

ATTACHMENT “A”

Department/Board followed by a General Description of Public Records Maintained

Accountant

Paid warrants,
Accounts payable- vendors, billing information
General ledger with revenues and expenditures
W9 and 1099 Forms
Signed contracts.
Insurance information
Majority of grant documents
Annual budgets
Audited financial statements
Written Correspondence
Email

Administration

Audits
Budgets
Contracts
Insurance
Liquor Licensing
Personnel Policies/Handbook
Grants documents
Procurement data and documents
Town Administrator reports
Written Correspondence
Email

Board of Assessors

Meeting agendas and minutes
Real estate assessments
Maps
Property assessment Cards
Abutter's lists
RE and PP Granted Abatement Applications & certificates
Chapter land applications
Property tax maps
Written Correspondence
Email

Board of Health

Meeting agendas and minutes
Septic system as-builts
Soil test applications and results
Title V inspection reports
Septic maintenance and inspection reports
Applications for Disposal Work Construction permits – new and repair
Approved plans for Disposal Work Construction permits

Well permits
Food service establishment permits and inspection forms
Recreational Camps for Children permits
Pleasant Pond water sampling results (Memorial Day to Labor Day weather permitting)
Complaints of state sanitary code, environmental code and nuisance laws
Public Pool permits and inspections forms
Written Correspondence
Email

Building & Inspectional Services

Building permits, applications, and plans
Permits and applications for electrical, plumbing, gas, and sheet metal permits
Property files
Fee schedule
Occupancy permits
Annual inspection certificates
Written Correspondence
Email

Community Preservation Commission

Meeting agendas and minutes
Applications for funding
Reports from funding recipients
Written Correspondence
Email

Conservation Commission

Applications for Abbreviated Notice of Resource Area Delineation with plans
Notice of Intent applications and plans
Request for Determination of Applicability and plans
Records filings under the State Wetland Protection Act and the Manchester General Wetland Bylaw XVII
Letter Permits
Enforcement Orders
Written Correspondence
Email

Council on Aging

Meeting agendas and minutes
Written Correspondence
Email

Department of Public Works

Town accepted street list
Requests for bids/proposals and response
Storm Water Permitting
Paving Projects
Sidewalk Projects
Street opening/curb cut permits

Written Correspondence
Email

Fire Department

Site Information – including inspections and sale closings
Fire permits
Incident Reports
Written Correspondence
Email

Historic District Commission

Certificates of appropriateness
Applications
Written Correspondence
Email

Library

Meeting agendas and minutes
Written Correspondence
Email

Planning Board

Special permit decisions
Site plan review decisions
Endorsed approval not required plans
Approved preliminary subdivision plans
Approved definitive subdivision plans
Property specific correspondence
Written Correspondence
Email

Police Department

Motor vehicle crash reports
Arrest records
Parking tickets
Motor vehicle citations
Incident reports
Protective custody reports
Civilian complaints
Animal control/inspection calls and reports
Written Correspondence
Email

Town Clerk

Business certificates
Election Records
Street listings
Bylaws – General and Zoning and amendments, Rules & Regulations governing the subdivision of land

Town Meeting warrants and minutes
Election Warrants and Results
Voter lists
Decisions of ZBA, Planning and Conservation
Pole Records
Flammable Storage Records
Log of Oaths of Office
Meeting Minutes for all boards and committee
Campaign Finance Reports
Dog Licensing
Vital Certificates
Public Meeting agendas
Conflict of interest disclosures
Open meeting law complaints
OML & Ethics compliance documents
Fee schedule
Raffle and bazaar permit
Non-criminal dispositions
Resident/voter data
Email

Treasurer/Collector

Investments and bank accounts
Tax and Utility Billings and Payments – real estate, personal property, motor vehicle and boat
excise, water/sewer
Tax Deferral
Tax Title
Taxes in foreclosure & litigation
Betterment Liens
Departmental turnovers/Treasurer's Receipts
Payroll Records
Vendor Payments
Written Correspondence
Email

Zoning Board of Appeals

Applications & decisions requesting a variance, special permit, or appeal to building
inspector's decisions
Written Correspondence
Email

Water

Commission meeting agendas and minutes
Water system information
Water quality analysis
Procurement data and documents
Written Correspondence
Email