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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 Meeting

Albany NH Selectmen's Meeting

July 6, 2016

Members present: Cathy Ryan, Rick Hiland and Joe Ferris

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

Call to Order: At 4:04 p.m., Chairman Ryan called the Selectmen's meeting to order. Meeting was held in the present Planning Board room.

Approval of consent file: Selectmen made a motion to approve the consent file a check for \$1500.00. Selectmen seconded the motion and all were in favor.

Rules of Procedure: Continued discussion and work done on Selectmen's Rules and Procedures. Corrections and additions were made and put on a memory stick for Town Administrator.

At the end of the meeting, there was a brief discussion in reference to the Conservation Commission,

Adjournment: Motion to adjourn, seconded. Meeting ended at 5:00p.m.

Respectfully Submitted,
Cathy Ryan, Recording Secretary

