



**Town of Fairhaven
Massachusetts
Office of the Selectmen**

**EXECUTIVE SESSION MINUTES
RELEASE POLICY**

The following is the Town of Fairhaven Board of Selectmen policy with regard to the approval and release of executive session minutes:

1. Approval of Minutes

The Board of Selectmen will review, amend and finalize, and approve executive session minutes as soon as practicable after each respective executive session. The Board's office staff shall make a reasonable attempt to provide the Board Members a draft of executive session minutes on or before the Thursday following the Monday night meeting at which an executive session occurred. Prior to that meeting, the Board will review the draft minutes, make any proposed changes thereto, and vote on approval of the executive session minutes in open session.

2. Release of Minutes

The Selectmen's Office shall keep a notebook containing all executive session minutes, denoting which of the three (3) categories

1. Public – unrestricted
2. *Public on a redacted basis
3. Closed for confidentiality purposes.

At each meeting, the Board of Selectmen shall review at least one set of executive session minutes (if available) of an executive session meeting(s) held three to six months prior, to determine if a need for confidentiality still exists. If no need for confidentiality still exists, the Board shall vote to release the Executive Session minutes. If a need for partial confidentiality exists, the Board will work with the Selectmen's Office staff, and/or Town Counsel, to produce a redacted copy for public release. If the minutes still reflect a need for confidentiality, no action shall be taken.

On a biannual or as-needed basis, the Board shall review the minutes in the notebook in executive session and shall determine whether the purpose of each executive session topic addressed therein still exists. Town Counsel may be invited to this session. This notebook shall contain all meetings from 2012 to the present and will denote each meeting's status for availability. Executive Session minutes held prior to 2012 shall be released on an "as requested" basis.

Any executive session minutes will be released in hard copy only. The Selectmen's Office reserves the right to charge for the cost of printing the pages of the executive session minutes requested. Executive session minutes will not be released in digital format. Executive session minutes will be released only with written signature of the Executive Secretary (or Town Administrator) and record will be kept of all executive session minutes released. The record shall include a signature of the Executive Secretary (or Town Administrator) and from the party requesting and accepting said minutes

Minutes of executive session meetings shall only be accessible by the method aforementioned. No Executive session minutes, be placed on the Town website for review, regardless of the category they fall into

Adopted April 27, 2015:

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