

Town of Groton
Select Board Work Session Minutes
June 18, 2019

In attendance: Ron Madan, Tony Albert, Robert Ellis, Slim Spafford and Sara Smith (Administrative Assistant - AA)

Absent: John Rescigno

Tony called the meeting to order at 6:04pm.

Records Retention Meeting with Department Heads

Ruth had asked to have this meeting with all department heads regarding records retention. In one of her workshops for the tax collector, there was someone from NHMA that came and spoke about the right to know law, RSA 91:A. Since she has been here, we have had troubles with documents and where they are kept, who keeps them, etc.

Anytime you get together with your group or committee, whether it is Planning Board, Conservation Commission, Road Committee, Old Home Day Committee, etc. it needs to be recorded in minutes somehow and they have to be available to the public. They need to be kept in a place that the public has access to. When someone asks for this information, we have 5 days to respond to the people that want records.

We do have a record retention policy and an outline of records that Ruth handed out to everyone. We need to go through our department records to make sure we know where they are kept so we can add it to the list. Ruth asked for everyone to go through the list and let her know if it needs to be updated. She also asked to be more exact as to where the records are stored.

Ruth will email all the committee members that are not here and send them the information. She would like to set up another meeting in November.

Tony and Bubba will ask Ann to send Sara the minutes from Road Committee and Building Committee Meetings.

Ruth mentioned that it is important that we have this information but we do have time to get it all together.

Having no other business to conduct, Tony motioned to adjourn at 6:45pm, Ron 2nd, so voted.

Respectfully submitted,

Sara Smith
Administrative Assistant