



TOWN OF
THOMPSON
Selectmen's Office

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Recording Secretary Guidelines, Responsibilities & Duties

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The Recording Secretary is responsible for numerous tasks which may vary by Board, Commission, and Committee (B/C/C). The timeline for when these must take place is set by State law, the Board Chairperson and the Department Staff. Please review Addendum I, Connecticut Statute Sec. 1-225 which governs: Meetings of government agencies to be public, recording of votes, schedule and agenda of meetings to be filed and posted on web site, notice of special meetings and executive sessions. Addendum II, the Notice of Meeting Chart, is a helpful quick guide to timeframes for posting agendas and minutes.

Agenda

- A. Work with Chairperson or Staff to determine what items need to be on the agenda and prepare agenda.
- B. Submit the agenda to the Town Clerk for a date stamp and official posting; submission must be not later than 24 hours before a meeting. Note that weekends and holidays can impact official posting. (See Addendum II-Notice of Meeting Chart)
- C. Upload the agenda to the website in pdf format. (See Addendum III-Uploading Agendas and Minutes to website)
- D. With guidance from the Chairperson or Staff, prepare the meeting packet for distribution; the packet may include but is not limited to:
 1. Agenda
 2. Minutes from previous meeting (s)
 3. Correspondence
 4. Reports
 5. Back-up paperwork for agenda items
- E. Distribute packets to members in the manner prescribed by Board Chairperson or Dept. Staff.
- F. If applicable, generate and cause to be published, the legal notices of public hearings within the appropriate paper per required statutory time-frames.

At the Meeting

- A. Provide hard copies of the agenda for members of the public who attend.
- B. Attend meeting, take notes and for some B/C/Cs record the meeting. There are audio recorders available for this purpose. Note that recordings of meetings must be available for public inspection.

Minutes

- A. After the meeting, and within 48 hours, submit to the Town Clerk all motions (votes) made, by whom, and outcomes of the vote or submit the complete minutes.
- B. If the full minutes have not been submitted to the Town Clerk within the first 48 hours they must be submitted within seven (7) days. Please see Addendum II, Notice of Meeting Chart, as the timeframe for submission of minutes for a Special Meeting differs from the timeframe for a Regularly Scheduled Meeting.

Recording Secretary Guidelines, Responsibilities & Duties (continued)

- C. Upload the Minutes to the website in pdf format. (See addendum III-Uploading Agendas and Minutes to website)
- D. If meeting was recorded, provide an audio copy of the meeting to the appropriate town hall office.
- E. If applicable, generate and cause to be published, the legal notices of any B/C/C decisions relevant to a public hearing within the appropriate paper per required statutory time-frames.

Other Responsibilities

- A. Annually, for the October meeting, work with the Chairperson to prepare and include on the agenda the upcoming year's schedule of meeting dates for approval by the B/C/C; upon approval by B/C/C file with Town Clerk and schedule the meeting room with the First Selectman's Office.
- B. Maintain files of meetings including agenda, minutes and any supporting documents.
- C. Maintain list of members and the expiration dates of their terms of office. Notify the Board Chairperson and/or Department Staff and the Selectmen's Office of the upcoming expiring terms of office two months (2) prior to the expiration dates.

Other Duties

- A. Other duties as required by Board of Selectmen, Chairperson, or by CT State Statute or regulation. (See addendum IV for additional instructions specific to the Board, Commission or Committee for which you may be recording.)

A Recording Secretary

- ✓ Must be 18 years of age or older.
- ✓ Shall submit official time sheet to the designated location in the Town Hall.
- ✓ Shall review and sign Thompson Code of Ethics.

The Inland Wetlands Recording Secretary has additional duties. Please see next page.

Section 14 - IWC Recording Secretary Responsibilities and Job Duties

1. Generate, file with the Town Clerk as required by FOIA, post on the Town's website, and distribute agendas (or cancellation notices) for IWC regular and special meetings, including Saturday site walks. IWC regular meetings are held on the second Tuesday of each month generally lasting between 1 to 2 hours. Site walks are scheduled for the preceding Saturday, which frequently are canceled.
2. Attend and record the IWC meetings on recording equipment provided by the Commission. Recording Secretary is not required to attend Saturday site walks.
3. Generate, file with the Town Clerk as required by FOIA, post on the Town's website, and distributes for the IWC (excluding Saturday site walks) meeting the minimum standard set forth in the Connecticut Freedom of Information Act as well as providing some additional information regarding discussions that took place at the meeting.
4. As directed by the Wetlands Agent generate and provide electronically draft permits and wetlands agent approvals for the wetlands agent's review and approval.
5. As directed by the Wetlands Agent draft and provide electronically a document for the publication of any legal notice on IWC decisions and public hearings.
6. As directed by the Wetlands Agent generate and process a purchase order request for the publication of any legal notice.
7. File a copy of the correspondence and documents as needed.