

## Minutes of the Records Committee Meeting, September 11, 2020 at Community Center

Present: Matt Smith, Anthony Patti, Harry Bertino, Maureen Patti.

Not Present: Ellen Witt, Karen Waters

Meeting called to order by Chairman Matt Smith at 9:12 a.m. First order of business — unanimous approval of minutes of 08/26/20 meeting by those who attended.

Mr. Patti volunteered to consult with Thornton Town Administrator about what type of software the town uses to produce, maintain, and, possibly, retain municipal records.

Discussion regarding interest of Terry Bennett is serving as committee member ensued. She has over 20 years' experience as a municipal (elected) clerk for town of 100,000 in Michigan. Agreed Ms. Patti will ask for Agenda item for 09/26/20 VD meeting to secure her appointment.

Group discussed need to identify best vendor to enable WEVD to comply with statutory municipal record retention schedule. All agreed to bring consultant Marty Humphreys to a future meeting to hear about her research into potential retention vendors.

Mr. M. Smith commented that records are appearing on the WE website without indications of when prepared, etc. Discussion followed regarding "lost" records from when TOTAL SCOPE was contracted to maintain(?) or manage (?) the WE website. Ms. Patti mentioned some New Hampshire Municipal Association articles she found. There was a mention of a company, MUNICODE, that provides software to help organize ordinary municipal records and more. All agreed to look at the company website and look if any other such vendors appear to have products to aid WEVD staff in day-to-day operations, etc. Ms. Patti pledged to send, via email, the 4 NHMA articles to all committee members.

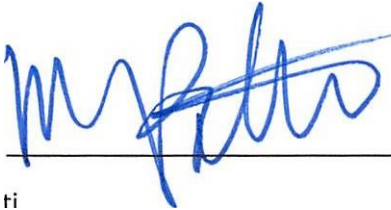
All agreed it is imperative to schedule a couple work sessions to get ahold of existing records and organize them into categories in reverse chronological order.

All agreed to use work session to start to consider best procedures to be put in place to ensure records are produced and maintained on site in a system that will lend itself to retention consistent with statutory scheme. Ms. Patti to communicate with GM Corey Smith if there is a lockable file cabinet available for Records Committee use. If not, Ms. Patti will communicate with commissioners about this need.

Given that minutes of VD meetings MUST be maintained as paper copies, all agreed to request that Judy Kinney print out ALL WEVD meeting minutes and have them ready in reverse chronological order for our first work session. All agreed that, consistent with WEVD decision to include handouts from VD meetings with the meeting minutes, we will request that Judy Kinney print out or produce in reverse chronological order a copy of ALL the WEVD meeting handouts she can locate — again in time for our first work session at the Community Center. In addition, if any of these minutes or handouts are stored electronically, we will request that Judy Kinney copy each item onto a thumb drive and provide it to Mr. M. Smith.

After a discussion, Mr. M. Smith and Ms. Patti agree to research and write out a description of the method by which the Commissioners can approve the inclusion of a group or groups of handouts from earlier meetings into those meeting minutes. This procedure, called Consent Action, will enable the commissioners, if they so choose, to approve inclusion of earlier handouts quickly and in bulk. All agreed that Ms. Patti will communicate to commissioners the planned work sessions, requests of Judy Kinney, and planned consent action.

Meeting adjourned at 10:35 a.m.

Prepared by:  On: 9-13-2020

Maureen Patti,  
Deputy Clerk WEVD