

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
June 29, 2016

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

Call to Order: Chairman Ryan called the Selectmen’s meeting to order at 4:00 p.m.

Pledge of Allegiance:

New Business:

- **Approve June 22 minutes:** Selectman Hiland made a motion to approve the minutes as submitted, Selectman Ferris seconded the motion. Selectman Ferris made a motion to amend the minutes to remove the last sentence of old business on page 3 and to add “Selectman Ferris replied it should be decided by the legislative body.” Selectman Hiland seconded the motion and all were in favor. Chairman Ryan called for a vote on the motion to approve the minutes as amended, Selectman Ferris seconded the motion and all were in favor.
- **Approval of consent file:** Selectman Hiland made a motion to approve the consent file as submitted, Selectman Ferris seconded the motion and all were in favor.

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| Signed checks | \$5,576.46 |
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- **Appoint Deputy Treasurer:** Selectman Hiland made a motion to appoint Nancy Holmes as Deputy Treasurer, Selectman Ferris

seconded the motion and all were in favor. Nancy's term will coincide with Mary Leavitt's.

- **Signed Tax Anticipation Note:** The Selectmen signed the Tax Anticipation Note documents. They will be mailed back to the bank.

Other Business: Selectman Ferris informed the Board that a new well was going in on the town forest. The Selectmen were not aware this was going to happen. Chairman Ryan felt it was a miscommunication on the Conservation Commission's part. She does not have all the facts or the chronology of this issue. The Conservation Commission meets on Tuesday and she will bring it up to them.

The Board discussed the Conservation Commission's minutes and if the grant that was received was officially received and officially spent.

Sara Young-Knox noted that one person of a Board cannot conduct business on behalf of the Board.

Selectman Ferris would like to know if quotes were received by the lock companies. The Town Administrator replied she contacted three companies and received one quote. Selectman Ferris would like to move forward with replacing the locks on town hall doors.

Public Comment:

Dorothy Solomon asked about the process in order to obtain a pistol permit. The Town Administrator told her an applicant submits an application, it then goes to the Sheriff's Department for a background check, once the background check comes back, the pistol permit is then typed for the approval of the Selectmen.

Adjournment:

At 4:23 p.m., Chairman Ryan made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator