



Winchester, New Hampshire
1 Richmond Road, Winchester, NH 03470
(603) 239-4951

Minutes Policy
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TOWN OF WINCHESTER
1 Richmond Rd.
Winchester, NH 03470

MEETING MINUTES POLICY

I. SUBJECT

Minutes taken at open meetings of all public bodies.

II. AUTHORITY

New Hampshire Revised Statutes Annotated Chapter 91-A & 33-A.

III. PURPOSE

This policy identifies processes involved in creating, making available, and maintaining minutes so that all public bodies of the Town of Winchester will follow consistent principles, content, process, and maintenance for minutes.

IV. RESPONSIBILITY

All town public bodies: board, committees, commissions, subcommittees, etc.

V. POLICY

A. ESTABLISHED PRINCIPLES.

- All public bodies are required to have open meetings, and thus must take minutes of their meetings.
- Minutes promote openness in the conduct of public business.

- Minutes inform citizens about what their government is doing.
- Minutes serve as a tool for boards to record their work.
- Minutes ensure public access to actions, discussions and records of all public bodies and their accountability to the people.

B. CONTENT

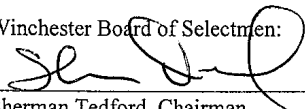
- Minutes shall include: the name of the public body; the date and time of the meeting; the time the meeting was called to order; the names of board members present; the names of the person who chaired and the person who took the minutes; the names of other people participating; a brief summary of the subject matter discussed; any final decisions reached or action taken; all motions, amendments of, and final vote tally of; and the time the meeting was adjourned.
- Minutes shall be formally reviewed and approved by the public body and signed by the Chair and the person who took the minutes.
- The date of approval shall be included with the two signatures.
- Meetings that are conducted in an organized fashion will likely result in meeting minutes which are organized and complete.
- Minutes should be fair and objective. The focus should be to record the important and relevant things that occurred at the meeting.

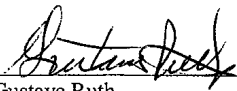
C. PROCESS AND MAINTENANCE


- Minutes must be made available for public inspection within five (5) business days, in draft form if necessary. Draft minutes should be clearly marked as such.
- Formal approval by the public body cannot delay the release of the minutes if the delay will go beyond five (5) business days.
- Non-public minutes not sealed must be available for public inspection within 72 hours.
- Minutes normally posted in Town Hall as a service to the citizens shall be in two (2) places: the bulletin board in the main hall on the main floor, and the bulletin board in the hallway across from the Town Clerk's office on the lower floor. Posting of minutes is the

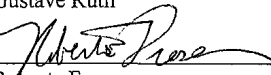
responsibility of the Chair of the public body, or the Chair's designee. Formally approved and signed minutes shall replace the previously posted draft minutes and may be removed after one (1) month.

- Notes used for compiling the minutes must be available for public inspection until the minutes are formally approved, then shall be disposed of.
- If the public body tapes the public meeting, the tape must be retained until the minutes of the meeting are formally approved, then reused or disposed of.
- Minutes must be kept indefinitely.
- If minutes are created in electronic form, the person who creates the minutes shall be responsible for their permanent maintenance.
- The Chair or the public body, or the Chair's designee, shall be responsible for submitting the signed minutes to the Town Clerk for permanent retention.
- If the public body itself wishes to retain minutes with original signatures, then a second set of minutes shall be created for that purpose.
- Formally approved, signed minutes shall be scanned to the Town website at the discretion of the Select Board as a service to the citizens. It is the responsibility of the Chair of the public body, or the Chair's designee, to provide the signed minutes to the Selectmen's Office for this purpose.
- Minutes posted on the Town's website will be archived there for six (6) months.

Winchester Board of Selectmen:

 Sherman Tedford, Chairman


 Gustave Ruth

Theresa Sepe

 Kenneth Gardner


 Roberta Fraser
 3/16/11
 Date