


WORKSHOP

**RIGHT TO KNOW LAW-
GOVERNMENTAL MEETINGS & RECORDS
VIRTUAL WORKSHOP**

Stephen C. Buckley, Legal Services Counsel
Natch Greyes, Municipal Services Counsel

May 6, 2020



1

Today's Presenters



Stephen Buckley
Legal Services Counsel

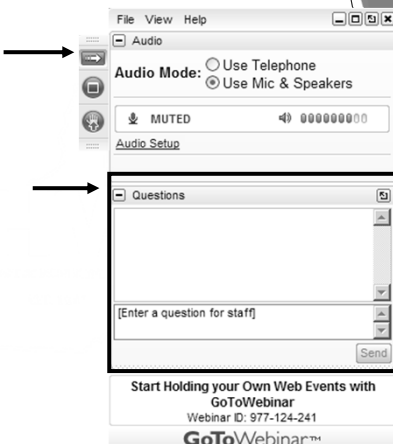


Natch Greyes
Municipal Services Counsel

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

2

How to Participate Today




The screenshot shows a GoToWebinar interface with two main panels highlighted by arrows. The top panel is the 'Audio' control panel, which includes options for 'Audio Mode' (Use Telephone or Use Mic & Speakers), a 'MUTED' status indicator, and an 'Audio Setup' link. The bottom panel is the 'Questions' panel, which contains a text input field with the placeholder text '[Enter a question for staff]' and a 'Send' button. Below the panels, there is a promotional banner for 'Start Holding your Own Web Events with GoToWebinar' and the 'Webinar ID: 977-124-241'.

- Open and close your panel
- Submit text questions
- Q&A addressed during the webinar session

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org



3

Agenda




- ▶ **Natch:** Governmental Meetings & the Right-to-Know Law - Nonpublic sessions. 1:30 pm to 2:30 pm
- ▶ **Steve:** Governmental Records & The Right-to-Know Law - Record Retention - Remedies. 2:30 pm to 3:30 pm

4

Governmental Meetings & The Right-to-Know Law

5



COVID-19 Effects on Gov't

- ▶ Governor declared State of Emergency on March 13, 2020.
- ▶ Governor prohibited gatherings of 10 or more people on March 23, 2020.
- ▶ Governor issued closure of non-essential business and stay at home order on March 26, 2020.
- ▶ CDC & Department of Health & Human Services (DHHS) guidance has been to encourage "social distancing."
 - ▶ "[r]emaining out of crowded public places where close contact with others may occur, such as shopping centers, movie theaters, stadiums, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible."
- ▶ CDC & DHHS also recommending that those 60 years or older stay home and avoid exposure to public locations as much as possible.
- ▶ Yet, RSA 91-A and the State Constitution require "open meetings."

6

COVID-19 Effects Cont.

- ▶ Events rapidly unfolding on an international, national, and state scale.
- ▶ We anticipate that there may be future Executive Orders which will impact the functioning of municipal government.
- ▶ We anticipate that the legislature may be addressing some issues which have arisen as municipalities have worked to ensure the safety of their officers, employees, and citizens.
- ▶ NHMA providing updates at: <https://www.nhmunicipal.org/covid-19-resources>
- ▶ Check the State of NH Emergency Order Page: <https://www.governor.nh.gov/news-media/emergency-orders/index.htm>

7

Overview of How RTK Governs Meetings Content



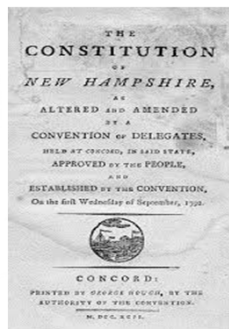
- I. What is a “meeting”?
- II. What is not a meeting, i.e., a “nonmeeting”?
- III. What are the requirements for holding a proper “meeting”?
- IV. How to hold meetings virtually.

8

The Right-to-Know Law RSA Chapter 91-A



PART I, ARTICLE 8 OF THE NH
Constitution: Government ...
should be open,



SECTION 1 OF RSA 91-A:

The purpose of this chapter is to ensure both the greatest possible public access to the **actions**, **discussions** and **records** of all public bodies, and their accountability to the people.

