

Minutes of the WEVD Records Committee Meeting, June 9, 2021 at Community Center

Present: Matt Smith, Rob Diefenbach, Maureen Patti, Ellen Witt, Anthony Patti

Not Present: Ryan Timms, Terry Bennett

Meeting called to order by Chairman Matt Smith at 2:08 p.m.

First order of business – Matt Smith made a motion to approve the minutes of the last meeting (April 6, 2021). This motion was seconded by Maureen Patti and approved unanimously.

Maureen Patti suggested an “ad hoc” or verbal agenda. Matt Smith added item #9.

1. Developing a policy regarding video recordings of WEVD Commission and advisory committee meetings.
2. The Clerk’s decision regarding draft minutes for Commission and committee meetings.
3. The Clerk’s decision regarding marking approved minutes as official.
4. Management to maintain hard copies and electronic versions of Commission & committee official minutes.
5. Clerk to monitor / track the production and approval of Commission and committee official minutes. Management to retain the official WEVD Commission & committee & Board minutes.
6. How long to keep minutes posted on the WE website – THIS ITEM WAS TABLED TO THE NEXT MEETING.
7. Should the District stream their meetings?
8. Should official Commission meeting minutes include all attachments?
9. Need to complete sorting and eliminating of duplicates from the records found in the basement.

The discussion regarding retention of video recordings of WEVD meetings quickly addressed item #7. The consensus was to not retain video recordings after meeting minutes are created. The analysis was as follows:

1. Anyone can record meetings of public bodies per NH law.
2. NH Right-to-Know law does NOT require retention of recordings made to assist with the production of meeting minutes after those minutes are created.
3. The District should not attempt to exceed its statutory duties in this regard. The District need not burden staff with additional retention responsibilities as well as RTK liabilities.
4. The District’s process for Zoom access can be modified to allow anyone to record the meeting through Zoom or a similar platform. (Thereby eliminating the need to stream the meetings.)

Matt Smith made the following motion: To conduct the electronic transmissions of Village District meetings in a manner so that members of the public can record the meetings without administrator permission. This motion was seconded by Anthony Patti. The vote, in favor, was unanimous.

Matt Smith made the following motion: All currently retained recordings of WEVD Commissioner 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 and a copy of the recordings before they are destroyed. This motion was seconded by Anthony Patti. The motion passed by a unanimous vote.

Maureen Patti made the following motion: Pursuant to 91-A, all recordings of Commissioner and advisory committee meetings made to assist with production of meeting minutes shall be destroyed at the direction of the WEVD Clerk upon completion of the corresponding meeting minutes. This motion was seconded by Matt Smith and passed unanimously.

Discussion turned to the recent decisions made by the WEVD Clerk, Ryan Timms, when meeting with WEVD management, the Deputy Clerk, and Ms. Patti. The determination was made by our Clerk to follow NH law and have minutes of Commissioner meetings be prepared within five (5) business days. Specifically, minutes must be made available to the public upon request within 5 days. These minutes can consist of handwritten notes. When typed, these minutes are to include a "Draft" watermark.

The issue of whether to post "draft" versions of Commissioner meeting minutes of the WE website involved discussion and deference to WEVD Management. Again, posting draft minutes is not required by NH law. Having meeting minutes available within 5 business days in the event there is a request from the public is sufficient. Placing a burden on Management to get the draft minutes posted on the website is unnecessary. The WEVD Clerk decided to eliminate the posting of draft minutes but is requiring, once completed, the draft minutes be transmitted electronically to WEVD Management and each Commissioners as a blind carbon copy or BCC.

When draft minutes are approved by the Commissioners at a public meeting, the approved minutes shall be identified as the official minutes through notation from the WEVD Clerk and signature(s) of same or all Commissioners. At this meeting, Management expressed a desire to have the minutes retained both electronically (per RSA 33-A:5-a) and in hard copy. The issue of whether to post "draft" versions of Commissioner meeting minutes

The Records Committee discussed how to design procedures that best implemented the WEVD Clerk's decisions. The committee members concluded that the task of monitoring or tracking whether or not WEVD Commissioner meeting minutes are approved will, by necessity, fall to the clerk (as he/she will be stamping the official set of minutes).

Consistent with the decisions made by the Clerk, Maureen Patti made the following motion: To have the Chair of the WEVD Commission and WEVD advisory committees sign those meeting minutes which are approved by the Commission / committee and deliver them to WEVD Management. WEVD Management shall ensure the minutes are stamped by the WEVD Clerk and retained. Retention of WEVD Commission 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. This motion was seconded by Matt Smith and passed with an unanimous vote.

As to the issue of including all materials shared, distributed, or reviewed / read into the meeting record (identified as Attachments) raised issues about storage space and the volume of material being retained as official minutes for the Commission. In the end, Ms. Patti announced her intention to modify the motion she had drafted for consideration by the WEVD Commission at the June 9th meeting – to add only those attachments approved by vote.

The Committee discussed the items needing further attention.

How long to keep minutes posted on the WE website will be discussed at a future meeting.

The financial records appear to be properly retained (in the basement) in an organized manner. Ms. Patti will attempt to confirm that the retention requirements as to these items are being followed.

The Committee is going to conduct several working sessions in which no business will be conducted but the municipal records found in the basement will be further identified and organized. These will occur on successive Tuesday afternoons at 2 p.m. in the Community Center.

There will be a working session to identify the oversized plans/blueprints to catalog what exists, determine what retention requirements apply, and identify any duplicates.

Developing a procedure for records destruction was tabled to a yet-to-be-determined future meeting.

Matt Smith alerted the committee to the need to discuss cataloging and retaining the WEA records he found in the basement. He pointed out that he found some commissioner meeting minutes mixed in with WEA minutes.

Maureen Patti made a motion to adjourn. It was seconded by Anthony Patti. The motion passed unanimously, and the meeting ended at 3:12 p.m.

Prepared by: _____ On _____
ANTHONY PATTI June 14, 2021