

VILLAGE OF FRIENDSHIP HEIGHTS

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Approved Minutes **Friendship Heights Village Council Communications Committee** **Wednesday, October 25, 2023**

Council Communications Committee members present: Martha Solt, Paula Durbin, Melanie White.

Others present: Julian Mansfield, Jason Goldstein, two Village residents.

At 6:15 p.m., Ms. Solt called the meeting of the Friendship Heights Village Council Communications Committee to order.

Ms. Solt presented the following items for discussion:

Article in October Newsletter

Ms. Solt reviewed the error in the October newsletter concerning the update on the Page Park project. The Committee discussed ways to avoid this in the future and agreed that the newsletter should refer to the Village website for any updates.

Public Records Policy

Ms. Solt referred to the proposed revisions from the Village attorney for the public records policy. She referenced the model regulations sent by the attorney and asked Mr. Mansfield to inquire if the model regulations could simply be adopted and modified to add charging for attorney's fees and setting the cost for copying charges. Mr. Mansfield will follow up with the attorney on these issues. Ms. Solt also asked the staff to review the guide for responding to requests under the MD Public Information Act and to report back to the Committee regarding compliance with the guide.

Records Retention Schedule

The Committee discussed updating the records retention schedule to include security camera footage, which is considered a public record. Mr. Mansfield will ask the security camera contractor for clarification on the length of time that camera footage is retained by the camera system.

Responses to Public Comments

Ms. Solt referred to the suggestion to provide written responses to public comments given at Council meetings. The responses would be updated after each monthly meeting and posted on the Village website. Committee members discussed the merits of this approach. The Committee agreed to further explore this topic at its next meeting.

No other action was taken by the Communications Committee. The meeting was adjourned at 7:43 p.m.

Respectfully Submitted:



Martha Solt, Council Secretary