Records & Retention Committee Agenda, September 1, 2026 @ 10 a.m.

WEVD Community Center, 562 Winterbrook Rd., Campton, NH 03223

Item 1:	Approve Records Committee meeting minutes from June 3, 2026
Item 2:	No Updates to Record Retention Worksheet & DES Retention Schedule for Water
Item 3:	District Policies re: Records, RTK, etc.
Item 4:	Schedule Work Session
Item 5:	Schedule next meeting
Item 6:	ACTION LIST FOR NEXT MEETING
Item 7:	Work Session

DRAFT MINUTES OF JULY 21, 2026:

Members in Attendance: Maureen Patti, Terry Bennett, Denise Bujalski

Members Absent: Denise Aguiló

Other Attendees: Municipal Assistant Allison Smith

Call to Order: Ms. Patti (chair) called the meeting to order at 10:03 am.

Approval of Prior Minutes: *Ms. Bennett motioned to adopted the minutes of June 3, 2026 as written. Ms. Bujalski seconded. Motion carried 3:0.*

Retention Worksheet: Ms. Patti presented the committee with the updated retention worksheet. Committee members discussed proposed changes. Ms. Patti will update the worksheet based on feedback received.

Policies & Procedures: Ms. Patti submitted her suggested edits on the condensed District policies and procedures from the June 3, 2026 meeting. The committee discussed proposed changes. Ms. Smith with update the policies per feedback.

Purpose Statement: Ms. Patti motioned to approve with amendment the drafted purpose statement. The amendment being to add punctuation at the end of bullet 4. Ms. Bennett seconded. Motion carried 3:0.

Scheduling: Committee members discussed times to hold work sessions to go through files. Committee members discussed picking a recurring meeting time for regular meetings. Ms. Patti and Ms. Smith will confirm what time works best for Ms. Aguiló.

Other business: Ms. Smith asked clarifying questions about the files culled in the first work session. The committee discussed the District's responsibility to retain WEA building permit records.

Next Meeting: TBD

Adjourn: *Motion to adjourn by Ms. Patti, seconded by Ms. Bujalski. Motion carried 3:0.* Meeting adjourned at 11:32 AM.

Minutes prepared by Allison Smith

WEVD Records Retention – RSA Chapters and WEVD Procedures

Governance

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Agreement to settle lawsuit, threatened lawsuit, or other claim	10 years	91-A:4: VI
Annual Reports, Town Warrants	Permanently	33-A: VII
Archives	Permanently	33-A: VII
Articles of Agreement or Incorporation	Permanently	33-A: IX
Capital projects and fixed assets that require accountability after completion	Life of project or purchase	33-A: XVIII
Correspondence by and to municipality -- administrative records	Minimum of 3 years	33-A: XXV & WEVD Procedure ___
Correspondence by and to municipality -- policy and program records	Minimum of 3 years and follow retention requirement for the record to which it refers	WEVD Procedure ___ & 33-A: XXVI
Correspondence by and to municipality -- transitory	Retain as needed for reference	33-A: XXVII
Easements awarded to municipality	Permanently	33-A: XXXV
Equipment maintenance	Life of equipment	33-A: XLI
Insurance policies	Permanently	33-A: LIV
Intergovernmental agreements	End of agreement plus 3 years	33-A: LVI
Legal Actions against the municipality	Permanently	33-A: LXV
Minutes of Board/Committee Meetings	Permanently	33-A: LXXXI
Minutes of Selectmen's Meetings (WEVD Commission Meetings. Village Districts are sometimes treated as the equivalent of towns by the RSAs)	Permanently	33-A: LXXXIII; 52:3-a, I
Minutes of Town Meeting (WEVD Annual Meeting)	Permanently	33-A: LXXXII
Oaths of Office	Term of office plus 3 years	33-A: XCI

Ordinances	Permanently	33-A: XCII
Perambulations of town lines – copy kept by town and copy sent to Secretary of State	Permanently	33-A: XCIV
Records Management forms for transfer of records to storage	Permanently	33-A: CXV
Special Assessment (If WEVD secures approval from voters to create one)	20 years	33-A: CXXVI
Tape Recordings of Meetings (Minutes)	Until written record is approved then reuse or dispose of tape	33-A: LXXX
Town Meeting Warrants (WEVD Annual Meeting; Village Districts are sometimes treated as the equivalent of towns by the RSAs)	Permanently	33-A: CXLVI
Vehicle maintenance records	Life of vehicle plus 2 years	33-A: CXXXIX
Voter Checklists, marked (Provided by Thornton & Campton Checklist Supervisors after the Annual Meeting; WEVD is likened to a town)	7 years	33-A: CXL; RSA 659:102; RSA 670:3
Writs	Expiration of Appeal Period plus 1 year	33-A: CLII