What is a Public Meeting? RSA 91-A:2



Quorum



Public body






Convenes so that they can communicate contemporaneously




To discuss or act upon a something over which the public body has supervision, control, jurisdiction, or advisory power

"Quorum"

-  Majority of membership
-  Can't define as more than majority to circumvent law
-  Another statute may apply


11

"Public Body"



RSA 91-A:1-a, VI:

- Any legislative body, governing body, board, commission, committee of any county, town, municipal corporation, school district, SAU or other political subdivision
- Any committee, subcommittee, advisory committee thereto



12

Meetings In Ordinary Circumstances

Convenes such that all participating members are able to communicate with each other contemporaneously






- In-person
- Email?
- Phone?

To discuss or act upon matters which the Public Body has Supervision, Control, Jurisdiction, or Advisory Power

- Any “business” the body deals with
- Construe broadly

13

What is not a “Meeting”? (i.e. “non-meeting”)

-  Social or other encounter, no decisions
-  Collective bargaining
-  Consultation with legal counsel
-  Circulation of draft documents
-  *Different than nonpublic session!*

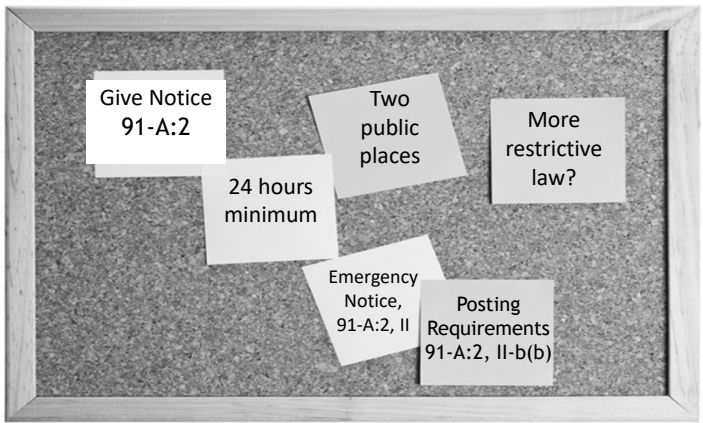

14

What are the requirements of a public meeting?

- Public notice
- Open to the public
- Meeting minutes

15

“Posting Requirements”




- Give Notice 91-A:2
- 24 hours minimum
- Two public places
- More restrictive law?
- Emergency Notice, 91-A:2, II
- Posting Requirements 91-A:2, II-b(b)

16

“Emergency” Notice Requirements


- ▶ “Emergency”: a situation where immediate undelayed action is deemed to be imperative by the chairman or presiding officer of the public body.
- ▶ That presiding officer shall post a notice of the time and place of such meeting as soon as practicable.
- ▶ Further, the presiding officer shall employ whatever further means are reasonably available to inform the public that a meeting is to be held.
- ▶ “Emergency” meetings do not require 24-hour notice posted in 2 public places but should provide as much notice as practical.



17



Ordinary Procedures: Meetings “Open to the Public”

- ▶ “All meetings . . . shall be open to the public.” RSA 91-A:2, II.
- ▶ “Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting.”
- ▶ Public’s has right to record, etc.
- ▶ No secret ballot voting.
- ▶ Public Comment?



18

Procedures During the Pandemic, Part I

- ▶ Emergency Order #12 waived the provision of RSA 91-A, III(b) requiring that a quorum of a public body be physically present unless immediate action is imperative.
 - ▶ In other words, meetings can be conducted entirely remotely now.
- ▶ Emergency Order #12 does require that any remote meeting have a telephonic connection for the public.
 - ▶ Other technological options are encouraged:
 - ▶ Conference call lines
 - ▶ Streaming services
 - ▶ Etc.
- ▶ Promote available technological options as well as access information in all notices of meeting.
- ▶ Chair should clearly and succinctly explain process at beginning of meeting -
 - ▶ E.g. Public comment period and how that will work.

19

Ordinary Procedures: Remote (Electronic) Meeting Participation RSA 91-A:2, III

- ❓ Public body *may* allow
- 🕒 Personal attendance “not practical” (in minutes)
- ✓ Quorum *present*
- 🗣️ Everyone can hear and be heard
- 📍 Identify persons present in remote location
- 🗳️ All votes by roll call

