

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**  
**Minutes**  
Albany NH Selectmen's Meeting / Work Session  
April 20, 2016 4:00 p.m.

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

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

**Pledge of Allegiance:**

**New Business:**

- **Steve Knox** – Albany's NCC Representative would like to serve on the NCC CEDS committee, Comprehensive Economic Development Strategy. Glenn Coppelman heads this committee, and has extensive experience in community development. Steve talked with Glenn about this and felt that Steve would be an asset to the committee, and suggested that the Albany selectmen write a letter to him asking that Steve be appointed to the CEDS Committee.

Glenn's e-mail is [gcoppelman@nncouncil.org](mailto:gcoppelman@nncouncil.org)

His mailing address is:

North Country Council  
262 Cottage Street  
Suite 246  
Littleton, NH 03561  
Attn: Glenn Coppelman

After a brief discussion with Steve Knox, Chairman Ryan will send the requested letter/email to Glenn Coppelman recommending the appointment.

**Old Business:**

- **Selectman's Rules of Procedure:** a lengthy productive discussion on the Rules of Procedure took place with some public comment. Discussion items discussed included what topics should be covered and defined as well the format. The next work session on the Rules of Procedure will be Friday, April 22 at 4 p.m.

**Adjournment:**

At 5:45 p.m., Selectman Ferris made a motion to adjourn, Chairman Ryan seconded the motion and all were in favor.

Respectfully Submitted,

Rick Hiland  
Acting Secretary