agent, Curtis Coleman cleaned it up this afternoon.

The Town Administrator signed up for two webinars for tax rate setting software.

### **Old Business:**

Peter Carboni spoke with the woman on Bald Hill Rd. that placed a temporary garage too close to the road. She was not aware of it being too close and moved it. She apologized.

Chairman Robitaille made a motion to rescind the amended and approved motion from the Selectmen's meeting on October 8, 2014, that read "anyone who has seen draft minutes of previous selectmen's meeting and has comments or suggestions for addition or changes will submit them to the Town Administrator for presentation to the Selectmen for approval. There will be no verbal presentation of the comments." Selectman Ryan seconded the motion.

Chairman Robitaille noted correspondence was received from a citizen concerned with infringement of freedom of speech. Rather than have this as a distraction and possibly turning into something more, Chairman Robitaille felt it would be a good idea to rescind this now and look at a better means of

conveying what the Board initially tried to do by requiring suggested changes to minutes be in writing.

Selectman Rose disagreed and doesn't feel requesting comments to be submitted in writing is censorship. He felt having the comments in writing allows the Board to take them into consideration and then decide what to do with them. Selectman Ryan asked if there was a policy and procedure manual and if not, she would like to do some homework and put one together. She would like to start clean. It could help future Boards also. Chairman Robitaille doesn't disagree with having the comments in writing, but the Board cannot say no to verbal comments. He would like to back up and have a meaningful discussion on the matter. Chairman Robitaille asked for a vote on his motion. Chairman Robitaille and Selectman Ryan voted aye. Selectman Rose voted nay.

Chairman Robitaille personally signed a letter of support for a project that Dorothy Solomon is working on called "Starting Home-A new start for returning veterans." It would allow the use of a portion of the old county nursing home for homeless veterans who have fallen on hard times.

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

Selectman Rose reported the Conservation Commission has asked Pete Howland for a quote to clear the lower part of the town forest fields.

Selectman Rose could not make the NHDOT safety audit meeting that was scheduled for last Friday, here at town hall. He will report back as soon as he hears from them.

Selectman Ryan reported on the town portion of the grant in the amount of \$2,000 for the update of the Hazard Mitigation Plan. Sara Young-Knox forwarded Selectman Ryan information from the last grant Albany received for the Emergency Operation Plan. A person's time working on the plan accumulates to \$2,000 worth of work and therefore Albany would not be responsible for any out of pocket cost. Selectman Ryan has e-mailed June Garneau to begin the steps for the update.

**Public Comment:**

Steve Knox thanked the Board for rescinding the motion approved at their meeting on October 8, 2014.

Dorothy Solomon asked Selectman Rose about the rumble strips that were recently installed on Route 16 and if that was his suggestion. Selectman

Rose replied yes, it is a test strip and he did not know what the next step was as he missed the NHDOT meeting last Friday.

Rick Hiland noted there is a means for correcting previously approved minutes per Robert's Rules of Order.

Rick Hiland wanted to make sure if Albany applied for any grants there were no strings attached.

Steve Knox complemented Jack on implementation of the rumble strips. He has been the driving force behind them.

Rick asked about the efficiency of lighting and why Carl Edin didn't suggest a more efficient bulb. Selectman Rose would like to look into it. Peter said the LED lighting may not require ballasts.

At 4:40 p.m., Chairman Robitaille made a motion to adjourn, Selectman Rose seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator

