

**Town of Warner
Record Preservation Committee**

UNAPPROVED

Meeting Minutes
Monday, August 6, 2018
Warner Town Hall, Main Floor Room

A. Open Meeting

Judy Newman-Rogers opened the meeting at 9:05 am

B. Attendance

Present: Judith Newman-Rogers, Town Clerk	Marianne Howlett, Tax Collector
Martha Mical, Assessing Clerk, Retired	Debra Moody, Assessing Clerk
Nancy Ladd, Librarian, Pillsbury Free Library	
Absent: Ginger Marsh, Treasurer	Rebecca Courser, Warner Historical Society
Clyde Carson, Selectman's Representative	

C. Discuss Goals of the Committee for Warner Town Records

Martha: Suggestion to create and present 4 general plans for storing town records to the Board of Selectmen for their preference and then work on that plan in detail

Judy: Agreed and said she asked at the 8/17/18 selectman's meeting if the board had any reason for the committee "not" to pursue the large, unused room on the main floor of the Old Graded School (OGS) or if there was a reason the board would not support that idea. Responses: Selectman Edelman said to pursue all options; Selectman Carson said the Economic Development Advisory Committee (EDAC) was interested in space in the building. Town Administrator, Jim Bingham said there was someone working with the state to start a pre-school.

The discussion of the Committee members that followed included: that they present "pros & cons" for storage options; EDAC minutes recently available indicated the OGS would not suffice for the committee's proposed use; town use of town owned building versus a use providing a service to residents; available space at the OGS could be divided for multiple uses; meet with all interested parties including the Senior Center currently using a room part-time on the first floor OGS to discuss realistic sharing or division of the room space; tour the entire OGS to identify current uses of and the number of rooms in the building then discuss possible additional uses; relocate part-time Senior Center to Town Hall lower level meeting room adding that the potential use of a functioning kitchen is a positive of the move; handicap accessibility in Town Hall is to lower and main floors; handicap accessibility to main floor only at the OGS; important that there is internet accessibility; cost of converting current space or creating new space or displacing a current entity to accommodate secure, safe town record storage can be included in the options the committee presents but final decisions are made by the selectmen.

The committee listed Town owned buildings - the OGS, old fire station building on Kearsarge Mountain Road, current fire station on East Main and Town Hall - and discussed the possible location of record storage at each.

The old fire station building on Kearsarge Mountain Road was discussed as small, lacked parking and in need of structural renovation before consideration as a usable space.

The current fire station on East Main Street lacks parking, upper level is not handicap accessible, is not an option for record storage if moisture issues within the building still exist, exploration and possibly mediation of issues would add to renovation costs, it was stated that the Library and Town Hall had flooding problems in the past that were resolved.

A previous years discussion during the budget season was recalled. It proposed adding an addition to the Town Clerk's Office side of the Town Hall building that would mirror the addition on the driveway side of the building to accommodate record storage and resulted in the creation of the Town Hall Improvement Capital Reserve Fund.

A suggestion to use space in Town Hall was explained: build a wall in the lower meeting room, opposite from where the kitchen is, to connect the two offices, currently Land Use and Finance, to create a long room between the two offices that could accommodate record storage and give each office an entrance into the space, then move the Tax Collector and Town Clerk Offices to the lower level offices. It was stated that the Town Clerk and Tax Collector Offices had previously used the lower offices, there are entrances into the building on each side of Town Hall, the lift can be used to go to the lower level, maximum attendance in the lower level is 50 therefore reducing current meeting room area is not devastating, the new room between the offices addresses centralization of records and oversight of the records when in use.

Discussion continued about specifics needed to create an appropriate record storage room: temperature/climate control, review of electrical and heat zones and raising file and safe cabinets up off the floor. It was stated that this storage room was one that would not cause a hardship in displacing current offices since other office space would become available and there is currently unused office space that could also be used. The committee suggested a variety of ways to relocate the other town offices but also agreed that office placement was the decision of the Selectmen.

