

Record Storage Advisory Committee Minutes for May 30, 2018

Present: Leslie Bracebridge (LB), Susan Millinger (SPM), Susie Mosher (SM), Savanna Ouellette (SO), Linda Avis Scott (LAS), Becky Torres (BT) (when needed for relevant business)

Absent: Buildings Committee representative

The meeting opened at 11:06 am. Minutes of April 25, 2018 were approved as corrected.

Business: Two foci: current issues; future directions

A. Current Storage update and steps:

Update on PEM II datalogger from SHRAB Grant

The second PEM II, which was purchased with the recent grant from SHRAB, has arrived. Question: should it be placed in the vault or the main room of the Old Town Hall (OTH)? To assist in making this choice, and for the committee's information, SM presented an update on the status of the four dehumidifiers currently in the OTH.

The oldest (A) no longer works. (The freon leaked out.)

B, with a broken handle, is in the vault. It's working; it collects less water than do the two in the main room. It's set at 50%.

Two dehumidifiers were brought from the basement level of the new Town Hall (TH) because the system currently in the TH is believed to capable of handling the humidity throughout the TH.

C, a newer model, brought from the Community Lounge, downstairs in the TH, seems to work well: on average, the bucket fills up every two days.

D, the same model as A, which was previously in the TH basement main room, was brought over to replace the broken A. It has a hose attached to its bucket, and currently drains out the OTH side wall. Note that it does not empty completely; the bottom of the bucket continuously contains water, below the hose exit.

Given the conditions in the main room, it was decided to place the PEM II datalogger in the Main Room of the OTH by a vote of 4 in favor, one abstention.

What steps should be taken next in dealing with OTH as a possible storage space for records?

The information we received from consultant Rachel Onuf indicates that we could take action(s):

-have plastic put on the floor and walls of the crawl space,

-consider getting one or more better quality, more effective dehumidifiers. Copies of SPM's research on dehumidifiers were made available.

-or explore whether a mini-split might be a better way to solve the dampness problem in OTH.

The Buildings Committee could be asked which equipment is better: a better dehumidifier, or a mini-split

Getting a consultation from an environmental engineer was also recommended by Rachel Onuf.

Kristin van Patten was unable to find an environmental engineer (or at least, one who w/could respond to her.) The Committee then discussed whom we knew about who has the requisite knowledge and experience to help us.

LAS suggested we contact BT about the consultant she got to assess the Community Lounge in TH basement. BT came to join us to provide information and advice. Steve Smulski together with Jeff Lacy and Paul Lyons were involved in the earlier assessment of the condition of OTH.

Another possibility is to find out from Pelham who provided them the assessment that led them to recent work on their Community Hall. (Article in recent *Hampshire Gazette*.) Becky will contact Pelham for that information

Becky suggested either a Request for a Proposal (RFP) or an RFI (Request for Information) to be sent to HVAC businesses. Putting down plastic can come first: this would involve a straight bid for a construction bid on an insulation project (putting down a moisture barrier.) As a Building project, the Building Repair Line would be charged, so the Buildings Committee would need to approve a bid. BT suggested that we have the scope established before bringing the matter to the Buildings Committee.

SM is to contact Steve Smulski, give him Gregor's report, and ask his input about a bid.

If the PEM II datalogger is in the main room providing baseline data about the humidity **before** plastic is put in, a comparison of data before and after the plastic has been put in would indicate how much, if any, further work was needed to make the OTH suitable for record storage. That data could also be used for an RFP or RFI.

SPM will not need to contact Bruce Whittier of Whittier Plumbing and Heating to ask about his experience with the kind(s) of work needed.

Needed Immediate Change: Responsibility for Checking Dehumidifiers:

SO pointed out that SM should not be left the burden of visiting the OTH every other day to check on dehumidifiers and empty buckets. SPM volunteered to do this on Fridays; BT will also help.

B. Future business:

SM reminded us of the importance of creating a grid which will enable the comparison of possible record storage spaces in terms of the extent to which they meet various conditions for adequate record storage.

With reference to one space which has been mentioned, SO reported briefly on a report given to the Trustees of the Library by Rosemary Walters of MPLCP (Massachusetts Public Library Construction Program.) The Trustees were informed that a grant for a new Library would not pay for anything that is not directly connected to the work of a library, which would include archives.

SM requests that **before the next meeting** each of us create a grid and start to fill in it for different spaces that have been mentioned. It was pointed out that we might end up with different spaces for different types of documents (e.g., permanent vs impermanent records.)

The Conditions: Adequate record storage space (see the minutes of March meeting) should:

1. be fireproof
2. be waterproof
3. be secure
4. have good/needed environmental air conditions
5. be accessible to public
6. be accessible to town clerk and other town officials
7. be capable of expansion
8. have decent lighting
9. have suitable work space available
10. have an acceptable impact on other areas of town

Other business:

In answer to a question asked in the April meeting, whether BT would prefer a meeting time more convenient for her, BT said that she was satisfied with the information she receives from SM, LAS, and minutes.

NEXT MEETING: Wednesday, June 27 at 11 a.m.

The meeting adjourned at 12:30 pm

Respectfully submitted,

Susan Millinger