

**Town of Bridgton  
Producing a Public Record  
A Policy of the Bridgton Select Board**

**Purpose:** At the direction of the Select Board, the Manager's Office has created this information to assist town committee's in complying with both the Maine Freedom of Access Law as well as setting the standard for all town committee's in meeting the elements of producing a public record.

**When is a Public Record Produced?** When a town appointed Board or Committee meets they are engaged in a "Public Proceeding" as defined by state statute.

The term "public proceeding" means "the transactions of any functions affecting any or all citizens of the State" by the Maine Legislature and its committees and subcommittees; any board or commission of a state agency or authority including the University of Maine and the Maine Community College System; any board, commission, agency or authority of any county, **municipality** (emphasis added), school district or any regional or other political or administrative subdivision; the full membership meetings of any association, the membership of which is comprised exclusively of counties, municipalities, school districts, other political or administrative subdivisions, or their boards, commissions, agencies or authorities; and any advisory organization established, authorized or organized by law, resolve or executive order. [1 M.R.S.A. § 402](#).

As a result of the public proceeding a "public record" must be created by law.

The Freedom of Access Act defines "public record" as "any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business". A number of exceptions are specified. [1 M.R.S.A. § 402 \(3\)](#).

**Elements of the Bridgton Public Record:**

The Bridgton Select Board has determined that the following elements shall be included as a minimum in the production of a public record. Though a committee may decide to digitally record their proceedings, at the very minimum, such recordings shall be converted to a written public record and electronically distributed. (see below for the distribution requirements)

Name of the committee

Date, Time and Location of the meeting

A listing of those in attendance and those invited to speak

Each motion made and seconded and by whom

The results of each motion

A brief line or narrative about the subject matter(s) in discussion even if no vote is taken

A listing of future agenda items

Items, issues or recommendations that are being voted on to be passed to the Select Board or other committees

Time of adjournment

**Note** that such a public record is not intended to be a 'word for word' transcription of the proceedings, simply a summary for the reader to understand what business was being transacted and the outcomes, if any.

**Distribution:** The public record should be drafted within four (4) calendar days of the end of the committee meeting, even if only in draft form, and sent electronically to each of the Select Board members if they have an email account. In the alternative the record may be delivered in hard copy form to the Town Manager's Office who shall scan and electronically or manually distribute the record to the Select Board.

Some committees may also "copy" other committees depending on the subject matter. As an example the sewer committee may distribute their record to the comprehensive plan committee to keep them informed of geographical implications of any system expansion and vice versa to assure that such an expansion meets the principals of the comprehensive plan.

Adopted: October 9, 2012 by the Board of Selectmen