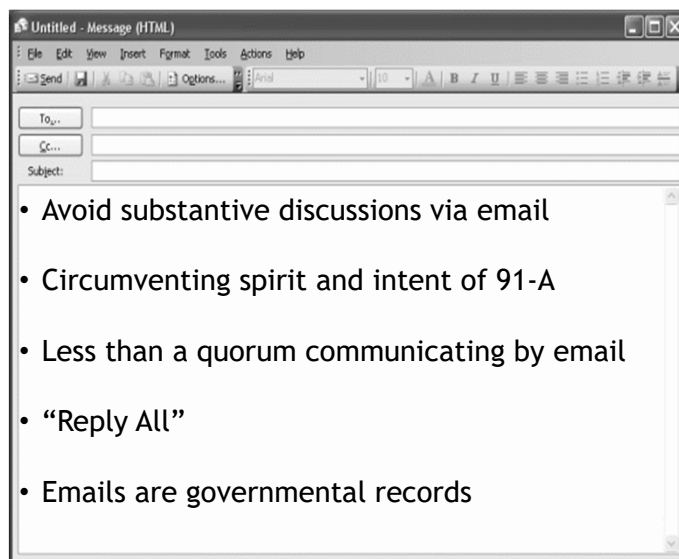
20

Procedures During the Pandemic, Part II

- ▶ Boards participating remotely must still:
 - ▶ identify the reason why the in-person attendance of any remote board members is not reasonably practicable in the minutes of the meeting;
 - ▶ identify any persons present in the location where the board member is calling from; and
 - ▶ take all votes by roll call.
- ▶ In addition, there must be a mechanism for the public to alert the public body during the meeting if there are problems with access.
 - ▶ Intended to allow the body to know whether there is an issue with the conference call overall, not an issue with the public just hearing a particular speaker.
- ▶ The meeting must be adjourned if it is determined that the public is unable to access the meeting, e.g. the conference call software stops functioning.

21

“Electronic Communications”




The screenshot shows an email client window with a menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Send, Reply, Reply All, Forward, Print, and Options. Below the toolbar are fields for To:, Cc:, and Subject:.

- Avoid substantive discussions via email
- Circumventing spirit and intent of 91-A
- Less than a quorum communicating by email
- “Reply All”
- Emails are governmental records




22


Avoid Temptation to Use Inaccessible Technological Options During Pandemic



Remember that fundamental principal of RSA 91-A is to allow the public access.




Text messages, emails, and other electronic means of communication which excludes the public should not take the place of publicly accessible meetings.



As much as possible, government should try to maintain normalcy during this abnormal time.

23

Public Meeting Minutes: RSA 91-A:2



- ▶ Minimum required contents:
 - ▶ (1) the names of members, (2) persons appearing before the public bodies, (3) a brief description of the subject matter discussed, (4) state final decisions made, and, (5) state the names of the members who made or seconded each motion shall be recorded in the minutes.
- ▶ Made available within 5 business days
- ▶ Posting requirements-
 - ▶ RSA 91-A:2, II-b(a)
- ▶ If the software used to conduct a remote meeting allows for recording, use it to aid the minute taker, but remember that recordings are not a substitute for written minutes.

24

Nonpublic Sessions RSA 91-A:3

It's a nonpublic session,
not a nonpublic meeting

A nonpublic session is
different from a "non-
meeting"


Nonpublic session is the
exception, not the rule

Nonpublic sessions are
permitted, not required

Boards meeting
remotely should
consider technological
options for holding
nonpublic sessions: e.g.
starting a separate call

25

When May a Public Body Enter Nonpublic Session?* RSA 91-A:3, II



- Public employee (specific employee)
- Hiring
- Reputation
- Real or personal property
- Lawsuits
- Emergency preparation
- Discuss legal advice
- Discuss student tuition contract

*Most common, but not complete list

26

Entering Nonpublic Session for COVID-19



- ▶ RSA 91-A:3, II(i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
 - ▶ Conversation must focus on *deliberate act* that is being thwarted.
 - ▶ Basic conversation about COVID-19 does not qualify – Virus will not change its spread based on knowing what the government is planning.
 - ▶ However, news reports have indicated that known infected have purposefully evaded quarantine. Planning for that may qualify.

27

How Does a Public Body Enter Nonpublic Session? RSA 91-A:3, I



Motion to enter nonpublic session must be made and seconded.




Motion must state on its face the specific exemption relied upon.




Vote must be by roll call; simple majority is sufficient. RSA 91-A:3, I(b).

28

Minutes of Nonpublic Sessions



Minutes must be kept—same as for public session.



Must “record all actions in such a manner that the vote of each member is ascertained and recorded.”

29

Conducting the Nonpublic Session

May make decisions in nonpublic session

Member objecting to violations—note objection. If board persists, objecting member may continue to participate without being subject to penalties
RSA 91-A:2, II-a


Returning to public session

30

Disclose or Seal

Minutes must be publicly disclosed within 72 hours unless board determines, by 2/3 vote taken in public session, that:

- Disclosure would have adverse effect on reputation;
- Disclosure would “render the proposed action ineffective”; or
- Discussion in nonpublic session pertained to terrorism.

