

TOWN OF SOUTHAMPTON

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OFFICE OF TOWN CLERK SUNDY A. SCHERMEYER

How to create a Mini Packet in Minutetraq

1. Run a Legislative File search for the desired item(s)
2. Select the desired item(s) in the results (you may need to use your CTRL and/or SHIFT keys to select multiple items)
3. Right-click on the item(s) in the search results and select "Generate Mini-Packet".
4. In the box that pops up, be sure to check the boxes for Full Rebuild and Include Attachments, then hit Generate

A screenshot of the Minutetraq software interface showing a search results table. The table has columns for Doc ID, Status, Doc #, Short Title, Department, and Meeting. A context menu is open over the table, with the "Generate Mini-Packet..." option highlighted. The menu also includes options like New, Edit, Refresh List, Duplicate, Delete Document, History, Print Preview, Show Advanced Filters, Auto Preview, Choose Columns, Show Grouping Options, Export to Excel, and Print List.

Doc ID	Status	Doc #	Short Title	Department	Meeting
34462	Adopted	RES-2020-731	Change Target Area of Parcel and Amend the CPF Management and Stewardship Plan	Community Preservation	10/13/20 01:00 PM
34877	Adopted	RES-2020-802	Reject Bids for North Sea Beach Colony Beach Erosion Control District Nourishment	Central Purchasing and Contrac...	10/01/20 10:00 AM
34861	Adopted	RES-2020-803	Authorize Access and Indemnity Agreement Regarding Suffolk County Dredging	Town Attorney	10/01/20 10:00 AM
34881	Adopted	RES-2020-804	Authorize Rental of Equipment from Suffolk County Contract with Chesterfield Associates	Central Purchasing and Contrac...	10/01/20 10:00 AM
34870	Adopted	RES-2020-805	Ratify Employee Suspension and Appoint Hearing Officer	Personnel	10/01/20 10:00 AM
34880	Adopted	RES-2020-806	Amend Remote Work Policy	Personnel	10/01/20 10:00 AM
34891	Adopted	RES-2020-807	Authorize the Justice Court to Apply for Grant Funding	Justice Court	10/01/20 10:00 AM
34896	Adopted	RES-2020-808	Re-Appoint David Reilly to the Board of Assessment Review	Supervisor	10/01/20 10:00 AM
34800	Adopted	RES-2020-809	Convert 2021 Tentative Budget to Preliminary Budget	Comptroller	10/08/20 11:00 AM
34801	Adopted	RFS-2020-810	Notice of Public Hearing Special District Budgets 2021	Comptroller	10/08/20 11:00 AM
34924	Adopted	RES-2020-811	Appoint Bridget Fleming Marriage Officer	Supervisor	10/08/20 11:00 AM
34918	Adopted	RES-2020-812	Auth Parking Lot Paving at L...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34917	Adopted	RES-2020-813	Auth Parking Lot Paving/Patc...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34889	Adopted	RES-2020-814	Authorize Professional Serv...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34850	Adopted	RES-2020-815	Authorize Purchase of Comp...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34900	Adopted	RES-2020-816	Authorize Purchase of Guide...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34865	Adopted	RES-2020-817	Authorize Purchase of One (1...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34942	Adopted	RES-2020-818	Auth Supervisor Sign Contrac...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34883	Adopted	RES-2020-819	Auth Supervisor Sign Amend...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34938	Adopted	RES-2020-820	Authorize Supervisor to Sign...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34909	Adopted	RES-2020-821	Authorize Supervisor to Sign...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34926	Adopted	RES-2020-822	Authorize Supervisor to Sign...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34941	Adopted	RES-2020-823	Authorize Supervisor Sign to...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34939	Adopted	RES-2020-824	Authorize Supervisor Sign Co...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34940	Adopted	RES-2020-825	Auth Supervisor to Sign Cont...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34890	Adopted	RES-2020-826	Authorize Supervisor to Sign...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34934	Adopted	RES-2020-827	Auth Supervisor Sign Suppor...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34904	Adopted	RES-2020-828	Auth Supervisor Sign 2021 A...	Central Purchasing and Contrac...	10/13/20 01:00 PM
34908	Adopted	RFS-2020-829	Award and Auth Supervisor to...	Central Purchasing and Contrac...	10/13/20 01:00 PM

A screenshot of the "Generate Mini-Packet" dialog box. It has a title bar with a printer icon and the text "Generate Mini-Packet". Below the title bar is a green header area with a printer icon and the text "Generate Mini Packet" and "Choose the template to use for each file type". The main area contains a table with two columns: "File Type" and "Printout Template". The table has one row with "Town Board Resolution" in the "File Type" column and "Default Resolution Printout (Town-Modified)" in the "Printout Template" column. At the bottom of the dialog, there are two checkboxes: "Include Attachments" (unchecked) and "Full Rebuild" (checked). There are also "Generate" and "Cancel" buttons.

File Type	Printout Template
Town Board Resolution	Default Resolution Printout (Town-Modified)