

## Heather Wrigley

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**From:** Tuftonboro Selectmen <selectmen@tuftonboro.org>  
**Sent:** Monday, February 29, 2016 8:46 AM  
**To:** 'Carolyn Sundquist'  
**Cc:** 'Diane Falcey'  
**Subject:** RE: Meeting Minutes

Hi Carolyn,

You're very welcome! Great minds think alike (regarding the sheet with the copies charges listed). It's all set. I put it in with continued business for the Selectmen's meeting Tuesday. Thank you for ok'ing my schedule. I just learned from Lloyd that the first Monday meetings that were scheduled through June are now at 4pm instead of 9am so that will change things on my schedule.

I'll go back to the drawing board and come back to you. :-)

Sincerely,  
Karen

Karen Koch  
Administrative Secretary  
Town of Tuftonboro  
240 Middle Road  
P.O. Box 98  
Ctr. Tuftonboro, NH 03816  
(603) 569-4539 X10  
selectmen@tuftonboro.org

-----Original Message-----

**From:** Carolyn Sundquist [mailto:carolyn.sundquist@tuftonboro.org]  
**Sent:** Saturday, February 27, 2016 6:23 AM  
**To:** Tuftonboro Selectmen  
**Cc:** 'Carolyn Sundquist'; Diane Falcey  
**Subject:** Re: Meeting Minutes

Karen,

Thanks for checking with NHMA regarding minutes and charging for research. Would you please redo the sheet that list the charges for copies in a compatible format for inclusion in the copy policy we just approved. Note the changes regarding emailed copies and whatever else would need explanation. Also, your schedule looks fine.

Thanks,  
Carolyn

> Dear Carolyn and Diane,

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> I spoke with Margaret Burns at NH Municipal Association today.

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> In regards to meeting minutes, it is only required by law that we have  
> minutes available within 5 business days.

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> It is not even required by law that minutes get reviewed and approved.  
> Although it is a good practice.

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> If draft minutes are revised after review, then those need to be the  
> version of the minutes that we provide to the public when requested.

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> She also said there is not a law that states that the corrections need  
> to be explicitly shown, but it certainly can't hurt to show the changes.

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> The most important things she said is:

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> 1-That minutes are available within 5 days.

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> 2-That the latest minutes available are the ones provided to a person  
> when requested.

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> Separately, in terms of town's charging an hourly rate for any  
> research to be done, it is illegal to do so.

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> There was a bill presented last month regarding this and it did not pass.

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> The only things that towns can legally charge for are copy/paper fees.

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> Enjoy your weekend!

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> Sincerely,  
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> Karen Koch  
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Carolyn Sundquist  
Tuftonboro Board of Selectmen