

Minutes, RECORDS COMMITTEE, November 18, 2020

WEVD RECORDS COMMITTEE MEETING MINUTES, November 18, 2020, at the SUMMIT LOUNGE,
COMMUNITY CENTER

Present: Chairman Matt Smith, Maureen Patti, Commissioner, Ellen Witt, Linda Ivers, Anthony Patti

Not Present: Terry Bennett

Guest: Jaime Oldmixon, Assistant General Manager Judy Kinney (departed approximately 2:15 p.m.)

Meeting called to order by Chairman M. Smith at 2:02 p.m.

Motion to approve Records Committee meeting minutes of November 11, 2020 made by Ms. Ivers.
Motion seconded by Ms. Witt. Approved by unanimous vote.

Commissioner Patti administered the oath to Mr. Matt Smith and welcomed him as new WEVD
MODERATOR.

Ms. Patti informed the Committee that all existing historical WEVD Warrant Articles and corresponding meeting minutes (Annual Meeting and Special Meeting) have been compiled.

This collection of hard copies must be retained permanently (on paper). For this purpose and for use in RTK compliance, the WEVD office has a set in a binder.

Ms. Patti moved that Clerk and Records Committee Chair Mr. M. Smith scan and post the historical compilation on the WEVD website. This motion was seconded by Mr. M. Smith and passed with a unanimous vote. Ms. Patti then presented Mr. M. Smith with a set of these Warrant Articles and corresponding minutes to scan.

Ms. Patti advised the committee that she would ask WEVD Commission Chair to put on the December 14, 2020 WEVD Meeting Agenda a discussion about expanding the capacity of the WEVD website to accommodate the compilation.

Ms. Patti then moved to include with the historical compilation of Warrant Articles and Minutes a chart identifying the year or date and whether or not copies of the Warrant Articles and corresponding minutes were located. A short discussion ensued, and the motion was seconded by Mr. M. Smith. The committee approved, by unanimous vote, including the list with the compilation when it is posted on the WEVD website.

Ms. Patti alerted the committee that there are several instances of typographical errors in the minutes contained in the compilation. To help avoid confusion, Ms. Patti included a copy of particular page with a notation about the typo in two instances. For one set of minutes, Ms. Patti prepared a detailed cover sheet for February 1, 1988. The cover sheet is to explain the effect of several errors contained in the meeting minutes for that Annual Meeting. Specifically, the minutes do not reflect the voting of the residents with respect to four Warrant Articles at that Annual Meeting. Ms. Patti moved to include the cover sheet with the compilation and Mr. M. Smith seconded. The Committee voted unanimously to approve.

The Committee discussed how the historical Warrant Articles and minutes would be formatted to allow owners (website users) to search and how the NH records retention statutes require specific electronic formatting of municipal records.

Mr. M. Smith described how the working sessions have included production of a list of the items found in the collection of WEVD governance records originally provided to him upon appointment as WEVD Clerk. He is compiling a list of all records in an Excel Spreadsheet and believes all the governance records provided to him will be reviewed by the committee by the end of today's working session or soon thereafter.

Mr. M. Smith led a discussion regarding NH retention statutes.

Ms. Patti made a motion to bring the consultant – Marty Humphrey – who has been meeting with GM C. Smith and others about identifying a vendor for municipal record storage since 2016 to a future Records Committee meeting. A discussion ensued regarding her fee per hour, that the Commission did not (apparently) limit the number of hours for her consulting work on this project, the issue of scanning and storing oversized documents (blueprints, plans), and what services the Committee wants from a record retention vendor. Mr. M. Smith seconded the motion and it carried upon a unanimous vote.

Ms. Ivers brought up the need for a policy and procedure to implement the Commission approved use of electronic signatures to approve payments to vendors etc. when needed because the next scheduled WEVD Meeting is too far in the future. She reported there is a bill due on December 1st. Mr. M. Smith suggested looking for established policies in use by other municipalities and/or in some of the reference materials available to WEVD. He asked Ms. Ivers to work on a draft version to share with the committee. He encouraged committee members to work on a policy & procedure for the next meeting.

The next Records Committee meeting is November 25, 2020 at 2 p.m.

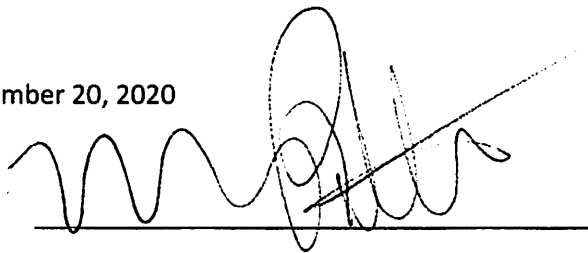
Mr. M. Smith made a motion to adjourn and everyone seconded it. The motion carried with unanimity.

Dated: November 20, 2020

Prepared by: _____

MAUREEN PATTI,

WEVD Commissioner

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