

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 4, 2014**

At 3:30 p.m., the Selectmen's meeting was called to order. In attendance were Rob Nadler, Jack Rose and Kelly Robitaille. The following business was conducted.

#### **Regular Business:**

- Reviewed & approved May 14 minutes-Kelly made a motion to approve the minutes as submitted, Jack seconded the motion and all were in favor.
- Signed checks totaling \$2,494.53.

#### **Town Administrator Report:**

The maintenance company did their spring cleanup of the town hall property. They will return to mow. They have submitted their invoice for the damage done to 2008 Passaconaway Rd. A claim will be submitted to the liability insurance company.

Carla from AlpineWeb will come in on Monday to set up e-mail addresses as well as give instruction as to Boards updating their web page

#### **New Business:**

RN\_\_\_\_  
JR\_\_\_\_  
KR\_\_\_\_

Rob reported the town line sign on Passaconaway Rd. is leaning to one side. Kathy will contact Curtis to ask him to fix it.

Kelly said there is gray paint on the barrier poles by the Covered Bridge. It looks like it was from a paint gun.

**Cemetery Trustees:**

Kelly reported on the ongoing work in the cemeteries. Brush is being cut back to the boundary lines of each cemetery. They will be discussing fencing options at their next meeting to be posted at town hall. They will be reclaiming a wall in the meeting room for the cemetery maps.

Jack asked if all of the cemeteries had signs. Kelly replied yes, engraved stones with each cemetery's name. They will be moving forward with their plans for fencing the cemeteries as well as upgrades.

At 4:25 p.m., Rob made a motion to adjourn, Jack seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard  
Town Administrator