

Minutes, WEVD RECORDS COMMITTEE, October 14, 2020

WEVD RECORDS COMMITTEE MEETING MINUTES, October 14, 2020, AT SUMMIT LODGE, COMMUNITY CENTER

Present: Matt Smith, Karen Waters (departed 3:50 p.m.), Anthony Patti, Maureen Patti, Harry Bertino, Terry Bennett

Not Present: Ellen Witt

Meeting called to order by Chairman M. Smith at 2:07 p.m.

Mr. Patti began a discussion about the existence of a LAN, a Local Area Network, at WE offices. Mr. Patti described how WEVD employees can scan and share information with each other as well as store files on the cloud. Mr. M. Smith described the NH statutory scheme for some records – if they are maintained at the WEVD offices electronically AND also backed up and stored electronically with a remote server, we have met the requirement of storing the files in a “firebox.”

Motion to approve Records Committee meeting minutes for September 11, 2020 and September 30, 2020 made by Terry Bennett. Motion seconded by both Ms. Waters and Mr. Patti. Motion approved by all with Mr. Bertino abstaining as he was not in attendance.

Ms. Bennett began a discussion about the need for WEVD to develop written policies for Right-To-Know compliance as well establishing an Agenda format for VD meetings – it would be the same for each meeting and would help produce meeting minutes with the same format. Ms. Waters stated WEVD needs both policy and procedure.

Ms. Bennett discussed the value of a procedure for a Meeting Agenda. This way, in order to get VD business done in an efficient manner, the General Manager or a Commissioner can create a Request for Commission Action – a statement of what is proposed or being sought (e.g., purchasing replacement parts for the Groomer), background information about why this is needed, and a model resolution or suggested motion for the Commissioner(s) to act upon. The suggested motion would delineate how much money to be appropriated and from which account it is to be drawn. This way, the commissioners can utilize the proposed motion or can amend it (orally) to conform with their discussion of the proposed action. The Request for Commission Action materials would be sent to each Commissioner before the WEVD meeting, allowing time for review and, if necessary, asking questions (gathering information and not making decisions or determinations of WEVD business). This way, the discussion at the WEVD meeting will be informed and focused as the request(s) will have been thoroughly reviewed in advance. The Records Committee will develop Policies and Procedures for the WEVD consideration as soon as practicable.

A discussion regarding the use of CONSENT AGENDA to secure approval of non-controversial items (like adding WEVD meeting handouts to the corresponding meeting minutes, securing approval of payments to vendors) ensued. Committee will develop a policy and procedure to utilize this vehicle of parliamentary procedure.

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The discussion about developing a RTK policy including a procedure regarding posting of WEVD and COMMITTEE meeting notices as well as the creation of a WEVD meeting Agenda format involved almost all committee members and took a great deal of time. As a result, there was no opportunity to engage in a work session.

Consideration was given to creating a written procedure regarding the amendment of meeting minutes.

Discussion about the need for policies and procedures to ensure that VEHICLE MAINTENANCE is recorded and retained as required by Chapter 33-A. Committee members discussed the need for logs and records to be created, maintained, and retained for all pieces of heavy equipment (i.e., plows), infrastructure (work & repair of WATER SYSTEM), and appliances/systems in the Community Center and the Ski Lodge.

Chairman M. Smith directed Ms. Waters, Mr. Patti, and Ms. Patti to review materials regarding possible record retention vendors and make recommendations at our next business meeting.

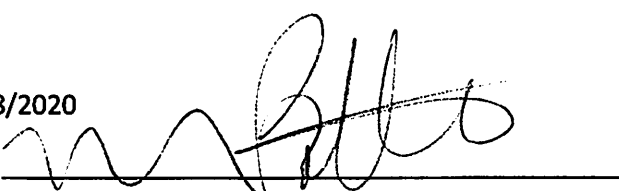
Mr. M. Smith adjusted the schedule for the committee as follows: Wednesday October 21st will be a WORK SESSION ONLY. No business of the committee will be conducted; we will organize existing hard copies to review what records are being generated and collected by the WEVD.

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

Meeting Adjourned at 4:09 p.m.

Dated: 10/18/2020

Prepared by: _____

A handwritten signature in black ink, appearing to read 'Maureen Patti', is written over a horizontal line. The signature is stylized and cursive.

Maureen Patti,

Deputy Clerk WEVD