

WEVD RECORDS COMMITTEE MEETING MINUTES, December 2, 2020, AT SUMMIT LODGE, COMMUNITY CENTER

Present: Maureen Patti, Ellen Witt, Linda Ivers, Anthony Patti (arrived 2:23 p.m.), Matt Smith (arrived 2:45 p.m.)

Not Present: Terry Bennett

Guest: Adam Young

Meeting called to order by Ms. Patti at 2:05 p.m.

Motion to approve Records Committee meeting minutes for November 18, 2020 made by Ms. Witt and seconded by Ms. Ivers. Passed with unanimity. Motion to approve AMENDED minutes of October 14, 2020 made by Ms. Patti. The previously approved 10/14/20 minutes had a typographical error – misidentifying a Records Committee meeting date as September 20, 2020 when the Committee met on September 30, 2020. Motion seconded by Ms. Witt. Motion approved by all.

Ms. Patti described the invitation from Thornton Town Administrator, Ms. Debra Shepard, for the District Records Committee and any interested WEVD staff take a tour of the Thornton town offices. She offered to show the District how Thornton processes and retains their records in compliance with State law. After a brief discussion, Ms. Patti agreed to communicate with the Town Administrator to schedule a convenient time for a tour, making sure to include the General Manager (GM) and Assistant general Manager (AGM) in the scheduling.

Several proposed procedures and a form were discussed. (Proposed Right-to-Know Recording & Complying with Requests; Logbooks for Mechanical Systems, Water System, & Vehicles; Non-Public Session Checklist.) These items had been shared electronically and as hard copies at earlier Committee meetings. Several needed changes were identified, and Ms. Patti agreed to make the changes before the proposed procedures are posted and considered. Ms. Ivers commented that tracking repairs would be helpful when developing a proposed budget as the District could anticipate upcoming major purchases. Put to a vote, on motion of Ms. Patti and seconded by Ms. Ivers, all agreed to present these items to the Commission for potential adoption as WEVD procedures at the December 15, 2020 meeting AND posting the items on the WEVD website on or before 12/07/20 so the community has an opportunity to review them prior to consideration. Guest Mr. Young suggested using the descriptor “Capital or Critical Infrastructure” with our procedures.

Ms. Ivers presented the Committee with a hard copy of the interactive form she developed to allow WEVD Commissioner approval for vendor and suppliers payments in between scheduled meetings. The email to each Commissioner will have the bill manifest along with the new form. The Commissioners can ask to review the documents relating to any & all payments. If requested, the information will be sent electronically. If approval is secured from 2 or more Commissioners, the check will be sent. At the next WEVD meeting, however, these in-between authorizations will be presented, and the Commission will be asked to verify the earlier approval of each payment. In developing this system, Ms. Ivers

consulted with the New Hampshire Municipal Association. She was advised by an attorney at NHMA that this procedure is compliant with NH statutes.

Ms. Patti moved that the Records Committee present the WEVD Request for Commissioners Payment Approval for Vendors and Suppliers form be presented to the Commission on December 15, 2020. This motion was seconded by Mr. M. Smith and approved unanimously.

Mr. M. Smith brought to the attention of the Committee that the first page of different Committee meetings minutes are sometimes posted on the official WEVD posting/notice board. He expressed concern that the minutes are not, when he has observed the board, complete and, as such, may be misleading. Following a discussion, Mr. M. Smith moved that the Records Committee request the WEVD Commission direct WEVD staff to limit District postings on official board to Meeting Notices for the Commission and Committees -- not to include the meeting minutes as they are posted on the website.

Discussion followed regarding the WEVD website. The discussion culminated in Ms. Patti agreeing to move at the December 15th WEVD Meeting that a committee be formed to review the existing District website and make recommendations for any upgrades or expansion of capacity to post information. The desire is to utilize the resources of the community and any website development professionals who might wish to volunteer to contain costs and ensure we have a site best suited to the needs of the municipality.

The next Records Committee meeting will be December 9, 2020 at 2 p.m.

Motion to adjourn made by Mr. M. Smith; seconded by Ms. Patti. Motion passed by vote of all Committee members.

Meeting Adjourned at 3:04 p.m.

Dated: 12/07/2020

Prepared by: _____

Maureen Patti,
WEVD Commissioner