

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
October 14, 2016 11:45 a.m.

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

Call to Order: At 11:45.m. Chairman Ryan called the Selectmen's meeting to order.

The preliminary tax rate has been set by the Department of Revenue at \$13.40 per assessed thousand. This is an increase of \$1.65 from 2015. The unreserved fund balance (UFB) is \$380,352. If the Board decided to use \$100,000 of the UFB, the tax rate would be lowered to \$12.50 and the retained percentage of the UFB would be 14.42%, which is within the Department of Revenues recommended 5%-17% of the municipal budget. If the Board votes to use \$50,000 of the UFB, the tax rate would be \$12.95 and the retained percentage of the UFB would be 17%. The Board discussed upcoming projects to be paid for. Selectman Hiland is concerned about the cost of the upcoming road and bridge projects. Selectman Ferris agreed saying maybe the Board should use \$75,000 of the UFB. Selectman Hiland said it is the taxpayer's money and the UFB should be used to reduce taxes. Chairman Ryan made a motion to use \$100,000 of the UFB to reduce the tax rate to \$12.50 per assessed thousand, Selectman Hiland seconded the motion and all were in favor. Chairman Ryan made a motion to sign the Tax Collector's warrant out of session after the tax rate is finalized, Selectman Ferris seconded the motion and all were in favor.

CR____

RH____

JF____

Adjournment: At 11:55 a.m., Selectman Ferris made a motion to adjourn, Selectman Hiland seconded the motion and all were in favor.

Respectfully Submitted,

Kathleen Vizard
Town Administrator