

**MUNICIPAL RECORDS COMMITTEE**  
**Meeting Minutes**  
**June 11, 2014**

Meeting was called to order at 9:30 am.

**Present:** Kim Blichmann (Tax), Jon Daigle (Police), Evelyn Horn (Community Development), Elayne Pierson (Assessing), Todd Rainier (Town Clerk) and Christine Soucie (Finance).

**Approval of Minutes**

April 23, 2014 Minutes – The minutes were approved.

**Discussion**

At the Department Head meeting on June 3, Chief Williams and Chief Bartlett had questions regarding the specific definition of 'accident report' and 'arrest record'. T. Rainier received feedback from NHMA legal, which was forwarded to the chiefs. At the department head meeting, the Town Administrator inquired what the disposition of old records would be, citing the sheer volume of these records and time necessary to identify and take appropriate action with. Upon adoption, the expectation should be the proper handling of records going forward, and any old records is handled in an appropriate manner as yet to be determined.

The draft policy was sent to all departments. So far, no input has been received. The board is not expecting any negative input from departments. Staff will probably have more input once the policy is adopted and everyone is adhering to it.

The policy will be added to the Town Council agenda for review and adoption. The Town Administrator will determine whether it will be a stand-alone policy or added to the existing Administrative Code.

All board members should be open to answering questions from departments.

The next meeting will be scheduled after the adoption of the policy. Regular meetings will be scheduled every six months, thereafter.

The next meeting will be held on Wednesday, November 12, 2014 at 9:30 am.

Meeting adjourned at 9:50 am.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant