

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Format of Board of Commissioners Meeting Minutes

DATE: February 10, 2014

Background: As you are aware, our current minutes are recorded electronically and reproduced on paper verbatim. The verbatim format provides a relatively “complete” record of comments and discussion from each meeting, but causes our Town Clerk to spend too much time trying to decipher and type recorded dialogue – especially when meetings have numerous speakers and the meetings last for long times.

Attached please find a memo from the Town Attorney (“Minutes”). Essentially, the Town is not under legal obligation to provide a verbatim set of minutes from its Board meetings. As an alternative, I propose that the Board consider a simpler version of its written minutes to include basic information – for example: date of the meeting, time the meeting begins, Board and Staff attendees, citizen speakers and issues, agenda items, motions and decisions, Board member comments, Staff comments, and time the meeting adjourned. The Town Attorney and Town Clerk may suggest additional items.

I would further recommend that the Town Clerk maintain the recorded copies of the minutes in the event the board or the public wishes to obtain a copy. Staff should explore available options to make the recorded minutes available over the Internet.

Action Requested: Discussion and consideration. Provide direction to Staff or Town Attorney, as appropriate.