

Record Storage Advisory Committee Minutes for February 27, 2019 meeting

Present: Leslie Bracebridge, Savanna Ouellette, Linda Avis Scott, Susie Mosher, Becky Torres

Absent: Susan Millinger. The meeting convened at 11:00 am.

Minutes from January 16, 2019 and Annual Report for 2018 were approved as written.

We tabled a discussion on Monson because Susan Millinger took notes and could not attend today.

Susie read a reply from Rachel Onuff about how to calculate the amount of space it takes to shelve 850 cubic feet of records. Rachel said factors of length of room, height of shelving etc. figure into the calculation. Accessibility is meant for the staff; the public may not need to physically access the space. We discussed shelving accessibility and considered that future designs could not include ladders for higher shelves and still meet ADA requirements. Non accessible shelving has been used in all the places we have visited, both in terms of the width of the aisle and the height of the shelves.

One aspect of record storage in other towns, and in Shutesbury, is that none of them have all the records centralized into one space. This means that many records are not kept under the fireproof, secure, floodproof, and mold free conditions. Decentralized records take up space in offices that are overcrowded in most cases.

We looked over the drafted chart and raised a few questions: The need for expandability of possible storage space is tied to the number of years we are projecting for this record storage project. Projecting out 50 years of record accumulation is a starting point for discussion.

This chart should be renamed Hypothetical Possibilities for Record Storage. This chart is for planning purposes, not for general distribution. We expect to winnow out some ideas and make a formal presentation to the Select Board and other boards after town meeting, whenever we are ready. At this time, we agreed to send out an email with our Annual Town Report and an inquiry asking for boards and departments to let us know the condition, security needs and volume of the records they have.

We considered management of short-term storage. There are 6-7 boxes that Gail Weiss may be ready to move out of her office, along with the 4 that were put downstairs. Some boxes in Old Town Hall may be ready for permission to destroy. Becky needs access to boxes back to 2015 or so; putting boxes up on the platform over the bathroom would not be ideal. We tried to define what records would be appropriately stored in inaccessible places. Linda has begun more work on the Conservation Commission record re-labeling and re-boxing. Possibly there will be boxes that can go on the platform.

The next meeting is scheduled for March 27 at 11 am. The proposed agenda items are the Monson report, how to use storage spaces available – short and long term, get a better handle on Planning Board materials, think about what is currently in filing cabinets around Town Hall – Board of Health, former Town Administrator files, etc.

The meeting adjourned at 12:30 pm.