

Form 2 – Article 40 – Submission 3

§ 9-25 Meeting minutes

Each board, committee, or commission shall provide minutes for each of its meetings to the Town Clerk within 45 days of the meeting. Minutes shall be kept by the Town Clerk for a period as required by applicable state law. This requirement shall not apply to Executive Session Minutes, which shall only be provided to the Town Clerk within 45 days from the date that they are released for public disclosure.

A. Minutes shall indicate whether they have or have not been approved by the board, committee or commission when submitted to the Town Clerk.

- (1) Minutes that have not been approved at the time of their receipt shall be labeled "Draft."
- (2) The Town Clerk shall log the receipt of all minutes and the Town Clerk shall post minutes on the Town website.

B. Minutes shall be submitted in a manner consistent with the Open Meeting Law (MGL c. 30A, § 22), and the Attorney General's Open Meeting Law Guide, and must include:

- the date, time and place of the meeting;
- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and
- the name of any member who participated in the meeting remotely.

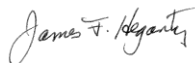
C. Minutes submitted to the Town Clerk shall include, as reasonably possible, copies of all documents, exhibits, and electronic files of any audio or video presentations used at the meeting, including items created by the board members, or by others allowed to make presentations at the meeting.

- (1) The term "used at the meeting" shall mean a document, exhibit, audio or video presentation that was (1) identified by name, or (2) presented at the meeting, and (3) discussed at the meeting.
- (2) If copies of documents or other exhibits used at the meeting cannot be provided due to the physical nature of the exhibit (e.g., size of the exhibit, etc.), the specific filing location of the document or exhibit shall be identified.

D. The last page of the minutes shall include a section labelled Documents Used at This Meeting and shall list the names of each document that was used at the meeting.

True Copy

Attest:



James F. Hegarty, Town Clerk