

Charter Review Committee (CRC)
Town of Groton, Groton, MA 01450 978-448-1111

Meeting Minutes - November 30, 2015
At Town Hall

All Present: Jane Allen, John Giger (Finance Comm), Michael Manugian (Chair), Bud Robertson (Vice-Chair [for CRC], Finance Comm) and Stuart Schulman (BOS)

Absent: Robert Collins and Michael McCoy

Recorder: John Giger

Call to Order: Chairman Manugian called the meeting to order at 7:26 PM.

This was a joint meeting with the Groton Board of Selectmen. Chairman Manugian presented the Charter Review Committee's working draft of a Proposed Town of Groton Records Policy (see attached exhibit) and provided a copy to each member of the Board of Selectmen.

With regard to the proposal, Chairman Manugian asked the Board of Selectmen three questions:

- Will the BOS consider implementing this policy?
- Will the BOS consider other policy referrals from the Charter Review Committee?
- Does the BOS want assistance from the Charter Review Committee to complete this policy draft?

After some discussion, the Board of Selectmen answered each of these question with a unanimous yes. For details on the discussion see the November 30, 2015 minutes of the Board of Selectmen's meeting, which are included here by reference.

The Charter Review did not deliberate among themselves on any matter during this meeting and, with the exception of the vote to adjourn, no votes were taken.

John Giger moved that the meeting be adjourned. Bud Robertson seconded Mr. Giger's motion. By unanimous vote, the members present voted to adjourn.

Chairman Manugian adjourned the meeting at 7:40 PM

WORKING DRAFT

Proposed Town of Groton Records Policy

"Whenever the people are well-informed, they can be trusted with their own government..."

Thomas Jefferson to Richard Price, 1789

Overview

Name: Town of Groton Records Policy

Authorized by: Town of Groton Board of Selectmen

Status: Working Draft

Question from the Charter Review Committee for BOS presentation on Nov 30, 2015:

- Will the BOS consider implementing this policy?
- Will the BOS consider other policy referrals from the Charter Review Committee?
- Does the BOS want assistance from the Charter Review Committee to complete this policy draft?

Date First Approved:

Date Last Revised: Nov 30, 2015

Scope: All Town Boards and Departments

Policy

Records Administrator

The Town Manager shall be designated the Town of Groton Records Administrator (Administrator). The Administrator shall have the following responsibilities:

- Determine the format of the on-line and physical Live Records Repository (Repository) and Records Archive (Archive).
- Verify that all applicable records of all Town Committees and Boards are submitted to the Repository and certified.
- Verify that all records in the Repository and Archive are accessible in accordance with this policy.
- Recommend changes to the policy in order to abide by additional requirements imposed by changes to MGLs and Federal Statute.

Live Records Repository

All town records will be maintained in the Repository for a period of no less than seven (7) calendar years from the date of submission to the Repository.

Paper documents will be scanned and made accessible in the Repository. The original documents shall be retained and archived.

Records Archive

All records which have aged out of the Repository will be moved to the Archive and remain there in perpetuity.

Access

All records in the Repository will be posted on the Town of Groton web site for immediate access by the public at no charge. This shall be designated as the On-line Repository. The Town of Groton will maintain one or more kiosk computers in Town Hall available to the public during all hours that the Town Hall is open to the public.

List of Records

All records listed in Appendix A must be submitted for inclusion in the Repository. The only exceptions are those records excluded by Federal statute and MGLs.

Email Accounts

The Town of Groton shall create an email account maintained by the Town Email Server for every Town Employee, Contractor, Elected Official, Appointed Official or Member of any Town Board. All such individuals shall use only their Town Email Account for correspondence concerning their town activity.

The use of paper mail, faxes and text messages shall be discouraged except where required by law.

Redaction and Executive Session Documents

Records may only be redacted when redaction is indicated by an appropriate statute. If redaction is required, redaction must be made within 30 days of the creation of the record and the redacted record must be posted as indicated in Appendix A.

Documents which are subject to executive session restrictions must be posted in accordance with the Executive Session Document Policy.

Appendix A – List of Documents

Unless otherwise noted, all documents shall appear on the Town of Groton web site within 30 calendar days of appearance in a meeting. Completed minutes and associated documents must appear within 14 days of approval. If draft minutes are not approved within 30 days, they must be posted in draft form. They are to be removed when approved minutes are posted.

<i>Document</i>	<i>Due days</i>	<i>Immediate access</i>	<i>Overnight Download</i>	<i>Notes</i>
Draft meeting minutes of all town boards along with copies of all documents specifically read or presented during the meeting. Documents such as MGLs may be posted by reference.	14	yes		
Approved minutes and attachments	14	yes		Remove draft minutes when approved minutes posted
All town policies				
Legal notices and associated letters and documents.	14	yes		
Annual audit reports with associated management reports.	30	yes		
Annual town report.	14	yes		
Annual status of all town financial accounts and trust funds.	30	yes		
Benchmark reports.	30	yes		
Quarterly financial reports.	30	yes		
Email and attachments	14	yes		
Board meeting videos	14		yes	
Police reports	14	yes		
Town Manager's Budget Message	14	yes		
Finance Committee's Budget Message	14	yes		
Five Year Financial Plan	14	yes		
Town Meeting approved budget including final appropriations and balances/funds carried forward	14	yes		
For each Enterprise Fund, a copy of Schedule A-2 and Tax Rate Recap Forms filed annually with the annual balance sheet files by the Town with the Director of Accounts under MGL c44 and c53F½. The 2014 Annual Report indicates that the Groton Water Department and the Groton Sewer Department both operate as separate Enterprise	30	yes		
Annual audit report and a statement of revenues and expenditures for the financial transactions associated with the Ambulance Fund maintained by the Fire Department	30	yes		
Listing of all funds held in escrow or any other similar forms by the Town along with information of what those escrow funds are being held for and their expected expiration dates	30	yes		
Listing of all Fiduciary type fund held by the Town along with information of what those Fiduciary type funds are being held for and their expected expiration date	30	yes		
End of Year Total Trust Funds report	30	yes		
Annual Financial Policy document	30	yes		
Update committee information to include who committee reports to, charge, and who authorized committee (e.g., warrant article, charter, MGL, BOS, etc.)	14	yes		
Gun ownership and license records				Public access is prohibited by MGL 66-10 (d)
All archive documents	30		yes	