

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