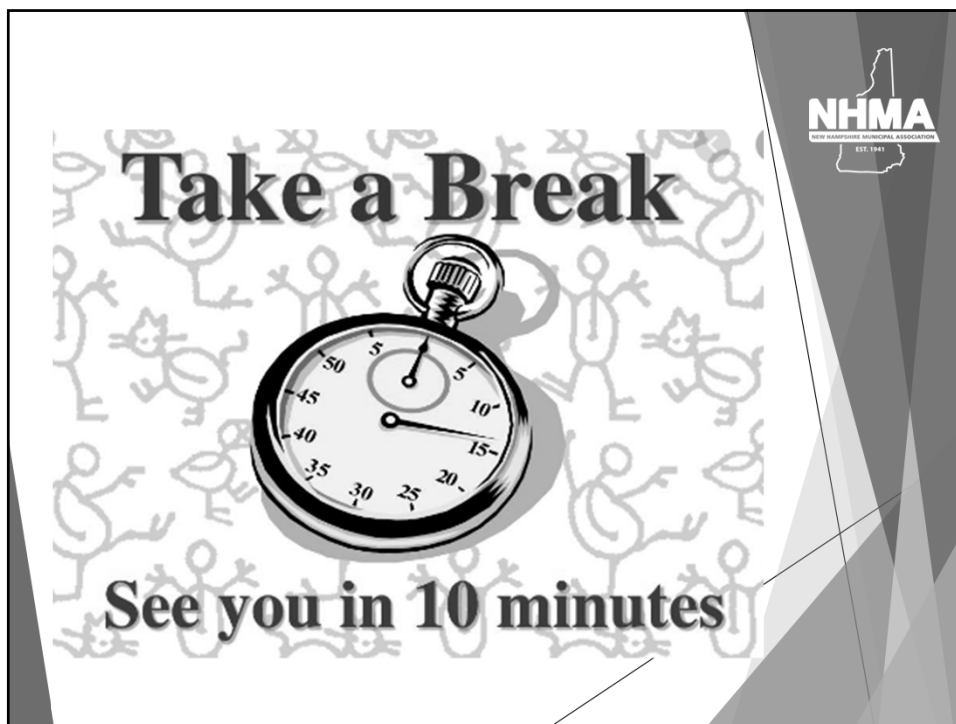


31

Other Considerations

- Include nonpublic session on posted agenda.
- Timing—beginning or end of meeting?
- Attendance by non-members
 - If meetings are being conducted with remote participation of board members and public, must plan how to conduct non-public sessions in a manner that preserves their secrecy.


32



33



34




GOVERNMENTAL RECORDS

STEP 1: Is it a *Governmental Record*?

STEP 2: Is the record exempt from disclosure?

STEP 3: Make available non-exempt records.

35



Is it a Governmental Record?

