

TOWN OF KENNEBUNK

POLICY FOR PLACING MEETING MINUTES ON THE TOWN'S WEBSITE

In the pursuit of keeping the public informed concerning the conducting of various Town appointed Boards, Commissions and Committees, we, the Board of Selectmen, hereby approve the following policy:

1. All minutes for Town binding committees must be typed or computer generated in Microsoft compatible format.
2. All minutes for Town binding committees must be prepared and submitted to the respective board, commission or committee within a reasonable length of time following the meeting for approval of the board, commission or committee.
3. All minutes for Town binding committees must be filed with the Town Clerk's office in their final, approved form with the necessary signature(s) and date of approval within 30 days of the original meeting date. An additional 30 days may be extended for meetings that are exceptionally long or complicated with notice to the Town Clerk.

All minutes for Town non-binding committees must be filed with the Town Clerk's office in their final form within 45 days of the original meeting date.

- a. For most boards, commissions, or committees the signature(s) will be that of the secretary of the board, the chairperson or a majority of the board, commission or committee.
4. Upon receipt of the approved minutes, the Town Clerk or designee will scan the document into the computer and place them on the Town of Kennebunk's website. The clerk will then file the signed, original copy in the respective minute binder.
5. The minutes will then be posted on the Town of Kennebunk's website in a PDF file format within five (5) business days of receipt of said minutes.

Minutes posted on the website will remain for a one (1) year period. Minutes are always available in the Town Clerk's office.

DRAFTED: By Town Clerk, January, 2010
APPROVED: By Board of Selectmen 2/9/10
AMENDED: By Board of Selectmen 5/24/16