A question was raised about how to determine current and future space needed for the storage of current and future records. Martha Mical said she measured current record storage and it totaled 67 linear feet and approximately 5 feet high. Judy said the state Records Retention schedule was sent to departments for their reference and to begin documentation of the location of records. Nancy said grants may be available to provide a review by a records preservation.

Judy explained that a grant had provided a preservationist who reviewed the Town's current record storage and made recommendations. The result was that the most adequate space that met the requirements for good record storage was the room that is currently used as the Town Administrator's and Selectman's Office. Judy said the plan has been discussed with the Town Administrator and the Selectmen in the past but she officially submitted it as a Capital Improvement Plan (CIP) in 2017 with her request to fund a Records Preservation Capital Reserve Fund. She passed out copies of the preservationists floor plan to the committee as well as pictures of storage ideas for maps and a quote she received for sliding shelf units. A suggestion was made to expand the preservationists floor plan to include the entire office area and relocate the Town Clerk's Office to the front office where the Selectman's Secretary is.

A suggestion was proposed in support of the preservationists plan but then to also create the additional storage room in the lower level by constructing a wall in the meeting room between the two offices that could be used for centralized record storage for the Land Use on one side and the Tax Collector/Assessing office on the other side who often interact and share records. It was said that if the selectmen chose this plan, then the Administrator, Selectmen, Selectman's Secretary and Finance offices could occupy the first floor offices and the third floor office.

It was asked if department heads could estimate the amount of current and future records they generate and the amount of space they need for storing those records. Judy said by statute the records may be kept in the department if they are going to be used, they do not have to all be moved to one location as long as the location of the record is known and they are kept safe and secure. Various types of other records – maps, aerial photos - were discussed, as well as places to search for different types of items to use for storage – Federal Surplus, Whites Farm in Concord, Craigslist, Engineering or Architechtural companies closing up or upgrading and private donations.

The committee discussed the recent lightening strike at the Hopkinton Library and the losses from water damage and smoke. Nancy said in addition to raising shelving units off the floor, archival boxes to store records have proven to be waterproof and protect the records inside them from disastrous events.

Suggested goals:

1. Location for storing records
 - a. Selectman's Office
 - b. Old Graded School
 - c. Added storage space between the lower level offices
 - d. Addition to Town Hall that mirrors addition on west side of the building (driveway side)
2. Identify current and future record generation and storage needs for long term planning
3. Ensure that records being generated, both paper and digital, are in a format that is standard for everyone and identify the entity with authority to implement a "Naming Protocol", one that makes it easy to access records and files (ex: consistent name yyyyymmdd, folders with dept or committee name).

Nancy said she had a naming system in a spreadsheet that she could send the members for review. She also offered to write a Mission Statement and list of goals for member review.

The discussion continued: back ups on the cloud, flash drive or external hard drive; acid free paper, printing with a laser printer, scan older records and print onto acid free paper with laser printer, possible volunteers to help; create a Destruction Record to track records as they are replaced or updated; Sign Out procedure for records; future public in-house accessibility to public digital records; invite Town IT Support, Dan Watts, to attend a future meeting. Nancy said she had a list of the microfilm that she could send to members. When she asked about the Town and a micro film reader/printer she was told the Town supported paying for one and keeping it at the Library. Nancy said she would contact the members if a representative was able to do a demonstration. She said Optical Character Recognition (OCR) software could be purchased in addition to the film reader that would make searching pdf documents possible. It was asked but unknown if the search on the Warner web site was similar.

The committee discussed bringing their recommendations for record storage locations to the Board of Selectmen so that a decision could be made soon and funding for the project could be included in the budget planning process for 2019. A Capital Reserve Fund currently exists for Record Preservation.

D. Other Business

The committee set the next meeting date Thursday, September 6, 2018, 9 am, Town Hall main floor.

E. Adjournment

Meeting adjourned – 11:00 am.

Respectfully submitted,

Judith A. Newman-Rogers,
Town Clerk, CMC