M. Patti Motions for ~~June 26 28, 2021~~ July 28, 2021:

**Item 1:**

I, Maureen Patti, hereby move for the adoption of the procedures set by WEVD Clerk Ryan Timms on June 4, 2021:

PROCEDURES FOR TRANSMISSSION AND RETENTION BY MANAGEMENT OF WEVD COMMISSIONER MEETING MINUTES

1. Following a duly noticed public body meeting at which a quorum of WEVD Commissioners was in attendance, minutes must be created by the Clerk, Deputy Clerk, or a designated volunteer.
2. WEVD Commission Meeting minutes must be completed within five (5) business days. ***NH Right-to-Know law requires that minutes must be made available to the public upon request within five business days***. The minutes are, at this point, considered draft minutes. Draft minutes can consist of handwritten notes. When typed, these minutes are to include a “DRAFT” watermark.
3. Once completed, the draft minutes are to be transmitted electronically to WEVD management and each Commissioner as a blind carbon copy or BCC.
4. Management will retain the draft version of the minutes in the event there is a RTK request from a member of the public for these records.
5. Management need not post the draft meeting minutes on the WE website. (**Posting of draft minutes for public body meetings is not required by NH law**.)
6. Management will include the draft version in the WEVD Commissioner Meeting Handout for the next regularly scheduled Commissioner meeting. Management will also ensure that approval of the minutes is included in the Agenda for the WEVD Commission meeting.
7. If amendments to the draft minutes are approved by a vote of the Commissioners, a new set of minutes – the official minutes which incorporate the modifications/corrections/amendments -- shall be produced by the WEVD Clerk or Deputy Clerk.
8. If the minutes are approved without amendment, the DRAFT watermark shall be removed by the Clerk/Deputy Clerk to create the approved minutes.
9. Approved minutes shall be identified as the official minutes for the meeting of the Commission through two steps:
   1. within 10 business days from the date of approval, the WEVD Clerk/Deputy Clerk shall stamp a set of minutes with the official WEVD Clerk stamp and affix his/her initials & the date, *and*,
   2. the stamped minutes shall be presented to the governing body members for signature at the following regularly scheduled governing body meeting.
10. The official minutes shall be maintained by Management in the following manner:
    1. As a hard copy, in the District offices in a binder accessible to staff & officers.
    2. As an electronic copy, in the mandated format [PDF/A] and in a dedicated folder on the District server/hard drive.
11. The official minutes shall be posted on the Waterville Estates website within 30 days from the date of approval by the governing body. The official minutes are to be posted with the corresponding Meeting Handout and any Attachment(s) voted to be included with the minutes by the Commissioners at that meeting. The Handout from the corresponding meeting shall be included in its entirety *except for any draft Commission meeting minutes*. Draft minutes contained in Meeting Handouts shall not be made part of the official minutes of the WEVD Commission.
12. These procedures do not apply to production and retention of minutes of any Annual Meeting.

**Item 2:**

I, Maureen Patti, hereby move for the adoption of the proposed procedures recommended by the Records Committee on June 9, 2021:

1. To conduct the Zoom / electronic transmissions of Village District Commission, Planning Board, and advisory committee meetings in a manner so that members of the public can record the meetings without WEVD Management/meeting administrator permission.
2. All currently retained recordings of WEVD Commissioner, Planning Board, and advisory committee meetings for which meeting minutes have been produced are to be retained for 30 days. A public notice will go out on Constant Contact listing the date of destruction of these recordings to ensure members of the public can request access to inspect and/or receive a copy of the recordings before they are destroyed.

[WEVD Recordings retained as of June 28, 2021 -- Zoom Commissioner meetings: 12/30/20 through 06/09/21; Go Pro videos of Commission meetings: 06/20/20 through 11/21/20; WEVD Advisory Committee meetings 12/28/20 through 06/15/21.]

1. Pursuant to 91-A, all recordings of Commissioner, Planning Board, and advisory committee meetings made to assist with production of meeting minutes shall be destroyed / deleted at the direction of the WEVD Clerk upon completion of the corresponding meeting minutes *with notice or without notice within \_\_ business days*.

[Still need destruction/deletion procedure.]

1. To have the Commissioners, Planning Board Chair, and Chairs of advisory committees sign those meeting minutes which are approved and deliver them to WEVD Management *within \_\_ business days from the date of approval*. WEVD Management shall ensure the minutes are stamped by the WEVD Clerk/Deputy Clerk *within \_\_ business days* and retained. Retention of WEVD Commission, Planning Board, and advisory committee minutes shall consist of both a hard copy and an electronic copy (in PDF/A – portable document format/archival). These minutes are to be retained permanently.

**Item 3:**

I, Maureen Patti, hereby move for the adoption of the “Proposed Governing Body Procedures” which reads:

Section 1: Purpose

These rules of procedure describe the duties and methods of operation of the Waterville Estates Village District governing body, the Commission.

Section 2: General Provisions

1. Responsibilities of Members:
2. All members shall make every effort to comply with the provisions of RSA 91-A.
3. All members shall make every effort to attend each scheduled meeting.
4. Members of the Commission have authority only when acting as the governing body legally in session. The Commissioners shall not be bound by any action or statement of any individual governing body member, except when such statement or action is pursuant to instructions from the Commission.
5. All members shall participate in Right-to-Know training as soon as possible following appointment or election. Commissioners are highly encouraged to participate in training regarding municipal governance.
6. A Chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members elected at the Annual Meeting.
7. The Chair shall:
   1. prepare a schedule for Commission meetings for the following 12 months.
   2. prepare the agenda for Commission meetings and provide to Management in a timely manner. The agenda should follow the format approved on December 15, 2020 and include the date, time and location of the meeting.
   3. submit and approve materials for inclusion in the meeting handout.
   4. preside over all meetings.
   5. resolve all issues of procedure for Commissioner meetings.
   6. recognize members to provide input to the Commission.
   7. state and put to vote all questions which are regularly called or necessarily arise in the course of the proceedings.
   8. in his/her discretion, call upon private individuals to address the Commissioners on topics on the agenda or allow public participation during discussion of the governing body at times other than times set aside for public hearings and public comment.
   9. assist in expediting all business in a manner consistent with the rights of the members by:
      1. allowing remarks when motions are pending.
      2. calling a recess to permit restoration of order or clarification of a point if the Chair thinks it advisable.
      3. ensuring on all occasions the observance of order and decorum among members.
      4. ensuring no member shall be interrupted while speaking except for a point of order.
      5. treating with respect the rights of all members of the Commission despite differences of opinion.
   10. Discussions which are not addressing the business before the Commission, or which are conducted in a disorderly or disrespectful manner, shall be ruled out of order. The Chair shall take whatever action is necessary to achieve and maintain order as authorized by law, including ordering the removal of any person who continues disorderly conduct.
8. By a majority vote, the Commissioners may overrule any procedural decision of the Chair.
9. By a majority vote, the Commissioners can elect a different member as Chair.
10. The governing body can, upon a vote by a quorum of Commissioners, designate a particular commissioner to act as liaison with WEVD Management and/or advisory committee volunteers for certain issues/projects/processes.
11. When serving on advisory committees, the Commissioner should act as an ex-officio member. Ideally, each advisory body should have a Chair who is not a member of the governing body.
12. Commissioners shall engage in civil communication – listening with an open mind; assuming good intentions and motives from other members; engaging in disagreements about ideas and not motives or personalities; conducting conversation that is respectful, fair, and kind; and, refraining from interrupting except to indicate an inability to hear.
13. Commissioners shall treat others with respect and respect the rights and opinions of the community despite differences of opinion. The Commissioners expect to be treated the same.
14. Meetings:
    1. Notice of Commission meetings shall be posted, as consistent with RTK law, on the Website and the bulletin board in front of the Community Center as well as other sites deemed appropriate by Management and/or requested by Commissioners.
    2. Notice of Board meetings shall be made not less than 48 hours, excluding Sundays and legal holidays, in advance of a meeting. By NH law, (RSA 91-A:2, II), only 24 hours is required. The WEVD meeting policy sets the notice to 48 hours.
    3. Governing body meeting notice shall, whenever possible, include a copy or a link to an electronic copy of the meeting agenda.
    4. Two members of the Commission shall constitute a quorum.
    5. Votes shall be done by roll call vote.
    6. Materials which are shared, read aloud, distributed to the public, or designated by the Chair to be posted to the WEVD website immediately following a governing body meeting shall be identified as Attachments. Materials which are prepared or compiled in advance of a governing body meeting and posted on the WEVD website before the meeting or made available to attendees at the meeting shall be identified as Meeting Handouts.
    7. Commissioner meeting notice shall, whenever possible, include a copy or a link to an electronic copy of the Meeting Handout.
    8. Handouts, when prepared, shall be made available to attendees at Commission meetings.
    9. Official (Approved) minutes are to be retained with the corresponding Meeting Handout – without any WEVD Commission draft meeting minutes. Meeting Handouts, minus any draft Commission meeting minutes contained therein, are to be retained as part of all official WEVD Commission Meeting Minutes.