RSA 91-A:1-a

Any information

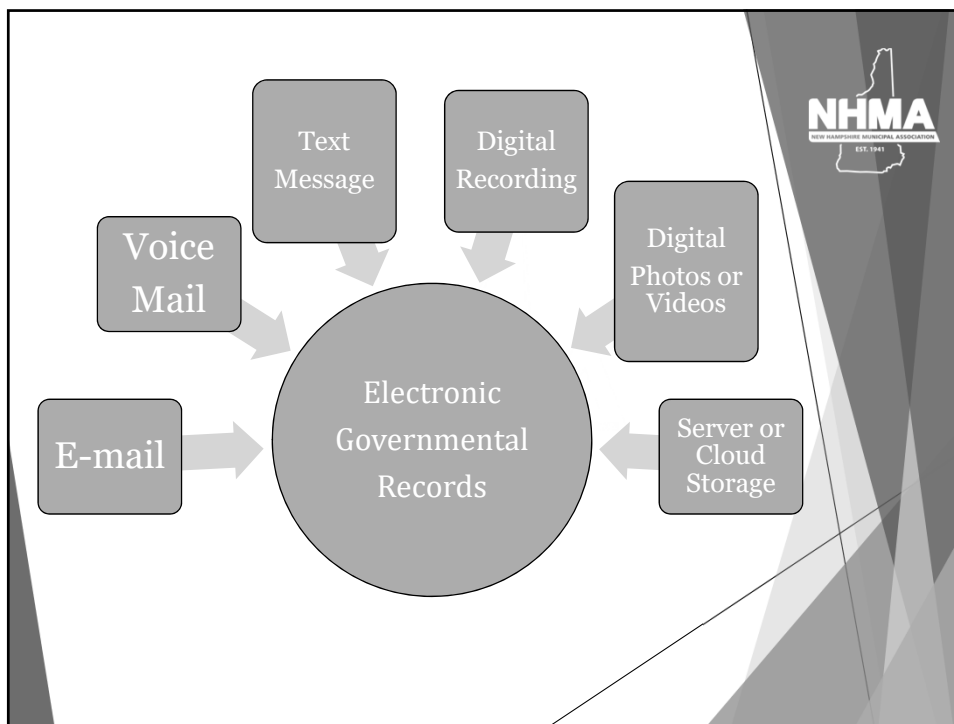
- created
- accepted, or
- obtained

By, or on behalf of,

- any public body, or a quorum or majority thereof or
- any public agency


in furtherance of its official function

36



37

EXEMPTIONS TO DISCLOSURE OF GOVERNMENTAL RECORDS




General Standards Governing Exemptions - RSA 91-A:5




- ▶ RSA 91-A:5 provides a list of records categorically exempt from disclosure; master jury list or teacher certification records.
- ▶ Some statutory exemptions require detailed analysis, such as records whose disclosure would constitute invasion of privacy.
- ▶ The Right-to-Know Law's purpose is to provide the utmost information to the public about what its government is up to. If disclosing the information does not serve this purpose, disclosure may not be required.
- ▶ When a public body or agency seeks to avoid disclosure of material under the Right-to-Know Law, that entity bears a heavy burden to avoid nondisclosure.

NHMA
NEW HAMPSHIRE MUNICIPAL ASSOCIATION
EST. 1941


38




MANDATED ACCESS TO CERTAIN RECORDS

- 
Employee separation payments if in addition to regular salary, or accrued vacation or sick time - 91-A:4, I-a
- 
Meeting minute raw materials available after completion of public meeting - 91-A:4, II
- 
All lawsuit settlements on file with town clerk and available for public inspection for 10 years - 91-A4, VI


39




RSA 91-A:5, IV “record pertaining to internal personnel practices” are exempt from disclosure



PRIOR TO 2016, THE NH SUPREME COURT ONLY APPLIED THIS EXEMPTION TO DISCIPLINARY, EMPLOYMENT-RELATED INVESTIGATIONS OF EMPLOYEES AND PUBLIC OFFICIALS.




NOW, SCORING SHEETS USED TO ASSESS EMPLOYMENT POSITION CANDIDATES ARE EXEMPT INTERNAL PERSONNEL PRACTICES UNDER *CLAY V. CITY OF DOVER*.



UNDER *REID V. NH ATTY. GENERAL* INFORMATION IS EXEMPT AS “INTERNAL PERSONNEL PRACTICES” IF IT IS BOTH “INTERNAL” AND “PERSONNEL”.

40

Confidential, Commercial or Financial Information: RSA 91- A:5, IV




- ▶ This determination must be made objectively and should not be based on the subjective expectations of the party generating it.

- ▶ The emphasis placed on the potential harm that will result from disclosure, rather than simply promises of confidentiality, or whether the information has customarily been regarded as confidential.

41


Invasion of Privacy RSA 91-A:5, IV



Private	Evaluate whether there is a privacy interest at stake that would be invaded by the disclosure. If no privacy interest is at stake, the Right-to-Know Law mandates disclosure.
Public	Assess the public's interest in disclosure. Disclosure of the requested information should inform the public about the conduct and activities of their government.
Balance	Balance the public's interest in disclosure against the government's interest in nondisclosure and the individual's privacy interest in nondisclosure.

42

Drafts & Notes



Preliminary Drafts - RSA 91-A:5, IX -


- “[N]ot in their final form and not disclosed, circulated, or available to a quorum or a majority of the members of a public body.”


Personal Notes - RSA 91-A:5, VIII -

- “Any notes or other materials made for personal use that do not have an official purpose are exempt from disclosure.”

