

Record Storage Advisory Committee Meeting – June 13, 2018 11:00 am

Present: Leslie Bracebridge, Linda Avis Scott, Susie Mosher- joined shortly by Becky Torres and Susan Millinger. Guest: Bob Groves, Buildings Committee

Bob Groves discussed with RSAC the results of a visit to the Old Town Hall by some members of the Buildings Committee on Monday, 6/11/18. They found the air in the vault to be noticeably cleaner than the main room. The vent on the north wall provides fresh air exchange. The same vent can be used to drain the current dehumidifier through a hose. Becky and Susie will install that, taking care to not disrupt whatever material is in place to keep out mice and insects. The vault's bricks and foundation can be sealed with silicone from the outside of the building, reducing the flow of moisture into the vault. The Buildings Committee will address that step. The temperature and humidity in the vault will be monitored with the data logger to evaluate the climate conditions.

There is a leaking cap on the water line into the Old Town Hall basement. Buzzy Booth will be contacted to fix this. Less water in the building will help reduce the relative humidity. The furnace will also get checked out and adjusting the burner may improve the air quality.

The Buildings Committee will research whether a mini-split or a dehumidifier will work best in the vault space for the longer term. The current dehumidifier is unlikely to work in cold temperatures so the recommendation and the solution should be completed before winter.

It is agreed that the rest of the building outside the vault is not suitable for record storage and there are no plans to change the building to accommodate that use. The RSAC will focus on the process to remove permanent records from the main building as soon as possible. Until then the dehumidifier with a drain hose in the main room will be left on. Although the environmental conditions in the main room are not suitable for permanent record storage in the summer, the main room has been used that way for a long time. Moving the records out is the next step.

Bob was thanked for his assistance and will keep our committee in the loop of information about the steps the Buildings Committee takes in dealing with the Old Town Hall.

Identifying which permanent records are currently in the main room that need to be stored under better conditions will require our committee's time and effort to walk through and investigate. There are some boxes which obviously contain permanent records and there are some boxes that contain records that need evaluation. Dealing with these materials is a matter of health concern. When moving tax records from the 1860 vault to the 1931 vault, Leslie followed a recommended cleaning process by bringing the materials out into the sun and brushing down each page. Linda and Susie will look into current record cleaning processes, precautions to be taken, suggestions for storage, services and costs and report back to the committee. Kristen VanPatten and Rachel Onuf may have some recommendations and information resources. We will find out about immediate interim solutions and longer-term solutions. Funding resources will have to be investigated.

We discussed the process of using a grid of criteria to evaluate each possible future record storage space on our brainstormed list. Linda said she felt it was not a good use of her time to consider each option. Becky feels that some spaces are totally unsuitable and do not warrant consideration. Susie finds the process helpful to recognize elements and possibilities we may not yet be aware of, and to provide for the future a record of what has been considered. We have added more criteria as we examine the

space “options”. (Mice, Parking, Cost, Time frame, Sharing a space, authority over the space with...)
Susan feels the options should be grouped.

If individuals find this process helpful, they can use it. We will use meeting time to review the spaces and see what emerges. At some point it would be informative to share the grid with other departments to see if they can add some new perspectives, criteria or information.

The next meeting is June 27. Linda will give us a summary about the Community Preservation application/process. We will get an update on Record Cleaning, etc. from Susie and Linda. We will visit the OTH to begin identifying the boxes outside the vault that are permanent records. If there is time we will start the reviewing process for future storage spaces.

Reminder: the next field trip, to Barre Town Hall, will leave Town Hall promptly at 9:15 on July 11th.

The meeting adjourned at 12:40 pm