

**Town of Mashpee  
Board of Selectmen**

**Policy No: 34**

**Declassification of Executive Session Meeting Minutes**

Working with the Chairman of the Board of Selectmen, the **Administrative Assistant/Secretary** shall, at reasonable periodic intervals, conduct a review of Executive Session minutes, in accordance with the following guidelines:

- The **Administrative Assistant/Secretary** shall, at the end of each quarter, review all Executive Session meeting minutes of the Board.
- The minutes, along with the comments of the **Administrative Assistant/Secretary**, will be forwarded to the Chairman of the Board for a final determination as to whether said minutes warrant continued non-disclosure in accordance with the provisions of M.G.L. Chapter 30A, §22. If the Chairman is unable to make this determination based upon his/her review of said minutes and comments, the minutes will be forwarded to Town Counsel for further review and recommendation.
- Upon determination that any Executive Session meeting minutes shall be declassified, such determination shall be announced at the Board's next meeting and such announcement shall be included in the minutes of that meeting.

***Adopted by the  
Mashpee Board of Selectmen  
November 13, 1995  
Revised May 23, 2011***