

TOWN OF BROOKFIELD
MUNICIPAL RECORDS COMMITTEE

Meeting Minutes

July 11, 2023

Call to Order: The meeting was called to order at 6:00 pm.

Committee Members Present: Ed Gauthier, Selectman; Karen Servacek, Town Clerk; Joanne Dolbear, Treasurer; Diana Peckham, Tax Collector; Rose Zacher, Deputy Tax Collector; Craig Evans, Archivist

Absent: Bob Nielsen, Assessor Clerk

Public Present: None

Public Comments: None

Old Business:

I. The Committee reviewed the draft policy for Access to the Vault.

Action: Hold until clarification of Tax Collector access.

Follow-up: Rose will research a possible lock cabinet for the Tax Collector's office for Ed to discuss with the BOS.

II. The Committee reviewed the policy for Use of the Archives with recommendations for minor corrections for clarifications and formatting for signatures and date of adoption by the Board of Selectmen. The Committee recommended a log sheet to record contact information and the subject of interest for researchers utilizing archival information.

Action: Pending approval of changes at the next meeting.

Follow-up: Craig will update the policy and create a log sheet for tracking the use of archived information.

III. The draft Right to Know Request Form was carefully reviewed with suggestions for changes. The Committee acknowledged the detailed scope of the 91-A requirements and the need for a clear process for tracking, as well as specific training for both the Committee and office staff who address incoming requests.

Action: Pending approval of form changes at the next meeting.

Follow-up: Karen will update the form. Karen will research options for 91-A training to provide staff-wide training opportunities.

IV. Karen reached out to the Sandwich Town Clerk for possible guidance and tools used when Craig helped establish records management there but most of the information has been shared by Craig with the Committee.

Action: None

Follow-up: Karen will continue to seek resources from other towns and expects education to be a part of the upcoming town clerk certification program.

V. The Committee determined it will meet on the 4th Tuesday of each month at 6:00 pm. The next meeting is on Tuesday, August 22.

Action: Approved

New Business:

I. The draft Department Inventory Survey document was distributed. The survey will provide details on departmental record retention, so the Committee can help determine retention and storage needs in compliance with RSA 33:A. The committee will develop a plan for the survey, including identifying key personnel to assist with surveys, and utilize the tool Craig previously created to identify retention requirements in RSA 33:A structured by department.

Action: Discussion of the survey tool and process will be addressed at the next meeting.

Follow-up: Karen will complete an update to the RSA 33:A list formatted by department.

Adjournment: The meeting adjourned at 7:45 PM.

Respectfully submitted,

Karen E. Servacek
Town Clerk