

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 August 31, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris

Public: Lee Grant, June Johnson, Dorothy Solomon and Steve Knox

- **Call to order:** At 4:00 pm, Chairman Ryan called the Selectmen's work session to order.
- **Pledge of Allegiance:**
- **Discuss contracts & leases:** Selectman Hiland attended a Primex class on contracts-be careful what you sign. He wanted to relay the various liability issues that may arise. He received sample contract/leases from a woman he met at the workshop from Concord. She has been through the process before.

The emphasis on the class was that once a contract is signed, it becomes a legal document. There was a lot of concentration on liability and indemnification.

Primex offers to review all contracts and certificates of insurance to ensure Albany will be covered for any liabilities. The purpose is to keep liabilities low which in turn will keep premiums low.

Selectman Hiland would like to put a policy together and keep a list of people who volunteer for the town. He would also like a written procedure for the rent/use of town hall. Legal counsel should review all contracts and certificates of insurance. People who rent the hall should check with their homeowner's insurance as it may cover the liability of renting the hall. If not, there is a program available that will cover the insurance per event.

Selectman Hiland raised concerns over the current contracts between the Conservation Commission and the farmers and if the Conservation Commission has the authority to manage the open land.

Selectman Hiland would like to see a procedure in place for the review and signing of contracts. One town official should act the authorized signer.

- **Adjournment:** At 5:20 pm, Selectman Hiland made a motion to adjourn, Selectman Ferris seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator