

Town of Brookfield
Municipal Records Committee
Meeting Minutes
June 23, 2026
Brookfield Town Office

APPROVED

Members Present: Jan Ledbetter, Select Board Member; Craig Evans, Assistant Archivist; Karen Servacek, Town Clerk; Joanne Dolbear, Treasurer; Rose Zacher, Tax Collector; Kristin Whitworth, Archivist.

Public: N/A

Call to Order: Chairperson Karen Servacek called the meeting to order at 5:00 PM.

Approval of Minutes: Motion by Joanne Dolbear , seconded by Craig Evans to approve the minutes of the May 19th meeting. Motion carried. Abstention: Kristin Whitworth.

Old business:

- I. Definitions - Authority and Purpose document shared. Defines Ordinance (Law), Policy (Direction and Expectation), Regulation (Detailed Ruling), Procedure (How Work is Done) and Guideline (Recommended Practices)
- II. Review of Procedure and Managing Board, Commission and Committee Public Meeting Minutes
 - A. Removed Policy from title - 91-A is the "policy" that guides this process
 - B. Discussion re: complexity of some of the requirements for volunteer note takers - footers,
 - C. Agendas are not required by law, if we require agendas and require that they are posted - what is our process for that?
 - D. Discussion re: draft minutes
 - E. Who posts the approved minutes?
 - F. Process for edits to draft: nothing substantial can be changed unless at next meeting, minor errors (typos, formatting, etc...) can be made before draft minutes are made available for viewing -
 - G. Substantial edits to draft minutes
 - H. There is no legal requirement that minutes be approved
 - I. Discussion: Create a policy that minutes will be taken for all public meetings and that these minutes will be approved.
 - J. Do we want a different level of requirements? For example Planning vs. Heritage Commission?

Draft June 23, 2026 , approved August 25, 2026

1. This would help make it better for volunteer boards/note takers
 2. Feedback that people view the agendas for ZBA, Select Board to decide if they want to attend.
- K. Discussion: Planning Board used to have a spreadsheet with case number, map and lot, notes. Currently need to go through meeting minutes to view information about cases. ZBA does maintain a database which makes it easy to find cases
- L. Discussion: If Heritage is holding a meeting to discuss something major - stenciling - it is important to post that so that the public is informed and can participate.
- M. For the boards that have Rules of Procedures - is creating an agenda already a part of their Rules. Yes, confirmed for Planning Board. Will check ZBA and Select Board.
- N. Don't eliminate incorrect information from draft, include correct information in italics and record in minutes where the correction was discussed and approved as amended.
- O. Discussion re: how AI generated minutes are shared, reviewed, edited and approved. Do we have a AI policy?
- P. Discussion: Karen will make revisions, send to committee for one more viewing, then on to Select Board for their approval.

Adjournment: The Chair adjourned the meeting at 6:14.

Respectfully submitted,

Minute Taker Signature:  Date: 8/26/26
Minute Take Typed Name: Kristin Whitworth

Chairperson Signature:  Date: 8/25/26
Chairperson Typed Name: Karen Servacek