

**Minutes of the Records Committee Working Session, September 30, 2020 at
Community Center (Summit Lodge)**

Present: Matt Smith, Karen Waters (departed 2:20 p.m.), Ellen Witt, Terry Bennett, Anthony Patti (departed 3:30 p.m.), Maureen Patti, Harry Bertino (arrived 3:55 p.m.)

Guest: Gerry Panuczak, Commissioner

Meeting called to order by Chairman Matt Smith at 2:06 p.m.

Mr. Patti explained that Mr. M. Smith culled the list of NH public records categories subject to retention (and RTK) from 156 to that 85 that apply to our District. He described the Committee findings and plan of action to new committee members. He stated that while some records subject to RTK have been retained (in the Community Center), there is no system for consistently collecting, maintaining, and retaining all the records in house that complies with NH law. We need to develop or identify software for a system for record retention that meets NH statutory scheme. Doing so will save money as RTK compliance will be simplified, avoiding repeated consultation with District counsel.

Ms. Patti spoke of work done by consultant Marty Humphrey to identify and price potential record retention vendors. After inquiring of the Thornton Town Administrator, Ms. Patti suggested we look at the vendors/programs used by NH municipalities. She suggested we discuss vendors once we have a better idea of the volume of historical records currently stored in the Community Center.

Ms. Bennett provided all members and the guest with copies of the following: a rough draft RTK policy, a RTK "meeting" flow chart from the New Hampshire Municipal Association (NHMA), a NHMA form for use by Commissioners seeking to retire to non-public session, a draft posting policy, a draft agenda, and a NHMA article on preparation of meeting minutes. Ms. Waters noted the non-public session form is already on the website.

A discussion followed regarding securing the NHMA RTK manual for all committee members who do not yet have a copy. Ms. Patti volunteered to send the link to the NH Attorney General Memorandum on RTK Laws.

Mr. Panuczak asked if the District office used shared files. He suggested that through standard office software and shared files a simple process could be developed to maintain files shortly after they are created.

Mr. M. Smith spoke of the need to establish a RTK file cabinet to house hard files and electronic files. He described the best practice for retention of emails – print out hard copies. Time searching for RTK requests would be reduced since emails would be kept and filed locally. There would be no need to search (as is done now) in various boxes or on google email for hours and hours.

Mr. M. Smith described how records continue to appear the WE website. He was told that Ms. Kinney reached out to persons who served as commissioners or clerks in the past as a means to recover or locate District records. He expressed concern about this practice. Discussion ensued regarding items "lost" from the website.

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Mr. M. Smith described recovering and compiling into several 3 ring binders the Municipal Records he found in various boxes in the Community Center. He scanned all of these items in a searchable format.

He pointed out to the committee 2 small cardboard boxes of records which are duplicates of the items he placed in the binders. In his opinion, the contents of these boxes are okay to purge but he wants the committee to review them before such action is taken.

As the committee began to get ready to review the binders and label each item in accordance with the Roman Numeral system in the NH statutes, Mr. A. Patti began a discussion regarding the date at which we expect to implementing a system. Consensus appeared to be our system to be prospective as of January 2, 2021. Ms. Bennett addressed all members to review the draft policies she distributed so we could hopefully present the RTK and posting policies to the commissioners in advance of the 10/24/20 WEVD meeting.

Working session commenced.

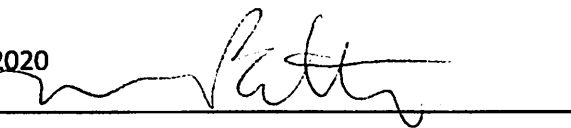
Mr. M. Smith set three more Wednesdays for meetings and working sessions – October 7, 14, and 21, 2020 – at 2 p.m. in the Summit Lounge.

At 4:00 p.m., Ms. Witt moved to adjourn the meeting. Ms. Patti seconded. Meeting adjourned at 4:00 p.m.

Dated: 10/04/2020

Prepared by: _____

Maureen Patti,
Deputy Clerk WEVD

A handwritten signature in black ink, appearing to read 'Maureen Patti', is written over a horizontal line. The signature is cursive and extends slightly above and below the line.