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RE: Right to know request Meeting Minutes

October 17, 2016

From: Chris Trovato
To: Bruce Trivellini

Bruce,
Your questions regarding the minutes are not in physical form other than referencing RSA and Selectmen's Policies.

RSA 91-A:1-a Definitions IV. "Information" means knowledge, opinions, facts, or data of any kind and in whatever physical form kept or maintained, including, but not limited to, written, aural, visual, electronic, or other physical form.

RSA 91-A:2 II "Minutes of all such meetings, including names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions, shall be promptly recorded and open to inspection not more than 5 business days after the meeting, except as provided in RSA 91-A:6, and shall be treated as permanent records of any public body, or any subordinate body thereof, without exception."

Selectmen's Policies

Section II.4 Minutes and Record Keeping: Minutes of all committee meetings must be made available to the public within five business days of such meeting. All minutes, agendas and meeting notices are to be copied to the Selectmen for proper posting and permanent record keeping.

I will gladly answer your questions based on past practice.

1. The minutes are sent via word format so that we can make grammatical or spelling changes prior to a Board meeting. The Selectmen meeting minutes are sent back to the recording secretary so they have the document to the Board at the meeting before approval.
2. If the "track changes" is turned on then yes the changes are tracked.

Christine Trovato, MPA
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Town of Henniker
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-----Original Message-----

From: Bruce Trivellini [mailto:molarsolutions@tds.net]
Sent: Thursday, October 06, 2016 4:24 PM
To: Secretary <hennikeradmin@tds.net>

