


Haverhill Selectboard Minutes Policy

Selectboard Minutes Policy

It is the policy of the Town of Haverhill Selectboard that the official minutes of Selectboard proceedings, shall be in written form in the "action" format, including the names of Board members present, the names of all persons appearing before the Board, and a clear statement of all subjects considered by the Board and any action(s) taken. Points under deliberation shall be reflected in summary fashion and never in a "he said/she said" format. Individual comments of Selectboard members and Town Officials shall be summarized. Public comments shall reflect the subject of the comment and comments shall be summarized. Taped recordings of Selectboard meetings used to create the official written minutes shall be retained by the Selectboard for three (3) years and destroyed immediately upon the completion of the third year. The keeping, development, use and destruction of taped recordings is in accordance with State of New Hampshire Statute RSA Chapter 91-A.

Adopted by vote of Haverhill Selectboard

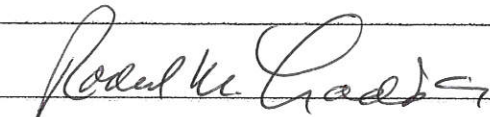
4-17-2007 Date



Peter Conrad, Selectman



Joel Dupuis, Selectman



David Joslin, Selectman



Roderick Ladd, Selectboard Chairperson

Robert Maccini, Selectman