

Town of Boscawen  
Municipal Records Committee  
Meeting Minutes – Final  
December 5, 2017 at 10:30am

Present: Cheryl Mitchell, Kellee Jo Easler, Katherine Phelps

Excused: Nicole Hoyt, Michelle Brochu, Mark Varney, Roger Sanborn, Bernie Davis

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The first meeting of the Municipal Records Committee opened at 10:35am.

Kellee noted that Nicole Hoyt and Michelle Brochu were unable to attend due to lack of coverage. Also, the Board of Selectmen typically won't be attending the meetings. Katherine Phelps is the authorized representative for the Board of Selectmen. She was designated October 25, 2017. It was noted that scheduling the next meeting after the first of the year would be best. Kellee asked if we wanted to do it during the first part of our lunch hour.

**Katherine Phelps made a motion to schedule Municipal Records Committee meetings during work hours and not during lunch or after hours. Kellee Easler seconded. No vote taken.**

Kellee suggested asking Nicole and Michelle what might work best for them.

Kellee started by saying that the Municipal Records Committee can allow for recordings of meeting minutes to be disposed of following the approval of final minutes. The main purpose of today's meeting is to discuss this specific area of records retention.

Committee reviewed the Disposition of Municipal Records 33-A: 3-a Disposition and Retention Schedule – specifically LXXX: "Meeting minutes, tape recordings; keep until written record is approved at meeting. As soon as minutes are approved, either reuse the tape or dispose of the tape."

Cheryl asked if there may be any instances, such as court cases, that may need the recordings. Katherine said the final minutes are the official record. Kellee said she can verify with Town Counsel if recordings should be kept for the appeal period or pending litigation. Assuming we decide to go this route, it would be town wide for all Boards and Commissions.

**Action Item:** Kellee will verify with Town Counsel if we should keep the recordings in certain situations and report back her findings at the next meeting in January.

Kellee suggested that committee members go through 33-A: 3-a to highlight what pertains to their specific departments prior to the next meeting so that we can discuss them.

**Motion made by Kellee Easler to adjourn the meeting, seconded by Cheryl Mitchell. All in favor. The meeting adjourned at 10:50am.**

Next Meeting of the Municipal Records Committee: **January TBD**

*Minutes respectfully submitted by Katherine Phelps*