

Minutes, WEVD RECORDS COMMITTEE, October 28, 2020

WEVD RECORDS COMMITTEE MEETING MINUTES, October 28, 2020, AT SUMMIT LODGE, COMMUNITY CENTER

Present: Matt Smith, Anthony Patti, Maureen Patti, Harry Bertino, Terry Bennett, Ellen Witt

Not Present: Linda Ivers

Meeting called to order by Chairman M. Smith at 2:14 p.m.

Ms. Patti described how all WEVD meeting handouts distributed at meetings before September of 2020 were collected and cataloged. She created a chart and described the procedure by which the Commissioners could move and accept all the handouts in one parliamentary action -- IF the Commission adopts a procedure to allow for a consent calendar (AKA consent agenda). Ms. Patti volunteered to prepare an itemized list of handouts for a consent calendar in the event the meeting procedure is approved by the Commission.

Ms. T. Bennett led a discussion regarding the four draft documents. These documents had been provided to the members at the last meeting. All members acknowledged reviewing the documents before commencing with today's meeting.

No changes were sought to the proposed Right-to-Know POLICY concerning Public Meetings and Governmental Records. Mr. M. Smith moved to present the proposed policy to the Commissioners for potential adoption at the 11/14/2020 WEVD meeting. Ms. Patti seconded the motion. The Committee voted unanimously to approve the motion.

The committee members agreed to minor corrections to the WEVD RTK Information Request form. Mr. M. Smith moved to present the proposed RTK form to the Commissioners for potential adoption at the 11/14/2020 WEVD meeting. Ms. Patti seconded the motion. The Committee voted unanimously to approve the motion.

The draft Policy/Posting Procedures – an addendum to RTK – was reviewed. No changes were suggested. Ms. Patti moved to present the proposed RTK compliant posting procedure to the Commissioners for potential adoption at the 11/14/2020 WEVD meeting. Mr. M. Smith seconded the motion. The Committee voted unanimously to approve the motion.

Committee members reviewed a Sample Agenda Format. Several corrections were approved. Ms. Patti suggested the email correspondence with the New Hampshire Municipal Association be attached to the Sample Agenda when it is submitted to the Commissioners for review in advance of the 11/14/2020 meeting. Ms. Patti wanted to make sure the Commissioners know the parliamentary procedure will not violate any NH RTK statutes. Ms. Patti moved to have the Sample Agenda and email correspondence be presented to the Commissioners for possible adoption at the 11/14/2020 meeting. Mr. M. Smith seconded the motion. The motion was adopted by a unanimous vote.

Mr. M. Smith thanked Ms. Bennett for her work creating Policy and Procedure for the WEVD. He acknowledged that this took a great deal of time and was done very professionally. Ms. Bennett was thanked by all committee members in attendance. Ms. Bennett advised the committee that she had

and would again review the proposed policy and procedures with both the General Manager (GM) and Assistant GM.

Ms. Patti presented a draft RTK procedure for recording requests and compliance. She asked the committee members to review the draft procedure and be prepared to discuss the procedure at the next Records Committee meeting.

Mr. M. Smith moved to accept the Meeting Minutes of October 21, 2020. Ms. Witt seconded the motion. It passed with a unanimous vote.

Ms. Patti reported that she and Mr. Patti reviewed the materials provided regarding possible Record Retention vendors. They also reviewed the companies used by other NH towns – information provided by the Town Administrator of Thornton after posting an inquiry on behalf of the committee on a town administrator list server. Ms. Patti alerted the committee to the issue of retaining and retaining electronic copies of oversized documents – blueprints and surveys/plans. From speaking to GM Mr. C. Smith, Ms. Patti understands there are about 200 oversized items in the Community Center. The members discussed whether WEVD needs a records retention vendor with the capacity to copy/upload such oversized documents or if the committee members could utilize local printshops/copy services to scan the items – possibly opening up a greater number of potential vendors. Mr. M. Smith volunteered to investigate how we could copy such oversized items for the VD. Ms. Witt recommended he look at MegaPrint.

Ms. Patti volunteered to check in with the Commissioners regarding the committee's earlier request for a filing cabinet. Mr. M. Smith and Mr. Bertino advised that we should have a cabinet to store the oversized plans and blueprints instead of leaving them rolled up in several different areas of the Community Center.

Ms. Bennett suggested we explore with the GM Mr. C. Smith and the Assistant GM Judy Kinney locations in the Community Center where records could be stored in a manner that allows for ease of access (instead of the basement or in closet under the stairs). She suggested the offices could be expanded to include a records room by building a wall past the exit door of the offices and before the restrooms in the hallway/stairway area outside of the Summit Lodge. Mr. Patti suggested the committee review whether WEVD needs to acquire a safe.

Next Records Committee meeting scheduled for Wednesday, November 4, 2020 in the Summit Lounge.

Motion to adjourn made by Ms. Witt; seconded by Ms. Bennett. Motion passed by vote of all remaining Committee members.

Meeting Adjourned at 3:31 p.m.

Dated: 11/03/2020

Prepared by: _____

Maureen Patti,

Deputy Clerk WEVD