

Record Storage Advisory Committee Meeting (RSAC)– September 26, 2018

Present: Leslie Bracebridge (LB), Susan Millinger (SPM), Susie Mosher (SM) and Linda Avis Scott (LAS). Becky Torres (BT) was also able to attend the second half of the meeting. Absent: Savannah Ouellette (SO) and a member of the Buildings Committee.

The meeting opened at 11:05 a.m.

1. The minutes of the meeting of May 30 were read and minor changes were made. A motion was made and seconded to approve of the minutes as amended; it passed unanimously.

The minutes of August 15 were read and a number of changes were made. A motion was made and seconded to approve of the minutes as amended; it passed unanimously.

2. Brief report on the Historical Commission meeting of August 20 to which RSAC was invited because the planned focus of the meeting was the digitalization of the Commission's records. SPM attended as a representative of RSAC. Kristin van Patten explained at length what would be involved in digitalization and necessary preliminary steps. She emphasized that the important first step would be to inventory the Commission's holdings. Only after that had taken place could the Commission consider applying for funds to help with the project. It was mentioned in passing that perhaps some of the Town's records could also be digitized as part of the project.

3. Report on the data loggers and discussion of recent findings. LAS reported on this first analysis of the data of the two data loggers performed by LAS and LB. The e-climate website was used to upload the data collected between June 1 and September 16th by the data loggers in the Old Town Hall (OTH) vault (logger P2_17495) and in the basement of Town Hall (TH) (logger pem 2A). Data for temperature, for relative humidity, and for both together was run from each logger. [See the attached graphs of both temperature and relative humidity for each location.]

To block mold growth, relative humidity should be below 60%, and preferably below 50%. Temperature should stay below 70 degrees F.

Discussion. The graph for the vault in OTH shows that humidity was within an acceptable range, but the temperature rose several times to an unacceptable height. The cause may be that when active, the dehumidifier generates heat. The question is: what can we do about this?

In Town Hall, in contrast, the temperature was reasonably even, but humidity went up and down. Suggested causes: The opening and closing of the door to the room where the dehumidifier is (which should be left open) and of other doors and windows in the basement. That equipment is also responsible for a large space, so it may not always meet the needs of the area near the data logger. Could a different placement of the data logger help? Perhaps, it is in too hidden a space (because of fear that it might be taken away), and should be more in the open. The decision was made to place it on top of the flat file.

Future report on measurements. *For the December meeting of RSAC, there will be a report on the data recorded between September 1 and December 15.* The e-climate site permits the printing out of local weather statistics for the period being measured; it was agreed it would also be useful to have that information in December.

Conclusions. In Old Town Hall vault, the humidity level was good, but the heat rose at times to levels over 70. It was suggested that we consult with the Buildings Committee to see what can be done to solve this problem.

In Town Hall, the problem appears to be multiple uses of the basement rooms, which interfere with proper functioning of the equipment. RSAC needs to think about the question of control of the dehumidifier.

The dehumidifier in the Senior Lounge is a problem, since most days it needs to be emptied. This dehumidifier should probably be piped outside.

SM plans to take copies of the graphs to Bob Groves of the Buildings Committee, and to send the secretary copies of the graphs to attach to the minutes of this meeting.

4. Updating by BT about OTH Becky told us that Bob Groves had found someone to spray the brick exterior of the OTH Vault, and that has been done. The Buildings Committee is planning to price a minisplit for the OTH vault. Puzzle: How did a (now desiccated) mouse manage to get into the vault?

5. Evaluation of space options for long term record storage. SM reminded the group that this is an exercise in thinking about the problem, not an attempt to find the right answer.

One possibility is a (new) free-standing building. How flood-proof would that be, if built behind or beside TH? BT assured us that drainage would not be an issue.

In terms of the process of evaluating space options

-what storage need(s) can be met by the different spaces? what would we be putting in each space under consideration?

-needed: a completed estimate of the amount of space needed for documents which must be preserved. Do we need to calculate (a) how many existing square feet of storage space we have and (b) how much we estimate we are going to need?

6. Announcements

The next meeting: Wednesday, October 24 at 11 a.m.

Agenda will include:

Discussion of some different spaces, applying the criteria we have generated to them.

The meeting concluded at 12:30 p.m.

Respectfully submitted,

Susan Millinger, secretary