WATERVILLE ESTATES VILLAGE DISTRICT RECORDS COMMITTEE

December 23, 2020 MEETING INUTES

Attendees: Matt Smith, Maureen Patti, Anthony Patti, Linda Ivers

Guests: None.

Call to Order: Mr. Smith called the meeting to order at 2:17 PM.

Approve Previous Meeting Minutes: This item was tabled until the next meeting.

Old Business: Mr. Smith indicated he had not heard back yet from storage vendors. He will wait to follow up until after the holidays. We still need the Commissioners to authorize the committee to dispose of duplicate records and records beyond their retention schedule.

New Business:

>**New Procedure for RTK**: Ms. Patti suggested we need a procedure for staff on how to find documents sought by a Right to Know request. Discussion took place around the fact that there is no way to really access village emails efficiently. Ms. Patti will draft.

>**Checklist for Posting Meetings**: Ms. Patti suggested we need a checklist for posting notices of public meetings. Discussion took place about the need for the checklist and where posting needs to happen. Ms. Patti will draft.

>**Need to have Automated Correspondence Retention**: Mr. Smith stated that RSA 33-A requires that the village retain correspondence for a year. These days, most correspondence is via email and we have no current method of efficiently managing these correspondences. Discussion took place around how to automate the process. Mr. Smith will reach out to James Dorr and ask what our current mail server might be capable of.

>**Commissioner Onboarding**: Ms. Ivers stated that we need a procedure or process to onboard new Commissioners. It would benefit the community to bring them up to speed more quickly.

Set the Next Meeting: Mr. Smith indicated the next meetings would be the 1/6/21 tour of Thornton Records management at 2PM at the Thornton Town Hall and a 1/13/21 work session at 1PM provided the Commissioners act on records disposal.

Adjournment: Mr. Smith motioned to adjourn the meeting, Mr. Patti seconded, and the motion passed unanimously 3:03PM.