



**CITY OF FRANKLIN  
COUNCIL AGENDA REPORT**

*February 4, 2013 City Council Meeting*

**From:** Elizabeth Dragon – City Manager  
**Subject:** Council to consider establishing a fee for copying Audio tapes of meetings.

1. Councilor moves:

**“I move that the Franklin City Council approves Ordinance #06-13 concerning Chapter 160, fees establishing a \$20 fee for copies of audio tapes plus the cost of the tape by roll call vote:**

2. Mayor calls the vote.

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**Discussion:** Requests for copies of audio tapes of meetings in the past was so infrequent that it was not addressed in Chapter 160 fees. Instead, we required the person supply the tape and we made the duplicate at no charge. The Right to know law allows communities to charge a reasonable fee for reproduction of material. The city has several fees like this in existence in Chapter 160.

However, over the last year or so these requests have increased as the school board periodically requests tapes instead of/or in addition to meeting minutes. This has created a burden on staff to copy tapes in the midst of performing their regular duties. If a taped meeting is lengthy (more than one tape), a staff member must watch the recorder to make sure that the copying process doesn't stop on one tape but continue on the other. Otherwise they lose track of where one tape ends while the original keeps running. This then means they must listen to each tape to find the location where one ends and another begins. This can be time consuming.

Due to the increase in requests, I am asking the council to consider whether there should be a fee and to also consider whether the school board (if officially being requested by the school board) should be exempt from the fee due to their relationship with the City as part of the governmental entity.

I would propose that a tape still be provided by the person making the request (or they be charged our cost for replacement of tapes) and that there be a fee of \$20 as a nominal fee for partial reimbursement of time taken to make the tape(s).

**Alternatives:** Continue as we have in the past-requiring only tapes are provided.



CITY OF FRANKLIN  
COUNCIL AGENDA REPORT

December 3, 2012 City Council Meeting

**From:** Elizabeth Dragon – City Manager  
**Subject:** Council to consider establishing a fee for copying Audio tapes of meetings.  
*-supplemental information to consider*

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**Discussion:** I have pursued the option of digitally uploading audio files to the City Website. Several months back we purchased a digital recorder but we hadn't begun using it yet. In preparation for this hearing- Brian Barry and Angela Carey worked on this project Monday November 26<sup>th</sup>. Their goal was to determine if we now have the capability of creating an audio file that could be uploaded to the website. It appears that we can, in fact, accomplish this with the equipment we now own.

If the City Council would like audio recordings of the City Council meetings uploaded to the website, we can work with Sue May to begin her training. This would cut down on the need for actual copies of the file and provide an opportunity for the public to hear the meetings for free (without attending).

Note: this is **not** live-The audio file would be uploaded sometime after the meeting. (likely the following day)

Also Note: The written minutes are the "official record" of the meeting and LGC had in years past recommended once the minutes are approved that the digital recording be destroyed or tapes be re-used. However, many communities leave these audio files up for long periods of time or they archive video& audio recordings of meetings on their website. So the next question for the council would be: if you want the audio files uploaded-- how long do you want them to remain on the website?

Some Options:

- A. File remains on the website until the official minutes are approved at the council meeting the following month. So the files would remain for about 30days +/-
- B. Or files are kept on the website even after the minutes are approved. In this case I would recommend one year as a guideline. To prevent taking up a great deal of space (with several years of files). A year would give people plenty of time to listen to the meeting while it is still relevant.



# CITY OF FRANKLIN, NEW HAMPSHIRE

*"The Three Rivers City"*

316 Central Street  
Franklin, NH 03235

(603) 934-3900  
fax (603) 934-7413  
cityhall@franklinnh.org

## ORDINANCE #06-13

### AN AMENDMENT TO THE FRANKLIN MUNICIPAL CODE:

In the Year of our Lord, Two Thousand Twelve;

Be it ordained by the City Council of the City of Franklin that the Franklin Municipal Code, Chapter 160, Fees charged for service by the City of Franklin.

Add the following to 160-1 Fees charged for service provided by the City of Franklin:

Add the following:

	<u>Current Fee</u>	<u>Change To</u>
Audio Tape Copies	None	\$20 plus cost of audio tape

### Roll Call Vote:

Councilor Clarenbach	_____	Councilor Boyd	_____
Councilor Starkweather	_____	Councilor Feener	_____
Councilor Sharon	_____	Councilor Trudel	_____
Councilor Desrochers	_____	Councilor Cournoyer	_____
Councilor Dzujna	_____		

A True Copy Attested \_\_\_\_\_  
City Clerk

Passed: \_\_\_\_\_  
Date

Approved: \_\_\_\_\_



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## CITY OF FRANKLIN NOTICE OF PUBLIC HEARING & MEETING

**In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, February 4, 2012 at 6:07 p.m. in the Council Chambers, Franklin City Hall concerning Ordinance #06-13 concerning Chapter 160, Fees of the Municipal Code.**

*The Citizen of Laconia*

Thursday, January 17, 2013

**CITY OF FRANKLIN  
NOTICE OF PUBLIC HEARING  
& MEETING**



In accordance with the provision of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, February 4, 2012 at 6:07 p.m. in the Council Chambers, Franklin City Hall concerning Ordinance #06-13 concerning Chapter 160, Fees of the Municipal Code.

**CITY OF FRANKLIN  
NOTICE OF PUBLIC HEARING  
& MEETING**

In accordance with the provisions of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, February 4, 2013 at 6:05 p.m. in the Council Chambers, Franklin City Hall to consider the adoption of RSA 79-E, the Community Revitalization Tax Relief Incentive Program.

*The Citizen of Laconia*

Friday, January 18, 2013

**CITY OF FRANKLIN  
NOTICE OF PUBLIC  
HEARING & MEETING**

In accordance with the provisions of Chapter 31, Division 2 of the Franklin Municipal Code, notice is hereby given that the City of Franklin will hold a Public Hearing on Monday, February 4, 2013 at 6:05 p.m. in the Council Chambers, Franklin City Hall concerning proposed changes to Chapter 4 Administrative Code.