

TOWN OF HARRISON



MEETING MINUTES POLICY

This Meeting Minutes Policy passed by the Select Board on December 08, 2022, with changes shall supersede any previous Street Name Change Policy in place prior to this date.

MEETING MINUTES POLICY

1 PURPOSE

- 1.1 The Harrison Select Board shall document all meetings with a written record. Minutes are taken to provide a record of what happened at a meeting, to inform the public, and to keep a legal record of how and why a particular decision was reached.

2 RESPONSIBILITY

- 2.1 The Town Clerk or designee shall serve as the Board secretary having full responsibility for recording, publishing and keeping of the minutes of every board meeting.

3 CONTENT

- 3.1 All minutes shall contain, but not limited to, the following:
 - 3.1.1 Date, time and location of meeting
 - 3.1.2 A list of board members present and absent
 - 3.1.3 A record of all items of business considered by the Board with a brief explanation of each item
 - 3.1.4 The voting record for each item approved and for all other actions taken shall be recorded
 - 3.1.4.1 A statement of any motion made, including the name of Selectman making it
 - 3.1.4.2 The name of Selectman seconding the motion
 - 3.1.4.3 If the vote is unanimous, the Secretary shall so state
 - 3.1.4.4 If the vote is not unanimous, the Secretary shall note the number of those in favor, against and abstaining, along with each person's reason for voting against or abstaining
 - 3.1.5 Any actions, commitments and time frames agreed upon
 - 3.1.6 The report of the Town Manager
- 3.2 Select Board Members wishing to have additional data or comments that have been stated during the meeting to be included in the minutes will send them typed to the secretary to be added to the next agenda as an addition to the minutes

4 DISTRIBUTION

- 4.1 Minutes shall be posted on the Town of Harrison web site and in a public place in a reasonable time frame
- 4.2 Minutes shall be distributed to the Select Board within a reasonable time frame

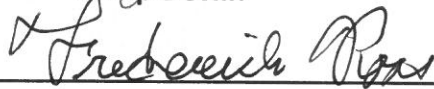
GIVEN UNDER OUR HANDS THIS 12th DAY OF DECEMBER A.D. 2022

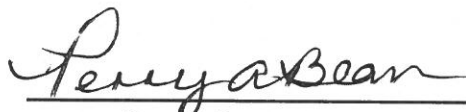
HARRISON SELECT BOARD:


Richard Sykes, Chairman


Matthew Frank, Vice Chairman


Philip Devlin


Frederick Ross


Penny Bean

A True Copy
Attested Kristen Macdonald

Date 12/12/2022