



TOWN OF
THOMPSON
Selectmen's Office

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Town of Thompson
Recording Secretary Guidelines, Responsibilities & Duties

Revised 3-7-2019

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)

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- 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.

Addenda I, II and III covers specific instructions for above tasks; these will be distributed at a later date.

Addendum IV follows and is specific to the Planning & Zoning Commission.

**Additional Responsibilities for Planning and Zoning Recording Secretary
Addendum IV**

Schedule of Monthly/Yearly Timeline

Before Meeting Preparation

Agenda and Packet

1. Prepare draft Agenda Tuesday before the meeting and email to Commission Chairperson, Commission Secretary, ZEO and Planner for review and approval.
2. Prepare all correspondence to be placed in packet
3. File agenda with Town clerk 24 hours prior to meeting, upload agenda to website Planning and Zoning Agenda link.
(Please note meeting is on Monday, agenda needs to be posted no later than 2 pm Friday before the meeting.)
4. Wednesday before the meeting, prepare/mail/email agenda packets, as directed by Commission Chairman, Commission Secretary and ZEO, to all commission members.
5. Mail packet to Commission members who do not want the packet via email
6. Agenda Packet may include but are not limited to:
 - Agenda
 - Minutes from previous meeting (s)
 - Correspondence
 - Reports
7. Back-up paperwork for agenda items.
7. File Agenda in Agenda Binder
8. Email Agenda to Inland/Wetlands Agent
9. Email completed packets to all commission members on Wednesday before the meeting
10. Organize all documents in the order they appear on agenda, double side only same subject
11. Include in Packet any information requested by ZEO and Planner
12. For Public Hearings Post Legal Notices per required statutory timeframe
 - First notice not more than 15 days and not fewer than 10 days
 - Second notice not less than 2 days before hearing and more than 2 days since the first notice

Meeting

14. Attend Meetings — monthly and special
13. Prepare outline for noting motions and other pertinent info during the meeting.
14. Arrive 15 minutes before scheduled meeting
15. Record Meetings
16. Take and transcribe minutes

After Meeting

17. File meeting motions with Town Clerk within 48 hours of the meeting
18. Submit necessary Legal Notices on the Commissions' actions, per required statutory timeframe, within fifteen (15) days after action
19. Notify adjoining Municipalities when application proposals are within 500 feet of an adjoining municipality no less than seven (7) days before Public Hearing