

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**  
**Agenda**  
**Albany, NH**  
**November 2, 2016 4:00 p.m.**

Members present: Cathy Ryan, Rick Hiland and Joe Ferris  
Public: Steve Knox and Dorothy Solomon

**Call to Order:** At 4:00 p.m. the Chairman Ryan called the Selectmen’s meeting to order.

**Pledge of Allegiance:**

**New Business:**

- **Approval of the minutes: October 26:** Selectman Ferris made a motion to approve the minutes of October 26 and October 28 as submitted, Selectman Hiland seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Ferris made a motion to approve the consent file as presented, Selectman Hiland seconded the motion. Sara Young-Knox will represent Albany at the Mount Washington Valley Economic Council’s annual meeting. All were in favor of approving the consent file.

<b>Signed checks</b>	<b>\$2,507.68</b>
<b>Signed Request for Leave form</b>	
<b>Reviewed invitation to MWEC annual meeting</b>	
<b>Reviewed invitation to visit the county farm</b>	

- **Town Administrator report:** Doug McVicar of Wonalancet called and would like the Selectmen to hold a meeting at their chapel. The Selectmen will hold their regular meeting in Wonalancet at the Wonalancet Union Chapel on November 16 at 4:00 p.m.

Chairman Ryan discussed Emergency Management emergency access and functional need cards. These should be completed by people who may not be able to go to a shelter on their own in case of an emergency. Maybe these should be handed out during the election.

Selectman Hiland announced a town meeting class on February 11 to be presented by the NH Municipal Association.

Selectman Hiland noted the Supervisors of the Checklist would like to know when there will be training for them.

Chairman Ryan said the Conservation Commission would like the Selectmen to attend their next meeting on December 6 at 6:00 p.m. The Selectmen should come up with a list of questions to discuss.

**Appointments: None**

**Work Session:** The Board discussed potential changes to the sign ordinance. They will be discussed further at another work session. The Board would like the current ordinance to be reviewed by the NH Municipal Association for recommendation.

Updates will also be made to the town hall rental policy as well as town owned property rentals such as the farmer's contracts.

The Board discussed draft points to be part of the contract review policy. Selectman Hiland distributed a list of ideas to be part of the policy.

**Correspondence:** Primex  
Planning Board Public Hearing Notice

**Public Comment:** Steve and Sara Knox attended the North Country Council annual meeting. They sat with Tom Wagner of the Forest Service and enlightened him on the status of the Covered Bridge. Tom will be invited to the next meeting between the Forest Service and the Selectmen.

**Adjournment:** At 5:28 p.m., Chairman Ryan made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

CR\_\_\_\_  
RH\_\_\_\_  
JF\_\_\_\_

Respectfully Submitted,

Kathleen Vizard  
Town Administrator