WEVD REAL PROPERTY ASSETS:

Aerial Photographs	Permanently	33-A: III
Dredge and fill permits	4 years	33-A: XXXIII
Intent to cut trees or bushes (Unless WEVD is clearing a right of way)	3 years	33-A: LV
Intent to excavate forms	Completion of reclamation plus 3 years	33-A: CLIV
Liens	3 years after release	WEVD Procedure
Special Assessment (betterment of property)	20 years	33-A: CXXVI
Underground facility damage prevention forms	4 years	33-A: XXXII

WEVD Records Retention – RSA Chapters and WEVD Procedures

Accounting/Finance

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Abatements	5 years	33-A: I
Accounts Receivable	Until audited plus 1 year	33-A: II
Annual Audit Report	10 years	33-A: VI
Bank Deposit Slips and Statements	6 years	33-A: X
Bonds and Continuation Certificates	Expiration of Bond plus 2 years	33-A: XII
Budget Committee drafts (BAC is advisory)	Until superseded	33-A: XIII
Budgets	Permanently	33-A: XIV
Cash Receipts and Disbursement book	6 years after last entry or until audited	33-A: XIX
Checks	6 years	33-A: XX
Contracts – completed awards including request for purchase, bids, and awards	Life of project or purchase	33-A: XXIII
Contracts – unsuccessful bids	Completion of project plus 1 year	33-A: XXIV
Deferred Compensation plans	7 years	33-A: XXXI
Federal Form 941	7 years	33-A: XLIV
Federal Form W-1	4 years	33-A: XLV
Federal Forms 1099 & W-2	7 years	33-A: XLIII
Grants, supporting documentation	Follow grantor's requirements	XLVII
Invoices and Bills	Until audited plus 1 year	33-A: LIX
Ledger and journal entry records	Until audited plus 1 year	33-A: LXIV
Notes, Bonds and Municipal bond coupon – cancelled	Until paid and audited plus 1 year	33-A: LXXXIX
Notes, Bonds and Municipal bond coupon register	Permanently	33-A: XC

Payrolls	Until audited plus 1 year	33-A: XCIII
Time Cards	4 years	33-A: CXXXVII
Trust Fund bank statements	6 years after audit	33-A: CXXXVIII
Trust Fund minutes and quarterly reports	Permanently	33-A: CXXXVIII
Vouchers and Treasurer Receipts	Until audited plus 1 year	33-A:CXLII
Water Department Billing	Until audited plus 1 year	33-A: LIX
Water Department Liens	3 years after release	WEVD Procedure

WEVD Records Retention – RSA Chapters and WEVD Procedures

Personnel

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Grievances	Expiration of Appeal period	33-A: XLVIII
Hospital Liens	6 years	33-A: LXXII
IRS Liens	1 year after discharge	33-A: LXXIII
Job Applications – successful	Retirement or termination plus 20 years	33-A: LX
Job Applications – unsuccessful	Current year plus 3 years	33-A: LXI
Labor-Public employees labor relations board actions and decisions	Permanently	33-A: LXII
Personnel Files	Retirement or termination plus 20 years	33-A: XCVI
State Liens for support of children	Until court order is lifted plus 1 year	33-A: LXXIV

WEVD Records Retention – RSA Chapters and WEVD Procedures

REAL PROPERTY

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Aerial Photographs	Permanently	33-A: III
Blueprints – architectural	Life of building	33-A: XI
Deed grantee/grantor listing from registry or copies of deeds	Discard after being updated and replaced	33-A: XXX
Dredge and fill permits	4 years	33-A: XXXIII
Driveway Permits and plans	Permanently	33-A: XXXIV
Easements awarded to municipality	Permanently	33-A: XXXV
Inspections -- bridges and dams	Permanently	33-A: LIII
Intent to cut trees or bushes (Unless WEVD is clearing a right of way)	3 years	33-A: LV
Intent to excavate forms	Completion of reclamation plus 3 years	33-A: CLIV
Pole Permits or Licenses	Permanently	33-A: XCV
Special Assessment (If WEVD secures approval from voters to create one)	20 years	33-A: CXXVI
Street Acceptances	Permanently	33-A: CXXVII
Underground facility damage prevention forms	4 years	33-A: XXXII
WEA Building Permits		