43

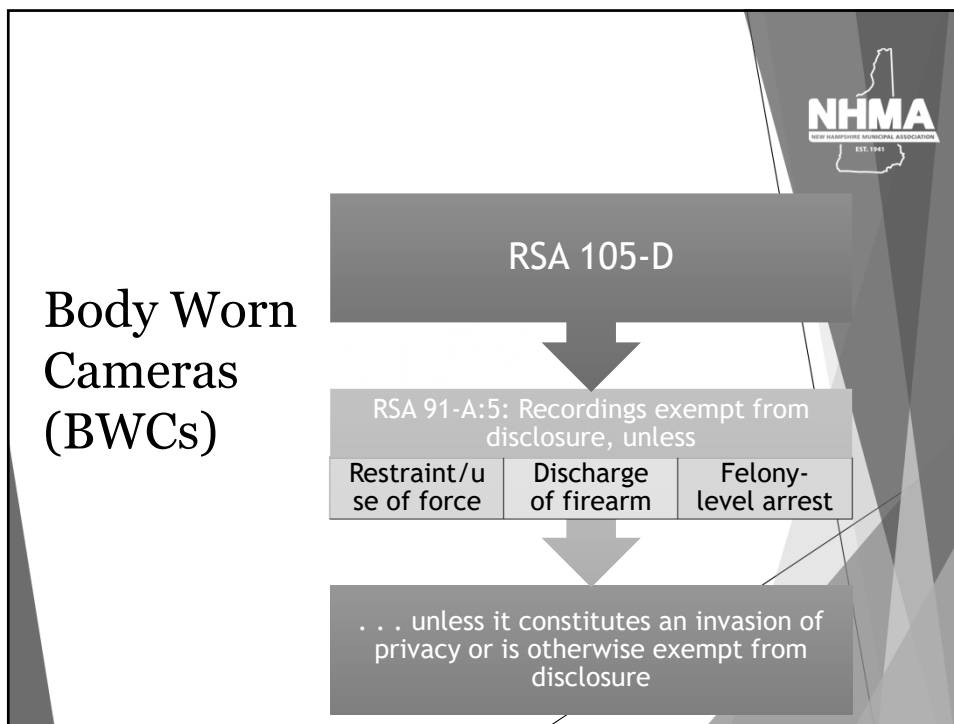
Law enforcement records? Use FOIA





- ▶Factor A: Interfere with law enforcement proceedings
- ▶Factor B: Interfere with fair trial
- ▶Factor C: Invasion of privacy
- ▶Factor D: Confidential sources
- ▶Factor E: Disclosing investigative techniques and procedures
- ▶Factor F: Endangering life or safety

44



45

IT Security

- ▶ As of Aug. 4, RSA 91-A:5 is amended by adding a new paragraph XI, providing that records pertain to information technology systems are exempt from disclosure under the Right-to-Know Law if release of those records would disclose security details that would aid an attempted security breach or circumvention of law.
- ▶ Very limited exemption. Applies, essentially, to the security protocols and measures installed on municipally owned systems.
- ▶ Attempt to limit hackability of municipal systems.

46

Basics of Record Production



- ▶ Records must be provided immediately *only* when they are immediately available for release. (But not under E.O. #23!)
- ▶ RTK *does not* give citizens the right to review records in any quantity and wherever kept immediately upon demand.
- ▶ Requiring appointment to review records is permitted.
- ▶ RTK does not require document “compilation.”

47

REDACT EXEMPTED INFORMATION



48

No flat fees!



- ▶ ONLY REASONABLE FEES ARE ALLOWED!
- ▶ RSA 91-A:4, IV



49

We have 5 days...



...right?



50

“Something” w/in 5 Days



- ▶ As of Jan. 1, 2020, municipalities must:
 - ▶ Provide a written statement of time necessary to determine whether request granted or denied; AND
 - ▶ *Provide a reason for the delay!*
 - ▶ Amendment to RSA 91-A:4, IV - HB 396 - 2019 NH Laws Chapter 107
- ▶ NHMA Suggestion for Reason for Delay -
 - ▶ Need time to determine whether or not record exists;
 - ▶ Need time to determine whether it is disclosable;
 - ▶ If disclosable, need time to determine how much time it will take to make the requested records ready for review or copying.


51

Production of Electronic Records




- ▶ Green v. SAU #55: Electronic Records Produced Electronically.
- ▶ 91-A:4, IV: No fee shall be charged for the inspection or delivery, without copying, of governmental records, whether in paper, electronic, or other form. Nothing in this section shall exempt any person from paying fees otherwise established by law for obtaining copies of governmental records or documents, but if such fee is established for the copy, no additional costs or fees shall be charged.
- ▶ Taylor v. SAU #55: School Administrative Unit’s policy requiring use of a thumb drive to produce electronic records was valid under The Right-to-Know Law.