    10. By vote, commission members can elect to include a particular Attachment with the corresponding official meeting minutes.
    11. WEVD GM and Treasurer Reports, prepared for ordinary WEVD Commission meetings, must be provided to all three (3) commissioners at least 72 hours in advance of the meeting.
    12. Any emergency meetings shall be conducted in accordance with RSA 91-A:2, II and notification shall be provided as soon as practicable on the Waterville Estates website and through whatever means reasonably necessary to inform the public that a meeting is to be held. Such meetings require an emergency where immediate undelayed action is deemed imperative by the Chair. The corresponding meeting minutes shall reflect the reasons for conducting an emergency meeting.
    13. A motion to adjourn will usually not be in order until after completion of the general calendar items excepting when a motion has been made at the start of the meeting to adjourn at a specified time.
15. Transparency in Expenditures:
    1. ~~If changes arise following the annual meeting which make it necessary to expend more than the amount appropriated for a specific purpose in the general budget (i.e., a line item of the budget), the Commissioners shall notice in the meeting agenda AND vote whether to transfer funds from one approved purpose/line item to another in accordance with NH law. Special Warrant Articles with a specific, enumerated purpose in the warrant cannot and shall not be subject to such a transfer. If a line item in the general budget is zeroed out by a vote at the Annual Meeting, no amount can be transferred into that line item.~~
    2. ~~The vote on whether to transfer funds from one line item (purpose) to another shall reflected on a form, created by WEVD management, which assists in compliance with section (b) of RSA 32:10, I.~~
    3. ~~Transferring funds for the following line items are exempt from provision C(a) above: office supplies, electricity, propane, telephone & internet service, and equipment repairs.~~
    4. Check manifests are to be circulated, with supporting documents, via email to all three (3) commissioners. Once approved by at least two members, the Manifests (without supporting documents) will be included in the handout for the next regularly scheduled Commission meeting. The Manifests will be approved at the meeting through the Consent Calendar.
16. Advisory Committees:
    1. Advisory committees, as described in RSA 91-A:1-a, I, may be designated by the Commissioners. Committee members shall be appointed by the Commissioners.
    2. The committee shall select a Chairperson.
    3. The committees shall establish a written purpose, mission and/or goals and objectives document. Any purpose or mission must be consistent with the advisory committees’ statutory purpose to advise and make recommendations to the Commissioners.
    4. Notice of meetings and minutes of advisory committee meetings shall be processed in accordance with RSA 91-A.
    5. The Commission shall produce and provide to each volunteer who agrees to serve on a WEVD advisory committee an official volunteer handbook. The WEVD Volunteer Handbook will provide information about Right-to-Know law, WEVD procedures, and advice for conducting committee meetings.
    6. The Commissioners shall ensure WEVD advisory committee members are informed about changes to NH Right-to-Know laws which relate to meetings of public bodies and retention of municipal records. Once a year, the Commission shall review and update the WEVD Volunteer Handbook, including review by District legal counsel if so desired.
    7. The governing body may provide RTK training for advisory committee Chairs and/or members.
17. Municipal Records and RTK:
    1. The governing body has adopted a policy that all handouts be included with the official meeting minutes for the WEVD Commissioners. All of the Meeting Handout materials will be included with the official minutes excepting any draft Commission minutes included in the handout for commissioner review/approval/amendment.
    2. The governing body has adopted a policy that meeting Attachments approved by a vote of Commissioners be included with the corresponding official meeting minutes.
18. Annual Reports: In accordance with NH law, WEVD shall prepare an Annual Report prior to the Annual Meeting. All contributions from WEVD Management, WEVD advisory committees, Commissioners, and any other group/individual invited by the Chair to contribute to the publication, MUST be received by Management no later than January 31st.
19. Annual Meetings:
    1. Commissioners shall place the notation of “Recommended” or “Not Recommended” on each proposed Annual Meeting warrant article (submitted by the commission directly or through petition) which contains appropriations in accordance with RSA 32:5 V. All notations shall contain the specific numerical vote on recommendation of the Commissioners.
    2. Commissioners shall place the notation “Recommended” or “Not Recommended” on all non-appropriation warrant articles submitted by the commission directly or through petition. All notations shall contain the specific numerical vote on recommendation of the Commissioners.
20. These Rules of Procedure shall take effect immediately following approval by a majority vote of the WEVD Commissioners at a regularly scheduled Commissioner meeting.

An amendment to these Rules of Procedure may be moved at a WEVD Commissioner meeting but no vote can occur without the amendment included in a posted meeting agenda. Following inclusion on the posted agenda, discussion can ensue but the vote to amend the WEVD Governing Body Procedures will occur at the next regular meeting in which it is on the agenda for a second reading.