WEVD Records Retention – RSA Chapters and WEVD Procedures

Water Department:

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Backwash Recycling Records (Current Version Only)	Permanently	
Backwash Recycling Records (Current Version Only)	Permanently	
Bacteria Analysis	5 years	
Billing	Until audited plus 1 year	33-A: LIX
Chemical Monitoring Analysis	10 years	
Consumer Confidence Reports	5 years	
Cross Connection Control Program (Current Version Only)	Permanently	
Cross Connection Control Records	5 years	
Disinfection Profiling/Benchmarks	Permanently	
Disinfection Residuals	10 years	
Distribution System Maps (Record Drawings) (Current Version Only)	Permanently	
Distribution System Maps (Record Drawings) (Current Version Only)	Permanently	
Drinking Water Source Assessment Report	Permanently	
Emergency Plan (Current Version Only)	Permanently	
Emergency Plan (Current Version Only)	Permanently	
Filter Monitoring	5 years	
Inspection Logs	Permanently	

(Current Version Only)		
Inspection Logs (Current Version Only)	Permanently	
Large Groundwater Withdrawal Permit	Permanently	
Lead & Copper -- Analysis corrosion measurements, consumer notification	12 years	
Level I and Level II Assessment Reports	5 years	
Liens	3 years after release	WEVD Procedure
Monitoring Waivers (Application, Approval Letter) (Current Version Only)	Permanently	
Monitoring Waivers (Current Version Only)	Permanently	
Operations & Maintenance Manual (Current Version Only)	Permanently	
Operations & Maintenance Manual (Current Version Only)	Permanently	
Public Notice & Certification	3 years	
Pump Test Results	Permanently	
Sampling Schedules (Current Version Only)	Permanently	
Sampling Schedules (Current Version Only)	Permanently	
Sanitary Defect Correction Documentation	5 years	
Sanitary Survey Deficiency Correction Documentation	10 years	
Source Water Protection Plans (Current Version Only)	Permanently	
State Sanitary Surveys	10 years	
Water Conservation	5 years	

Program		
Water Quality Testing	10 years	
Water Use Data	5 years	
Well Siting Approval Letter (Wells approved after 1993)	Permanently	
Wellhead Protection Plans (Current Version Only)	Permanently	

WEVD Records Retention – RSA Chapters and WEVD Procedures

Roads

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Maintenance records Street Signs	10 years	33-A: CXXVIII
Road & Bridge construction & reconstruction including highway/road defect slips	6 years	33-A: CXVI
Road Layouts and discontinuances	Permanently	33-A: CXVII
Sign inventory	7 years	33-A: CXXII
Street Acceptances	Permanently	33-A: CXXVII

WEVD Records Retention – RSA Chapters and WEVD Procedures

Roads

ITEM	RETENTION PERIOD	SECTION OF RSA; WEVD Procedure
Maintenance records Street Signs	10 years	33-A: CXXVIII
Road & Bridge construction & reconstruction including highway/road defect slips	6 years	33-A: CXVI
Road Layouts and discontinuances	Permanently	33-A: CXVII
Sign inventory	7 years	33-A: CXXII
Street Acceptances	Permanently	33-A: CXXVII

Hartford Technology Rental Co. LLC.
3 W College Drive Unit B
Arlington Heights, Illinois 60004
Ph: (888) 520-5667
Technical Support: 224-804-7882

JOB QUOTE

Invoice to:	Delivery Address:	Job # 50485
Waterville Estates Village District 562 Winterbrook Rd, Campton, New Hampshire 03223 ATTN: (603) 726-3082	Waterville Estates Village District 562 Winterbrook Rd Campton, New Hampshire 03223	**Order Status:** Quote Only **Order Date:** 7/24/2026 **Last Modified:** 07/24/2026 11:47AM **Salesperson:** Peter Fernandes **Email:** pfernandes@hartfordrents.com **Phone:**
Job Contact: Allison Smith **Phone:** (603) 726-3082 **Cell Phone:** (603) 726-3082 **Email:** a.smith@waterville-estates.com **Customer ID:** 92166	**Room:** **Contact:** Allison Smith **Phone:** (603) 726-3082 **Cell Phone:** (603) 726-3082 **Email:** a.smith@waterville-estates.com	**Customer PO #** **Payment Type:** Prepay - Credit Card **Event Starts:** 8/3/2026 **Event Ends:** 9/3/2026

SERVICE ALERT!
Couriers can experience service disruptions outside of our control. HTR cannot provide refunds for delays in shipping.

