

Record Storage Advisory Committee Minutes, September 18, 2019

Note: there was no meeting in August, 2019.

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

The meeting convened at 11:10 a.m.

1. Minutes from July 24, 2019: A motion was made and seconded to approve the minutes as read; the motion was unanimously approved.

2. The main business of the meeting was reading and editing of the draft Committee Report to the Select Board. Committee members suggested some possible improvements; those which found general approval were incorporated into the document. SPM offered to make these changes over the next few weeks so the report could be on the agenda of the Select Board at the meeting of October 15.

3. Old Town Hall Mice problem: LB was informed that the needed mousetraps could be billed to BT for the Buildings Maintenance budget. SM plans to place a mouse-catching bucket in the Main Room and find out how serious the mouse problem is there. When last checked, the Vault appeared to be mouse-free.

4. The List of Possible Tasks: There was a brief discussion of the list of tasks which SM had drawn up; it was determined that these tasks were not RSAC business, but could be dealt with by various departments in Town Hall and the Town Administrator.

5. The Annual Report, due by December 1, will be written by the Town Clerk.

Announcement of Veteran Heritage Grants: matching funds from the State are available; letter of intent due by November 6. It was decided that this information needed to be sent to the Historical Commission, the Veterans' Representative, Al Springer, and the Cemetery Commission.

The meeting adjourned at 12:40 p.m.

As this was the last meeting, the **minutes of this meeting** were preapproved (moved, seconded and unanimously approved.)

Respectfully submitted,

Susan P Millinger, secretary