

Record Storage Advisory Committee - Minutes for January 16, 2019 meeting

Present: Savanna Ouellette, Susan Millinger, Linda Avis Scott, Becky Torres, Susie Mosher. Leslie left some notes for discussion. Guest: Bob Groves Meeting began at 11:00 am

In answer to Leslie's concern, Bob gave his opinion that the weight of the records to be stored would not necessitate building on a cement slab. This makes more flexibility for possible storage options.

Minutes from 11/28/2018 meeting approves without edits.

We reviewed the format of the Record Storage Options on an XL spreadsheet Susie drafted and sent out. The information is useful for comparisons and managing a lot of information. At this time expense is not listed in the table. The state required criteria will be designated.

Next step is to put down some of the general concepts our research has revealed. Savanna asked for clarification. Susie and Savanna will meet to discuss this. Once we all review and edit the next draft, the sheet will be shared with Select Board, Buildings Committee, Finance Committee, Capital Planning, Meryl Mandell, former chair of Master Plan Working Group, and Departments. Any others?

Bob Groves updated us on the Old Town Hall. The furnace was shut off inadvertently. The mini-split is still being researched by the Buildings Committee.

He is working on a CPC proposal that will move toward using the main room in the OTH for a meeting space. The proposal will leave the main building unchanged from the outside. The kitchen addition will be made over into an accessible entrance with a ramp on the south side of the building. Greg Steve, the abutting property owner, agreed with the possible ramp placement that would overlap his property. An accessible bathroom plus a small kitchen area with a hand sink, microwave, and counter is planned. The wiring, heating, insulation and environmental controls will all be improved. The septic and water systems look okay.

Parking is planned for across Wendell Rd on the Town Common.

The use of the building as a meeting place, not for record storage. The vault area is not under discussion.

September – December temperature and Relative Humidity data from the Old Town Hall and the downstairs in Town Hall were shared by Linda Avis Scott. The data shows the Old Town Hall furnace was off from mid Oct – early January. The dehumidifier is still working in the vault and is keeping the winter moisture steady. The data sheets are attached.

Space in the copier room, up over the bathroom has been approved by the Buildings Committee for storage. Bob estimated that a with $\frac{3}{4}$ " plywood sheet we should be able to store about 16 boxes of records. He suggested that shelves could be installed high on the North wall of the copier room for storage of more boxes.

Bob also suggested consideration of room in the elementary school building for record storage. Short /long term storage should be evaluated. Becky said the student population chart for a five-year period should be examined.

Bob suggested considering changing use of current spaces. For example: if record storage was moved to the Senior Lounge, the Town Clerk office might be moved downstairs, too. If the main room was divided up into record storage space, for which that room might be better suited, that decision would be predicated on first building a better, more desirable space for meetings, needs and activities already held in the main room downstairs.

Our next agenda items are: Monson vault visit (Notes from S. Millinger), review and comments on the draft XL sheet and concepts, discussion of next steps for short and long term record storage. Next meeting either 2/20 or 2/27. Meeting adjourned at 12:45pm.