**Record Storage Advisory Committee Meeting (RSAC)– October 24, 2018**

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

The meeting opened at 11:05 a.m.

**The minutes** of the meeting of Sept. 26 were reviewed. A motion was made and seconded to approve of the minutes; it passed unanimously.

**BUSINESS**

1. LAS reported on her recent purchase of 25 boxes of archival folders. The price has gone up since this purchase was last discussed; at $357, it was higher than anticipated. LAS compared the boxes available at Hollinger with those of University Products; University’s boxes were more expensive, though the shipping costs were the same at both.
2. **Proposed budget for FY 20**
3. The question was raised whether we should continue to have categories of purchases in the budget. We haven’t purchased all the items listed in the Budget Proposal for 2019, though a flat file was purchased, which LAS is beginning to use. LAS is also using archival ink.

LAS suggested that we not provide details about what type and number of items might be purchased; there was general agreement.

1. Discussion of the size of the sum to be asked for, with a side discussion about the possibility of using unused folders in Old Town Hall.
2. Motion was made to propose a budget of $100 for supplies for FY 20 was made and seconded. The motion passed on a vote of four in favor with one abstention.
3. LAS raised the question of whether we should follow Barre’s example and include a sum for protective binding. SM suggested that we should wait until we know whether we want to have a binding project, and if so, how much it would cost. SM’s suggestion was accepted.
4. SM plans to submit to the Financial Committee (FinCom) a document like that she presented for FY19, one with comments.
5. **Update on Old Town Hall (OTH)**
6. The Buildings Committee continues to explore the possibility of a minisplit for the OTH vault.
7. Mice continue to be a problem.
8. SM found the floor vent in the vault chewed through. SM and BT replaced that, and stuffed the pipe. After that, only one mouse was found, so it is assumed that the vault is now mouse-free. SM is trapping mice in the vault; LB elsewhere in OTH.
9. LB is monitoring traps in the main room and the Historical Commissions’s storage closet. She reported success right away in the latter. LB has two traps out and has caught 8-10 mice. Someone unknown took her traps; one was replaced two days later, but only one. Lack of communication from whomever took the traps is a concern. It’s possible someone from the Historical Commission (the members of which have keys to the building) might have been responsible.
10. Given the lack of information about who else is dealing with mice in the OTH, SM plans to contact Bob Groves and ask him whether his superintendence of OTH includes responsibility for dealing with the mouse problem
11. The temperature in OTH. The heat was was set very low: did it get turned off? Does the data logger record the temperature?
12. Buildings Committee’s application to the Community Preservation Committee (CPC) is anticipated. Mike Vinskey would be in charge of the work to be done.
13. LAS intends to give a presentation to RSAC about the work of CPC and the process of application.
14. Though the OTH building is not RSAC’s responsibility, the CPC might ask RSAC to write a supporting letter for the application.
15. **Evaluation of space options for long term record storage.**
16. Possible storage space in the ceiling above the north, main floor bathroom in Town Hall. SM asked Bob Groves how much weight it could carry; she had not yet received an answer.
17. Estimate of cubic space be SM: 850 cubic feet. This doesn’t include all known records. Vault cubic feet: 580. We assume someone who builds for record storage would know how much actual space we would need to store records which need to be accessible.
18. Start by asking Gail about Financial Records. Are there at the present time two streams of records, permanent and temporary? If not, Gail should be asked to separate the two streams from now on. Also: Either Gail or someone to be hired to help with this project would need to separate the two streams in existing records.
19. One possibility to free up additional storage space in Town Hall would be to change the copier room into storage space for permanent records. We would need to know if the Fire Marshal would permit some use of the hallway for copier space.
20. For a temporary storage solution, keep permanent records in Town Hall; non-permanent in OTH.
21. Possible use of possible new Library for record storage space. SO reported that in meeting of Library trustees with Libby Post, a consultant for libraries (she helps them design a whole program of procedures to get a new library), no library grant money would be available for record storage space.
22. In the case of a new library, what would happen to the present Library building? The Trustees were not interested in using it for storage of records, but for archival space with space for people to do research using records kept there.
23. Further review of space options. Committee members are encouraged to continue to think about spaces on the existing list in terms of what identified needs they would meet or not meet. It is not necessary for everyone to approach the task in the same way.

Next planned field trip will be to Monson; SM will arrange this and let the RSAC members know.

**The next meeting**: **the last** **Wednesday in November, November 28, at 11 a.m.**

The meeting concluded at 12:35 p.m.

Respectfully submitted,

Susan Millinger, secretary