

Minutes of the Records Committee Meeting, April 6, 2021 at Community Center

Present: Matt Smith, Ellen Witt, Maureen Patti, constituting a quorum.

Not Present: Terry Bennett, Anthony Patti

Meeting called to order by Chairman Matt Smith at 2:20 p.m.

No meeting minutes were reviewed for approval.

First order of business – Maureen Patti described the modifications she proposed to the Non-Public Session checklist. Brief discussion ensued. Motion to adopt the new (dated April 14, 2021) Non-Public Session Checklist made by Matt Smith. Motion was seconded by Ellen Witt. Motion carried by unanimous vote.

Matt Smith described what he envisioned for the procedure to designate the official versions of meeting minutes. Brief discussion ensued. Matt Smith agreed to develop a written procedure for use of the pre-inked stamps secured by the AGM to identify the approved/official version of meeting minutes for advisory committees, Planning Board, and Commissioner meetings.

Discussion ensued re: producing written procedures for the dissemination of meeting attachments (AKA Handouts) to the CLERK and DEPUTY CLERK before each meeting.

Another issue is the introduction of materials shared (i.e., documents discussed and presented in the virtual meeting via the shared screen function) at the meeting(s) the CLERK and DEPUTY CLERK.

The discussion moved to another, related, topic -- how to ensure the minutes and attachments are posted on the website with consistency especially with new/changing persons serving as WEVD CLERK.

Finally, Matt Smith described how he is processing the introduction of old WEVD Board of Commissioner handouts to join approved meeting minutes on the website. This raised the issue of how these (conjoined as the official meeting minutes) are going to be retained in compliance with Chapter 33.

Maureen Patti agreed to attempt to develop procedures for these several issues before the next meeting.

All known business having been completed, Maureen Patti moved to adjourn the meeting. Ellen Witt seconded the motion. Vote was called and passed unanimously. Matt Smith ended the meeting at 2:52 p.m.

Prepared by: _____
MAUREEN PATTI

Approved at 060921 meeting