Ships via Fedex Ground Ships On 7/29/2026	Delivers On Monday 8/3/2026 to	Return Ship Friday 9/4/2026 to

JOB DESCRIPTION: 0729-Waterville Estates Village District-50485

SCOPE OF WORK:

Initial Here: _____

Quantity	Description	Price	Extended
1	Contex IQ2490 24" Wide Format Color Scanner, 1200dpi, 14ips @ 200dpi, USB, LAN *NextImage Software -Not Mac Compatible*	$318.00	$318.00
1	Calibration Sheet - Contex IQ24 24" Scanner *$300 will be charged if sheet is damaged or not returned.*	$0.00	$0.00
1	USB Cable A-B 3FT	$0.00	$0.00

Delivery/Misc

Description	Price	Subtotal
Roundtrip Shipping - Ground Both Ways	$575.00	$575.00

Job Total: $893.00

Authorization and Acknowledgement

Equipment availability and pricing quoted is subject to change until signed agreement is received and confirmed by an HTR representative. I the undersigned, authorize this rental and acknowledge and agree to the Terms and Conditions of HTR's Rental Agreement: https://hartfordrents.com/terms-and-conditions/

Company: _____

Signature: _____ Date: _____

Printed Name: _____

Credit card payment is available as an optional payment method. If you choose to pay by credit card, a processing surcharge may apply in accordance with applicable federal, state, local, and card network regulations. Click here to pay by credit card -- > https://hartfordrents.com/payments/?JN=50485

Waterville Estates Village District
562 Winterbrook Road, Campton, NH 03223
(603) 726-3082 | www.waterville-estatesnh.gov

Effective Date: DATE Policy No.: #

Revision Date: Approved By: WEVD Commission

Subject: Public Body Rules of Procedure

Introduction

These procedures are drafted with the intention of guiding all District public bodies through their work for the District. Consistency between public bodies is important because it unifies the work of District agents allowing for deeper engagement from the public.

Definitions

a) Emergency: a situation where immediate, un-delayed action is deemed to be imperative by the chairperson or presiding member of the public body.
b) Meeting: Any instance when a quorum (majority) of a public body convenes in a way – including email, phone, text, or in-person – that allows for contemporaneous communication to discuss or act upon something over which the public body has supervision, control, jurisdiction, or advisory power.
c) Public Body: All committees, sub-committees, boards, commissioners, and agencies that perform a Village District governmental function.
d) Public Hearing: a formal, legally mandated public meeting held by a public body at which members of the public are to be educated and heard in support of or opposition to a specific proposal.
e) Quorum: a convened group consisting of a simple majority of public body members (i.e. more than half).

Responsibilities of Members

In addition to any other responsibility outlined below, all members of all District public bodies have the following responsibilities:

- Make every effort to comply with the provisions of RSA 91-A.
- Make every effort to attend each scheduled meeting.
- Participate in Right-to-Know training as soon as possible following appointment or election.
- Review all meeting materials and come to meetings ready to engage in discussion.

Those appointed as chair of a board or committee have the following additional responsibilities:

SAMPLE

- Preside over all meetings, ensuring order and decorum amongst members and other attendees.
- Restate all motions up for consideration and call all votes.
- Resolve all issues of procedure for meetings.
- At their discretion, call upon non-members to address the public body on topics on the agenda, or allow for public comment during discussion of the public body outside of designated public comment segments or public hearings.
- Direct committee activities in collaboration with members and staff, and facilitate discussion to achieve group objectives.
- Prepare the agenda (see *Agendas* for more information).
- Sign any official correspondence for the body they represent.
- Act as representative for their public body before other boards, commissions, state agencies, etc.
- Draft and submit the public body's report for inclusion in the WEVD Annual Report.

Commissioners have the following additional responsibilities:

- Members of the Commissioner have authority only when acting as the governing body legally in session. The Commissioner shall not be bound by any action or statement of any individual governing body member, except when such statement or action is pursuant to instructions from the Commission.
- Participate in training regarding municipal governance within 1 year of election to a 3-year term.
- Annually produce and provide to each volunteer who agrees to serve on a WEVD Board or advisory committee an official volunteer handbook. The purpose of the handbook will be to provide information about District procedures, right-to-know laws, and advice for conducting committee meetings. The most current version of this policy is required to be included in the volunteer handbook.

