

## THE MUNICIPAL RECORDS BOARD MEETING MINUTES

December 18, 2015

Present:

Nick Barrett

Dave Birchenough

Susan Hansel

Julia Lennon

Teri Upton

Mike Tarr

This was moving day. Mike & Nick moved all permanent records remaining in the upstairs storage area over to the new archive room in the LL of the library.

Respectfully submitted,

Teri Upton

## THE MUNICIPAL RECORDS BOARD MEETING MINUTES

January 7, 2016

Present:

Dave Birchenough

Teri Upton

Bert Wingerson

This meeting was our first weekly Thursday meeting of 2016. We began the process of cleaning off the large table used as a workspace which had become cluttered in the transition of our filing cabinets, boxes, and records from the old archive room to the new archive room. And began to give thought to how we can store our boxes. Teri will research steel shelving which is open and suitable for an archive area and get the information to Julia, Clerk. We decided to change our meeting time from 2-4PM to 1-3PM beginning next week because Dave B. has a schedule conflict.

Respectfully submitted,

Teri Upton

## THE MUNICIPAL RECORDS BOARD MEETING MINUTES

January 14, 2016

Present:

Dave Birchenough

Julia Lennon

Edith Notman

John Shea

Teri Upton

Bert Wingerson

Our meeting today was primarily about providing adequate storage for the boxes we have containing permanent records. The budgeting process has been mostly completed for the town, but Edie Drinkwater was able to include \$400 additional in the clerk's budget to accommodate some form of shelving for our needs. Before our meeting Teri went to Job Lot in Peterborough to look at shelving they have for sale. The shelving at JL may be adequate for our needs and with their much lower prices provide more storage for the funds we hope to have available. JL has some decent metal shelving, and also some plastic shelving which we may be able to buy to store the retention boxes upstairs in the old archive room. There are 18-20 retention boxes in the old archive room, and close to that number of permanent records boxes in the new archive area. Once town meeting budgets have passed we'll know if we have the money to purchase shelving we need or not.

Respectfully submitted,

Teri Upton