

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 22, 2016 4:00 p.m.**

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

**Call to Order:** At 4:04 p.m., Chairman Ryan called the Selectmen's meeting to order.

**Pledge of Allegiance:**

Selectman Ryan led the attendees at the meeting in the Pledge of Allegiance.

**New Business:**

Steve Knox reported that the town committee to celebrate Albany's 250th Birthday met Friday, April 22<sup>nd</sup>, at 10AM. Brian Wiggin, who was a major player in Conway's 250th joined the committee meeting. Brian shared many ideas for the celebration with committee members. We want to thank Brian for taking the time to visit with us. The next meeting will be on May 12 at 4PM, Town Hall. All are welcome to attend with ideas.

**Old Business:**

- **Selectman's Rules of Procedure:** work session - further discussion on the Rules of Procedure took place with some public comment. Selectman Ryan started to prioritize and organize the ideas that were discussed and started to format into sections from the list of ideas discussed at the last work session.

**Other Business:**

Selectman Ryan will be on vacation next week and appointed Joe Ferris to act as Chairman at the April 27 Select Board meeting in her absence.

**Next Meeting:** April 27, 2016 at 4 PM at the Town Hall.

**Adjournment:**

At 4:49 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