

Record Preservation Committee Minutes

5/14/19

Members : Michelle Courser, Marianne Howlett, Nancy Ladd, Martha Mical, Ginger Marsh, Clyde Carson

Present today: Michelle, Marianne , Nancy, & Martha

Opened the meeting at 3:30pm, the motion was made to have Michelle be the chairperson, it was seconded and all were in favor. The discussion started with the fact that the Selectmen are discussing the fire suppression system for the Town Hall. It is felt that a water based system is NOT a good idea for the area that the books are stored. We discussed that the book area should be protected by a gas system. Most likely much more expensive. We also felt the gas system should be designed for the attic space over the current selectman's office, so you don't have water coming down through the ceiling. This also addresses the future storage of records. Permanent records must be paper. The committee felt that the place for record storage is the first thing to be figured out. After much discussion the following is the committee's recommendation for room rearrangement in the Town Hall:

Top Floor left side(precinct) – bookkeeper

Top Floor right side(empty)—Town Administrator

Main Floor left side(tax & assessing) – tax & assessing

Main Floor right side(Town Clerk) – Selectmen Secretary & Selectmen Table

Side entry Level (Selectmen Office)- Town Clerk and records room

Basement Level Left(bookkeeper)- Land use

Basement level right(card room) -precinct and card room

It was felt that the precinct could move to the precinct building if they did not want to be in the card room.

Nancy made the motion to put this plan before the Selectmen, Marianne seconded (we are on the agenda for May 21.)

There was discussion about shelving but the committee felt we should put money into preservation before shelving.

Microfilm reader was discussed we agreed that it should be in the Town budget and purchased (a computer is also needed to go with the Microfilm reader).

The committee agreed that the priorities should be the room number 1 and microfilm reader number 2

Meeting adjourned 4:15 pm