

**Town of Richmond
Selectboard Meeting
Mock Minutes Proposal**

MINUTES STATUTE: <https://legislature.vermont.gov/statutes/section/01/005/00312>

b)(1) Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:

- (A) all members of the public body present;
- (B) all other active participants in the meeting;
- (C) all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same; and
- (D) the results of any votes, with a record of the individual vote of each member if a roll call is taken.

(2) Minutes of all public meetings shall be matters of public record, shall be kept by the clerk or secretary of the public body, and shall be available for inspection by any person and for purchase of copies at cost upon request after five calendar days from the date of any meeting. *Meeting minutes shall be posted no later than five calendar days from the date of the meeting to a website, if one exists, that the public body maintains or has designated as the official website of the body.* Except for draft minutes that have been substituted with updated minutes, posted minutes shall not be removed from the website sooner than one year from the date of the meeting for which the minutes were taken.

SAMPLE OF PROPOSED MINUTES

This Minutes Proposal could serve as a common template for other Committees to follow and provide a manageable and consistent structure and messaging.

LINK TO MMCTV Video:

<https://archive.org/details/RichmondSelectboard06202023>

Members Present:

Absent:

Staff Present:

Others Present:

Call to Order:

Welcome by:

Additions or Deletions to Agenda:

Items for Presentation or Discussion with those present:

GENERAL OUTLINE FOR EACH TOPIC

Topic

Timestamp

Link to related documents to topic

People who participated in discussion

Paragraph summary of discussion

Motions

POs

Next steps

COMPARE THE FOLLOWING TO June 20, 2023 Minutes pgs 5-6

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/06/Selectboard_Minutes_06-20-23.pdf

Consideration of setting a cost-of-living increase for the wage grid

Timestamp: 1:16

Related documents to topic:

3h WageIncreasesVermontRichmondComparison.pdf

https://www.richmondvt.gov/fileadmin/files/Selectboard/Meetings/2023/06/3h_WageIncreasesVermontRichmondComparison.pdf

People who participated in discussion: Furr, Hill, Arneson, LaBountyC, Forward, Sander, Miller

Paragraph summary of discussion:

Furr, Hill, LaBountyC, Forward, Sander, Arneson, Miller discuss the cost-of-living increase based on the data provided. This increase is based on the COI projections from last year when FY24 budget was built. The compensation study suggested looking at some of the Towns listed in the spreadsheet. Richmond is in competition with Chittenden County towns although similar to other smaller Vermont towns. Salaries could be increased based on performance. The increase is also meant to be competitive and to look for staff. The percent Cost-Of-Living increase can be reviewed or changed during the fall budget process. The 5% increase in COI was already built into the FY24 budget.

Motions:

Forward moved to increase the pay grid by 5%. Hill seconded.

Roll Call Vote: Forward, Furr, Hill, Miller, Sander in favor. Motion approved.

POs:

None

Next steps:

Review the Cost-Of-Living rates in the fall when preparing the FY25 budget.

TIMELINE OF CURRENT SYSTEM OF MINUTES

Day of Meeting:

*Use minutes template and merge information from Agenda, POs, and Motions. Setup spreadsheet to track participants during meetings. Setup spreadsheet to track financial motions. Review agenda and content of related documents. (~1.5 hours)

*Attend W/S Meeting virtually to keep track of participants, general conversation, motions, POs. Update participant/topic spreadsheet with attendants and basic conversation items. Update financial motions spreadsheet. (~1.5 hours)

*Attend SB Meeting virtually to keep track of participants, keep track of participants, general conversation, motions, POs. Update participant/topic spreadsheet with attendants and basic conversation items. Update financial motions spreadsheet. (~2.5 hours)

Day after Meeting:

*Update information for participant spreadsheet with sign-in sheet and pictures taken of Zoom participants during virtual meeting. Copy participant list and paste into Meeting Minutes. (~1 hour)

*Download WS Recording and Chat files from Zoom. Upload SB recording into Otter.ai to create transcript or use Closed Caption file. Use topic timestamps as guide to copy transcript/CC text into the topic sections of Meeting Minutes. Copy Chat file and paste into Meeting Minutes. (~1 hour)

*Download SB Recording and Chat files from Zoom. Upload SB Recording into Otter.ai to create transcript or use Closed Caption file. Use topic timestamps as guide to copy transcript/CC text and paste into the topic sections of Meeting Minutes. Copy Chat file and paste into Meeting Minutes. (~1 hour)

Two Days after Meeting:

*Watch MMCTV video or Zoom video to fill in details of meeting discussions. Use transcript to identify key points made by different participants. Delete transcript text that is repetitive, off-agenda, extraneous, or indistinct. A typical WS transcript file is about 40-50 pages long (times new roman – 12 pt, line breaks at timestamps and speech breaks) and ends up being about 8-15 pages of Meeting Minutes. (~2.5 hours for every hour of WS meeting)

Three Days after Meeting:

*Finish WS Minutes if not completed day before.

*Watch MMCTV video or Zoom video to fill in details of meeting discussions. Use transcript to identify key points made by different participants. Delete transcript text that is repetitive, off-agenda, extraneous, or indistinct. A typical SB transcript file is about 75-90 pages long (times new roman – 12 pt, line breaks at timestamps and speech breaks) and ends up being about 13-22 pages of Meeting Minutes. (~2.5 hours for every hour of SB meeting)

Four to Five Days after Meeting:

*Finish SB Minutes if not completed day before

*Minutes are due to be posted by Saturday night for a Monday night meeting.

Other Observations

*If the WS meeting is longer than 1 hour or SB meeting longer than 2.5 hours then I often need to spend 2-4 hours on a Saturday to finish up minutes.

*If there are multiple meetings a week or if meetings are on a Tuesday or Wednesday, I need to spend significant time in weekday evenings and weekends to post before the 5-day deadline.

*I am often working 3-7 hours more than my 30 hour per week contract during the weeks with WS and SB meetings.

*Sample of Hinesburg Minutes:

<https://www.hinesburg.org/node/496/minutes-agendas>

https://www.hinesburg.org/sites/g/files/vyhlf6691/f/minutes/6-7-23_sb_draft.pdf

https://www.hinesburg.org/sites/g/files/vyhlf6691/f/minutes/11-16-22_sb_final.pdf

*Sample of Waterbury Minutes:

<https://www.waterburyvt.com/boards/selectboard>

https://www.waterburyvt.com/fileadmin/files/Elected_Boards/Town_Select_Board/2023_Minutes/Minutes_20230515.pdf?11bef025d9381de49df70a093126eb2599c31279

https://www.waterburyvt.com/fileadmin/files/Elected_Boards/Town_Select_Board/2023_Minutes/Minutes_20230619.pdf?dcaaf092621aab17c169a932fa2a465c7fb94e2