Conduct

All members of the public body and attendees of their meetings are expected to conduct themselves civilly and respectfully at all times, respecting the rights and opinions of others despite differences of opinion. Members are also expected to engage in discussions and public body work in a productive and cooperative manner.

Public body chairs shall take any action necessary to achieve and maintain order at meetings as authorized by law, up to and including ordering the removal of any person who continues to engage in disorderly conduct.

Board and committee members shall, under no circumstances, communicate via any method which would allow for contemporaneous communication (e.g. phone, email, text, in-person, etc.) with a quorum of their Board or committee about any topic other than scheduling. All

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correspondence to a Board or committee that needs to reach more than 1 member of said Board or committee shall be sent blind.

- Email: bcc (blind carbon copy) all who are not staff or consultants
- Text: individual texts to each member, no group texts
- Phone and in-person: only 1-on-1 conversations or conversations with a number lower than half of the members.

Further information regarding the specific practices of Board and committee members regarding correspondence, record retention, and meeting practices can be found in the volunteer handbook provided to all Board and committee members pursuant to the *Responsibilities of Members* section above.

Attendance and Remote Availability/Participation

No public body meeting will commence without a quorum of members present at the physical location of the duly noticed meeting with the exception of an emergency meeting. A quorum need not be present at the physical location for an emergency meeting.

All Village District public body meetings shall have a remote attendance platform available to use for members and non-members when reasonably practical. If reasonably practical to do so, meeting and public hearing notices shall contain remote attendance information.

Members may be permitted to join via a remote attendance platform or telephone if the following requirements are met:

- Personal attendance is not reasonably practical and that reason is reflected in the minutes.
- A quorum in the physical location has been established and remains established for the duration of the meeting.
- All members can hear and be heard (required also for emergency meetings).
- All votes are conducted via roll call (required also for emergency meetings).

Public Participation

Public comment is not required to be offered at regular meetings but is highly encouraged. Public hearings are required to offer time for public comment. All meetings are to be open to the public. Anyone may attend, record, or photograph the meeting. Public bodies should be prepared to share physically and digitally any and all materials being reviewed at the meeting.

Non-Public Session

Meetings or portions of meetings that the public may not attend are still subject to the same noticing requirements as regular public meetings. A non-public session may only be entered following a majority approved roll call vote stating one of the statutory reasons outlined in RSA, 91-A:3, II. Statutory requirements for a non-public session (RSA 91-A:3, II) are as follows:

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1. Dismissal, promotion, compensation, discipline, investigate, or hiring of a public employee.
2. Matters which would likely adversely affect the reputation of any non-board member.
3. Buying, selling, or leasing real or personal property if PUBLIC discussion would give someone an unfair advantage over the municipality.
4. Lawsuits filed or threatened in WRITING against the District, until fully adjudicated or settled.
5. Preparation for and carrying out of emergency functions related to terrorism.
6. Consideration of legal advice provided by legal counsel even when counsel is not present.

A non-public session checklist is included in appendix A for use to guide the public body through a non-public session and the required votes. Only matters which were cited in the original motion may be discussed.

Advisory Committees

Advisory committees, as described in RSA 91-A:1-a, I, may be designated by the Commissioners. Committee members shall be appointed by the Commissioners.

Each committee shall have 1 Commissioner (ex-officio) appointed to it. Commissioners will decide appointments at the second meeting following the annual meeting. This ex-officio member will count towards the total number of members and will be a voting member.

Committees shall, at their first meeting, establish a written purpose, mission and/or goals and objectives document. Any purpose or mission must be consistent with the advisory committees' statutory purpose to advise and make recommendations to the Commissioners.

- This document is to be provided to staff via email to district@waterville-estates.com within 5 business days, excluding District observed holidays, of the duly noticed meeting at which it is adopted.
- This document is to be reviewed at least every 2 years following the annual appointment of members.

Scheduling and Notices

Annually, at the first meeting following (re)appointment, members will determine a recurring meeting time to submit to District staff via email to district@waterville-estates.com. An example of this would be the 3rd Thursday of each month at 4:00 pm in the Summit Lounge.

Any changes to the meeting schedule determined under section 1 must be reported to District staff immediately via email to district@waterville-estates.com.

Meeting and public hearing notices are required to comply with all NH laws. Noticing requirements may be more or less based upon the purpose of the meeting or hearing.

