

# **Town of Dunbarton Website Policy**

## **Purpose**

The Town of Dunbarton maintains a web site is to provide general information on town matters to our residents. Information provided is not intended to constitute legal notice, unless otherwise indicated.

## **Content**

Web site content may include information of interest to our residents such as:

- A listing of town boards, commissions and committees and their meeting schedules;
- A listing of elected and appointed town officials;
- Telephone numbers, email addresses and hours of operation of town departments and offices;
- Meeting minutes of town boards, commissions and committees;
- Notices and announcements of special events, meetings, and other general information;
- Town ordinances and regulations;
- Links to related resources;
- Other pertinent information as deemed appropriate by the Board of Selectmen

## **Responsibilities**

1. The Board of Selectmen will designate the individual(s) responsible for maintaining the website, and any other individual who is authorized to post content on the website.
2. Each board, committee, commission and department is responsible for promptly providing an electronic copy of its approved minutes and other appropriate announcements, notices and timely information to the person designated by the Board of Selectmen for posting to the website.
3. Draft meeting minutes of all town boards, commissions and committees shall be posted on the web site not more than five business days after the meeting, and shall be prominently marked as "draft" until they are approved<sup>1</sup>. Every board, commission and committee shall review and approve the draft minutes at its next regularly scheduled meeting, after which the approved minutes shall be treated as the permanent record.
4. Within reason, each board, commission, committee and elected official is responsible for determining the content it deems appropriate for the section of the town website relating to its work; however, the Board of Selectmen retains ultimate responsibility for the website, its content and its management.
5. Links to video recordings of public meetings of Dunbarton boards, commissions, and committees<sup>2</sup> may be posted on the web site if the recordings were made at a public meeting and the recording:

- a.) Was made in an open and obvious manner so that all participants were aware that they were being recorded;
- b.) Was made in a fair and unbiased manner;
- c.) Has not been edited; and,
- d.) Does not advocate a position on an issue and does not include any editorial comments.

Due to its limited resources the Town only posts links to such recordings, not the recordings themselves. The Town generally does not keep or retain copies of recordings made by others and therefore such recordings are not considered a public record within the meaning of R.S.A. 91-A.

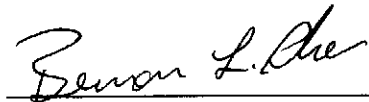
- 6. Questions about the town website should be directed to the Board of Selectmen. Problems or controversies about the website, its content or administration will be resolved by the Board of Selectmen.


#### **Disclaimer on Web Site**


The Town website will include the following disclaimer:

This site is maintained to the best of our ability and subject to errors and omissions. Information provided is not intended to constitute legal notice, unless otherwise indicated. The Town does not warrant or make any representation to the quality, content, accuracy or completeness, text, graphics, links, and other items contained on this site. If an inaccuracy is called to our attention we will attempt to correct it.

**Adopted Date:** 19 May 2016

  
\_\_\_\_\_  
Brian Pike, Chairman

  
\_\_\_\_\_  
Tom Groleau, Selectman

  
\_\_\_\_\_  
Robert Martel, Selectman

<sup>i</sup> R.S.A. 91-A:2, II requires that minutes shall be promptly recorded and open to public inspection not more than 5 business days after each meeting.

<sup>ii</sup> R.S.A. 91-A:2, II provides that any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings.