

Town of Needham Select Board

Policy Number:	SB-ADMIN-002
Policy:	Policy Regarding Executive Session Minutes
Date Approved:	6/27/2006
Date Revised:	6/25/2024
Approved:	

1. Disclosure

Executive session minutes shall not be disclosed to the public so long as their disclosure would defeat the lawful purpose of the executive session, or if the minutes may otherwise be withheld from disclosure pursuant to one or more of exemptions to the Public Records Law, G.L. c.4, §7(26), or the attorney-client privilege.

2. Periodic Review

In accordance with the Open Meeting Law, G.L. c.30A, §22(g)(1), the Town Manager shall periodically review executive session minutes to determine if continued non-disclosure is warranted in whole or in part. This periodic review shall be conducted at regular intervals of at least three (3) times per year. At the next Select Board meeting following the conclusion of each periodic review, the Town Manager shall announce those executive session minutes that no longer warrant continued non-disclosure in whole or in part, and such announcement shall be noted in the minutes of that meeting.

3. Review Process

Upon receiving a request for executive session minutes that have not been reviewed in accordance with Section 2 of this Policy, the minutes shall be reviewed as follows:

3.1 The Town Manager shall review the minutes in a timely manner. If the Town Manager determines that (1) disclosure of the minutes would not defeat the lawful purpose of the executive session, and (2) the minutes may not otherwise be withheld under the Public Records Law or attorney-client privilege, the Town Manager shall disclose the minutes within ten (10) calendar days after receipt of the request.

3.2 If the Town Manager determines that continued non-disclosure is warranted, the Select Board shall review the minutes in executive session at the next meeting after receipt of the request, or within thirty (30) calendar days of receipt of the request, whichever occurs first, to additionally determine if continued non-disclosure is warranted.

3.3 In the event that review under this Section 3 will not be completed within ten (10) calendar days of receipt of the request, the Town Manager shall notify the requester in writing within this ten (10) day period that the minutes are under review and that a supplemental

response will be provided once the Select Board has reviewed the minutes, which time shall not exceed thirty (30) days from receipt of the request.