Regular meetings are to be noticed no later than 24 hours before the scheduled meeting time, excluding Sundays and legal holidays, and notice shall be posted in two public locations in

SAMPLE

compliance with RSA 91-A. The District website and on the bulletin board outside the Community Center located at 562 Winterbrook Rd., Campton, NH 03223 shall be the regular posting sites for notices.

Public hearing notices are to be posted as soon as reasonably practical in compliance with any RSA applicable to the public hearing's purpose. Public hearing notices will always be posted on the District website and on the bulletin board outside the Community Center located at 562 Winterbrook Rd., Campton, NH 03223 and any other location as needed based on purpose.

If the District website and/or community bulletin board are unavailable a secondary, prominent, public site may be chosen at management's discretion.

Emergency Meetings

All emergency meetings shall be conducted in accordance with RSA 91-A:2 and notification shall be provided as soon as practicable on the District website and any further means deemed reasonably available to inform the public that a meeting is to be held.

Meeting Procedures

Roles

At the first regularly scheduled meeting following appointment, public bodies must appoint a chair. Commissioners acting as ex-officio members of committees or advisory board shall only act as chairs in the event that no other member is willing or able.

The District's Municipal Assistant shall, with the exception of the Capital Improvement Program Committee, be the minute taker for all boards and committees. The Capital Improvement Program Committee's minute taker, whether it be a member of the committee or 3rd party, shall be indicated by their handbook.

Meeting Materials

Agendas

Chairs are expected to submit, via email to district@waterville-estates.com, an agenda for each meeting at least 7 calendar days ahead of the next meeting. Said email shall also indicate any supplementary documents needed to be made available for handout to public body members and guests.

All agendas are required to have the following items and formatting:

- Header with the public body name, meeting date, time, and location
- Footer with the public body name and meeting date
- Call to order
- Roll call of members present
- If remote attendance, reason and vote

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- Adoption of agenda
- Approval of prior meeting minutes
- Public comment
- Adjourn

Packets

District staff shall compile all meeting packets. Meeting packets are to include the agenda and any supplementary handouts indicated by the chair as outlined in the prior section.

Meeting packets shall be published via the District's website for the public and via email directly to public body members and stakeholders no later than 24 hours ahead of the meeting.

Handouts

Materials distributed at the meeting which were not included in the packet at considered handouts and can be voted as an attachment to the meeting minutes. A copy of each handout shall be provided to stall immediately following the conclusion of the meeting. Staff shall file the handouts with the meeting materials and retain them in accordance with the District's retention policy.

Remote Access

Remote access shall be made available whenever reasonably practical. Remote access information will be included in the notice of the meeting whenever utilized. All remote meetings shall be recorded and retained as outlined in the District's retention policy.

Meeting Minutes

All meeting minutes (draft or approved) for a duly noticed meeting, including sealed non-public sessions, shall be provided to staff within 5 business days of the meeting date. Unsealed non-public session minutes must be provided to staff within 72 hours. Digital files are to be emailed to district@waterville-estates.com.

Draft minutes are not required to be typed. If typed, draft minutes shall be watermarked as such. Minutes shall be amended as needed and approved at the next duly noticed meeting. All minutes will be posted on the WEVD website within 30 days of receipt by staff. Minutes shall be retained as outlined in the District's retention policy.

All minutes shall contain the following information:

- Committee or board name
- Meeting date and time
- Physical meeting location
- Page numbers
- Next meeting date

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All typed minutes shall have the following formatting:

- Header:
  - Committee or board name
  - Meeting date and time
  - Physical meeting location
- Footer:
  - Committee or board name
  - Meeting date
  - Page number
- Line numbers (only draft minutes)

Minutes for emergency meetings shall comply with RSA 91-A:2 and shall clearly spell out the need for the emergency meeting.

Voting

All votes shall be done via roll call. In addition to voting on Committee/Board business, Public body members by majority vote may:

- Overrule and procedural decision of the chair.
- Elect a different member as chair who would take office following the current meeting.
- Designate a particular member to act as liaison with District management or other public body volunteers (as needed) for certain issues/projects/processed.

Effect and Amendment

These rules of procedure shall take effect immediately following their adoption. This edition supersedes all prior policies or procedures effective prior to its adoption.

Amendments may be made to the above rules of procedure by the WEVD Commission. Following a 30-day public comment period, a vote on the proposed amendments may be held.

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