52






Records Retention

-  RSA 33-A:3-a contains 156 categories of records to be retained.
-  Records retained for the prescribed period.
-  Once the retention period has expired records may be discarded, but if still available must be produced.


53



RECORDINGS OF MEETINGS

-  Not required
-  Use and discard
-  Disclose if they exist


54





Archive Paper Records in PDF/A?

Any municipal records in paper form listed in RSA 33-A:3-a may be transferred to electronic form (PDF/A Format ONLY), and the original paper records may be disposed of as the municipality chooses.


55







DELETION OF ELECTRONIC GOVERNMENTAL RECORDS

-  A governmental record in electronic form is no longer required to be disclosed once it has been “initially and legally deleted.” RSA 91-A:4, III-b.
-  A record can be “legally deleted” if it is not subject to a retention period, or if the required retention period for that record has expired.


56



How are violations of RSA Chapter 91-A enforced?

-  No enforcement agency
-  “Aggrieved person”
-  Lawsuit
-  RSA 91-A:7, :8

57




Remedies for violations

- ▶ Attorney’s fees and/or costs to petitioner
- ▶ Invalidation of an action
- ▶ Civil penalty against an individual officer, employee, or other official for bad faith violations
- ▶ Injunction
- ▶ Remedial training
- ▶ Knowing destruction: misdemeanor
- ▶ Attorney’s fees and costs may also be awarded to a public body, agency, employee, or official when the lawsuit was brought in bad faith, or was frivolous, unjust, vexatious, wanton, or oppressive.

58

Main Takeaways



Every citizen can request records. *

The record request must be “reasonably described.” RSA 91-A:4, IV.

Any search for records must be reasonably calculated to uncover relevant documents.

There is no obligation to compile, cross reference or assemble records.

Requiring a citizen make an appointment to review records is permitted.



When denying access provide written reasons.

Redact exempt information


Reasonable fees allowed

Is it really deleted? RSA 91-A:4, III-b

59

WORKSHOPS



NHMA is strongly committed to providing our members a continuation of our education and training services during these challenging times. NHMA is fully functional and continues to support our members by using electronic communication and by utilizing teleconferencing tools to facilitate upcoming training events, such as these Virtual Workshops.

We hope you will join us in these virtual workshops and we are appreciative of your support.

We wish you, and your residents, good health!

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

60

Upcoming Workshop


A Guide to Effective Code Enforcement Virtual Workshop

9:00 am – 12:00 pm
Friday, May 8, 2019

**Cost is \$65, includes supplement to:
*A Guide to Effective Enforcement: Investigating and Enforcing Code and Land Use Violations***

Building inspectors, code enforcement officers, fire chiefs, health inspectors, and various other municipal officials are responsible for the enforcement of a variety of codes, regulations, and ordinances related to the use of land. These include both local regulations, such as zoning ordinances, site plan and subdivision regulations, health regulations, and the conditions of approval that accompany many land use board approvals, as well as state law, such as the State Building and Fire Code and statutes governing parks and recreation.


Effectively enforcing these various codes and regulations can pose a challenge to municipalities. Join Attorneys Matt Serge and Christine Pittmore from the law firm of Drummond Woodsum, for this half-day virtual workshop which will provide municipal officials with practical guidance on how to navigate the nuanced procedures associated with code enforcement, as well as practical advice in pursuing an enforcement action against non-compliant property owners. Our legal experts will address some of the most difficult issues under the law, including parks and recreation, day-care facilities, and health codes. There will be ample time for questions and answers on all aspects of the law.




Check out NHMA's *Guide to Effective Enforcement* at www.nhmunicipal.org

For registration information, visit www.nhmunicipal.org under Calendar of Events.

Questions? Call 800.852.3358, ext. 3350, or email NHMARegistrations@nhmunicipal.org.



Drummond Woodsum
ATTORNEYS AT LAW



REGISTRATION TO OPEN SOON

[al.org](http://www.nhmunicipal.org)

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

61

Upcoming FREE Local Officials Workshops

Same Time! New Format! Free Virtual Workshops for Newly-Elected and Seasoned Municipal Officials!

SAVE YOUR VIRTUAL SEAT TODAY FOR 2020 LOCAL OFFICIALS WORKSHOPS!

Due to restrictions on public gatherings, NHMA is shifting from in-person workshops to virtual workshops. This live virtual workshop, similar to a webinar, provides the same content without the need to gather.

Presented by NHMA's Legal Services attorneys, these VIRTUAL workshops provide municipal officials with tools and information to effectively serve their communities.

