

WEVD RECORDS COMMITTEE MEETING MINUTES

November 10, 2022 @ 4 p.m.

Community Center, 562 Winterbrook Rd., Campton 03223

Attendees: COMMITTEE MEMBERS: Maureen Patti, Ryan Timms, Rob Diefenbach, and Terry Bennett attending via Zoom.

GUESTS: Ron Beard, WEVD GM

Meeting called to order at 4:05 p.m.

Discussion began with Committee **asking WEVD GM to provide input re: additional policies and procedures needed** for the District for which he would like Committee input/generation.

T. Bennett noted that, with AGM Judy Kinney getting ready to tackle review and organization of hard copy financial record storage in the Community Center basement, the District needs to adopt a policy identifying RSA 33 – A as the retention schedule to be utilized by the municipality. She moved as follows: **“The Records Committee recommends to the Commissioners that the NH Disposition of Municipal Records schedule, RSA 33 – A, be adopted by WEVD as the official policy of the District.”** M. Patti seconded the motion. The motion was **passed unanimously** by the Committee members present.

R. Diefenbach expressed **concerns about the new District system hardware/software**. Specifically, the delays in saving to the new servers. The GM will look into the issue.

M. Patti reminded all that previously the Committee looked into different vendors to assist with digitizing existing WEVD Records. R. Diefenbach noted that **Management needs to come up with a Naming Convention regarding District documents/records**. Members and the GM discussed how to possibly include in the naming of documents the date at which the document no longer needs to be retained. Consensus was that no identification of a vendor to digitize existing records can occur until the District adopts standards/a convention for identifying new records/documents/files. **The Committee will work from whatever system WEVD Management puts in place to digitize our existing records.**

T. Bennett made suggestions re: features for the new Municipal Finance software.

M. Patti informed the Committee and the GM that, at this time, the District has not deleted any Zoom recordings of public body meetings. The District is waiting until the resolution of one legal matter. The Committee discussed modifying the District’s existing procedures to retain Zoom recordings of public body minutes for 60 days as opposed to 30 days in light of the occasional delays in getting draft minutes approved (if meetings are cancelled/delayed). R. Timms noted that no recordings are to be deleted until the draft minutes are approved so the modification may not be necessary.

The Committee advised the GM that many of the Commission meeting minutes found in the basement by our previous clerk (Matt Smith) have been processed in accordance with official procedures. The stamping of each set by our Clerk, Ryan Timms, establishes that these minutes are the ONLY copies of

APPROVED WEVD Records Committee Meeting Minutes of November 10, 2022

the Commission Meeting Minutes located in the Community Center and in/on any WEVD computers AND that they become the official minutes of the Commission Meetings.

At 4:45 p.m., R. Timms moved to adjourn the meeting. R. Diefenbach seconded the motion and it passed with unanimity in a roll call vote.

These minutes were prepared by Maureen Patti.