

Springfield Meeting Minutes Policy:

1. Meeting Minutes are always available within the State mandated time frame
(These may not be typed and edited, but hand written raw notes. They may be available, in some cases, as soon as the day following the conclusion of the Board or Department Meeting of Record.)
2. The folder in the town hall will be updated as soon as typed and edited notes are available.
3. Meeting Minutes will be posted on our website: www.springfieldnh.net as soon as possible, and hopefully within a day of the typed version being available.
4. If the folder in the Town Office is not current please ask the staff for access to Meeting Minutes.
5. If a final copy of the meeting minutes that you have requested are not available you will be:
 - Given access as the document becomes available
 - Given an appointment to see the notes or document
 - Given access to the hand written notes from the meeting
 - Given access to the tape recording if available