Topics will include the Right-to-Know Law, ethics and conflicts, effective meetings, town governance, municipal roads, budget and finance, and more. Ample time allowed for questions, answers, and discussion.

Attendees will receive a digital copy of NHMA's 2020 edition of the publication, *Knowing the Territory*.

Each program runs 9:00 am - 4:00 pm.

Dates and Locations

Tuesday, April 7
Tuesday, May 19

Registration Now Open!

Pre-registration is Required. No Registration Fee.

To register online, please visit www.nhmunicipal.org and click on the Calendar of Events.

Questions? Please call 800.852.3358, ext. 3350 or email NHMARegistrations@nhmunicipal.org.

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org



FREE TRAINING

REGISTER TODAY

62

Complimentary Webinar



PROD.
COMING ATTRACTIONS
May 13
The Workings of a Planning Board
VENUE

REGISTER TODAY

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org



63

Complimentary Webinar



PROD.
COMING ATTRACTIONS
May 20
What is Community Power?
VENUE

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org



64

Complimentary Webinar



PROD.
COMING ATTRACTIONS
May 27
Trails for People and Wildlife
VENUE




REGISTER TODAY!

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

65

Academy for Good Governance



Primex **NHMA**

Academy for Good Governance

New FREE Certificate Program

The Academy for Good Governance is a series of six courses created by NHMA and Primex, exclusively for elected governing body members (select board, town council, city council, board of aldermen, school board, and village district commissioners). Courses are taught by experienced attorneys and staff from NHMA, Primex, HealthTrust, and the New Hampshire School Boards Association (NHSBA). Attendees will receive education and training intended to make them more knowledgeable and effective in their governing body roles.

Attendance at the Academy is free and open to governing body members from municipalities and school districts that are members of NHMA and Primex. Space is limited, and registration will open on the NHMA website on April 9th. Attendees must attend all six courses to receive a Certificate of Completion. All classes run 5:00 pm–7:00 pm.


CREATE NEW CONNECTIONS

Questions?
Call NHMA's Event Coordinator Ashley Methot at 800.852.3358 or email NHMAregistrations@nhmunicipal.org

Don't miss this chance to build your skills and connect with fellow municipal officials!
Find out more: www.nhmunicipal.org/workshops

WHO CAN ATTEND?

- Select board members
- Town council
- School board members
- City council
- Board of Aldermen
- Village district commissioners




If interested, contact Ashley Methot at amethot@nhmunicipal.org

il.org

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

66

Upcoming Trustee Training



2020 MUNICIPAL TRUSTEE TRAINING

BACK BY POPULAR DEMAND!

Terry Knowles, formerly with the New Hampshire Charitable Trusts Division at the Attorney General's Office, is coming out of retirement to explain the duties, responsibilities, and reporting requirements of municipal trustees and how these trustees interact with other municipal officials.

TENTATIVE AGENDA

9:00 am - 9:15 am:
Introduction to Charitable Trusts Division
Tom Donovan, Director, Attorney Generals Office

9:15 am - 10:45 am:
A Little Help From My Friends
Terry Knowles, Emeritus Assistant Director

10:45 am - 11:00 am: Break

11:00 am - 12:15 pm:
Governance and Right-to-Know Law
Stephen Buckley and Natch Greyes
NH Municipal Association

12:15 pm - 1:00 pm: Lunch

1:00 pm - 2:00 pm:
Breakout sessions with Cemetery Trustee and Trustees of Trust Funds representatives

2:00 pm - 2:15 pm: Break

2:15 pm - 3:30 pm:
Trust Fund Administration
Janie Dow
NH Department of Revenue Administration

REGISTRATION FEE
\$65 per person
(includes continental breakfast and lunch)

WHEN
Wednesday, June 10, 2020
9:00 am—3:30 pm

WHERE
NHMA Offices
25 Triangle Park Drive
Concord, NH 03301

CONTACT INFO
Ashley Methot
Events Coordinator
25 Triangle Park Drive
Concord, NH 03301
603.230.3340
amethot@nhmunicipal.org

FOR ADDITIONAL DETAILS VISIT
www.nhmunicipal.org

REGISTRATION OPENS
EARLY APRIL 2020



REGISTRATION TO OPEN IN MAY

l.org

nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

67



for joining us today!



NHMA'S MISSION

Through the collective power of cities and towns, NHMA promotes effective municipal government by providing education, training, advocacy and legal services.



nhmainfo@nhmunicipal.org / 800.852.3358 / www.nhmunicipal.org

68

68