

**TOWN OF SCARBOROUGH  
RESOLUTION 01-07**

**BE IT RESOLVED** by the Council of the Town of Scarborough, Maine, in Town Council assembled, that,

**WHEREAS**, the Town Clerk's Office will continue to provide a recording secretary for the Town Council and its standing committees; and,

**WHEREAS**, the Town Clerk's Office is responsible for maintaining records of all Town committees and boards and maintain uniformity of record-keeping; and

**WHEREAS**, it will be Town Council policy that minutes shall be in as brief a form as possible and that handouts/distributions will be attached to the minutes as part of the official record.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Council policy for minute taking be adopted as recommended by staff for voluntary committees. This will entail voluntary committees completing a *Minutes/Notes of Meeting* form (attached) by designating one member of the committee to complete the form at the time of the meeting. The Town Clerk's Office will provide the form for each committee meeting, and the form is also available on the Town of Scarborough web site ([www.scarborough.me.us](http://www.scarborough.me.us)) or can be e-mailed to the appropriate committee member.

Signed and dated this 4<sup>th</sup> day of April, 2001, by the Scarborough Town Council and the Town Manager.