

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 Work Session Minutes Albany NH Selectmen's Meeting June 29, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris
Public: Lee Grant, June Johnson, Dorothy Solomon, Sara Young-Knox and Steve Knox

Called to order: At 4:24 p.m. Chairman Ryan called the Selectmen's work session to order.

The Board worked on Rules of Procedure.

Next Wednesday at 4:00 p.m., the Selectmen will hold a work session to continue working on Rules of Procedure.

The Selectmen will hold a regular meeting on July 13 at 4:00 p.m. Chairman Ryan will be excused.

At 5:23 p.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator