

TOWN OF WEBSTER

BOARD OF SELECTMEN MEETINGS AND AUDIO RETENTION POLICY

1. All meetings must be posted as required under RSA 91A:2 II (24 hour notice minimum), including non-public sessions, except in the case of an emergency. An emergency shall mean a situation where immediate action is deemed to be imperative by the chairman, who shall post a notice of the time and place of such meeting as soon as practicable and shall employ whatever further means are reasonably available to inform the public that a meeting is to be held. The Selectmen's Office will post meeting dates and times. All public meetings will be digitally recorded when practical.
2. Meeting minutes must be available within five business days after the meeting pursuant to RSA 91-A:2 II, except as provided in RSA 91-A:6 relative to Employment Security. Non-public session minutes shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined to seal them as allowed under RSA 91-A:3 III.
3. Governmental records must be available for inspection and copying during regular office business hours pursuant to RSA 91-A:4. Pursuant to RSA 91-A:4 IV, in the case that a record is temporarily unavailable for immediate inspection and copying, it shall, within 5 business days of request, be made available, or the reason for denial will be furnished in writing, or a written acknowledgement of the request and a statement of the time reasonably necessary to determine whether the request shall be granted or denied. Any person requesting a copy may be charged a fee set by the Board of Selectmen pursuant to RSA 41:9-a.
4. Audio files will be placed on the website for three years after which time audio files will not be available. Copies of the paper minutes are available and kept on file permanently pursuant to RSA 31-A:3-a and available upon request.

EFFECTIVE DATE:

This Policy shall remain in effect until rescinded or amended by the current and/or future Board of Selectmen.

ADOPTED BY THE BOARD OF SELECTMEN AT THEIR
MEETING ON JUNE 13, 2011.

**WEBSTER BOARD OF SELECTMEN
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George C. Cummings, Chair.

George K. Hashem

Bruce G. Johnson

Date: June 13, 2011