

Record Storage Advisory Committee Meeting (RSAC)– November 28, 2018: Minutes

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

The meeting opened at 11:10 a.m.

The minutes of the meeting of October 24 were reviewed and corrected. A motion was made and seconded to approve of the minutes as corrected; it passed unanimously.

BUSINESS

1. Discussion of the Field Trip to Monson on December 5th

LB and BT will be unable to attend; LAS is not sure. SM and SPM, at least, plan on the visit. Time and place of departure: 9 a.m. from Town Hall. Pictures will be taken.

2. Financial matters: Update on final cost of recently purchased archival storage boxes. LAS reported that the 25 boxes of archival folders purchased cost \$345.55. Since we had \$500 in our expense line, it covered that cost, and left us with \$154.45 in our expense line for 2019.

3. Update from the Buildings Committee

There has been no update since our last meeting, either about the possibility of a mini-split for Old Town Hall, or RSAC's question about how much weight the ceiling over the copier room will bear.

- LB attended a recent meeting of the Historical Commission; she reported that the Buildings Committee's application to the Community Preservation Committee (CPC) for support for a plan to renovate Old Town Hall was presented there by Bob Groves.
- The Buildings Committee/Bob Groves' determination that the main room of the Old Town Hall is not suitable for records storage is a very important finding for the work of RSAC.

4. Evaluation of space options for long term record storage: the addition of space at the north or south side of Town Hall.

-Much of the remainder of the meeting discussed the pros, cons and unknowns of such an addition to Town Hall. In considering this space option, SM had discovered an additional criterion to be added to the list of criteria to be considered in assessing possible record storage spaces: unanticipated or other benefits besides solution (or amelioration) of the record storage problem.

-Description of a possible addition at the front (north side) of the building. It was acknowledged that there might also be an addition at the rear (south end) of Town Hall, although with the solar panels and the new structure for the broadband equipment, the south end of Town Hall has limited space for an addition or expansion.

The add-on increased space at the north end would begin to east of the existing Workspace (copier etc.) and bathroom and west of the Town Clerk's Office, continuing the external walls of the rest of the building. See the attached sketch.

-Contents of the new space: There could be a vault on the west side of the central entrance hall, with additional storage space for permanent records. Ideally this would be entered from the Town Clerk's office, behind (south) of it. The Town Clerk's office might also be expanded. On the east side

of the central entrance hall could be a secure room with shelving for boxes of non-permanent records, as well as a work room and bathroom.

-Questions/concerns:

Would such a structure be compliant with zoning regulations (particularly setback from Cooleyville Rd.?)

It would need to maintain the originally intended architectural style.

Is there a well to the east of the workroom space that would need to be taken into consideration?

-Benefits offered by such an addition:

More space possible for Town Clerk and Work Room

An entry airlock, with its improvements in heating costs and comfort of offices as well as building security

Potential for improved exterior lighting

Keeps municipal records close to and within the same building as municipal offices: easy access to records for staff

Continues to improve Town Hall

5. Discussion followed about process to be used as RSAC gets closer to developing a short list of most likely space options

-What would we need to know to determine whether this space, or any proposed space, is do-able? How would we get the information needed? How would we get the money to finance the acquisition of needed information?

-SM suggested that RSAC continue to develop the grid, using the criteria to determine a limited number of better solutions and present the grid to the Select Board, indicating what RSAC sees as the better/best of these. The grid needs to become a spread sheet, to be shown to Select Board, and also to the Finance Committee, the Buildings Committee, and all the offices which will be contributing records to the new record storage space. All these stakeholders need to be able to ask questions and to provide input. The public, also, will need to have access to the grid.

-Eventually the contents of the grid (or at least, the grid for the short list of best possible space options) needs to be an audio-visual presentation. The committee discussed finding a student, say at one of the Tech high schools, who would be interested in using the computer program AutoCAD to create plans and sketches of the various possibilities.

-At what point should we let Capital Planning know that we are making progress, and will be needing funds before too long?

-When we get to the stage of recommending 3-5 as best meeting the criteria, we will need to be adding cost to the criteria. By that point, we will need money to pay for the expertise needed to estimate costs.

6. Current plans:

-We need to add to the list of criteria the more recently developed criteria: parking, mice, ADA accessibility, benefits or unintended consequences. Can we rank for costs now as: high, medium, low?

-RSAC members should look in their committee records for the information on the structures to which SM has already applied the criteria.

-Also add to these spaces: the main room downstairs in Town Hall.

- If you can think of additional spaces and/or additional criteria, bring them up.
- SM will start a spreadsheet and send it to RSAC members

-For next time, the focus will be on short term (immediate) storage solutions. One possibility: above the filing cabinets in the meeting room/office space. Members: think about and start writing up short term solutions.

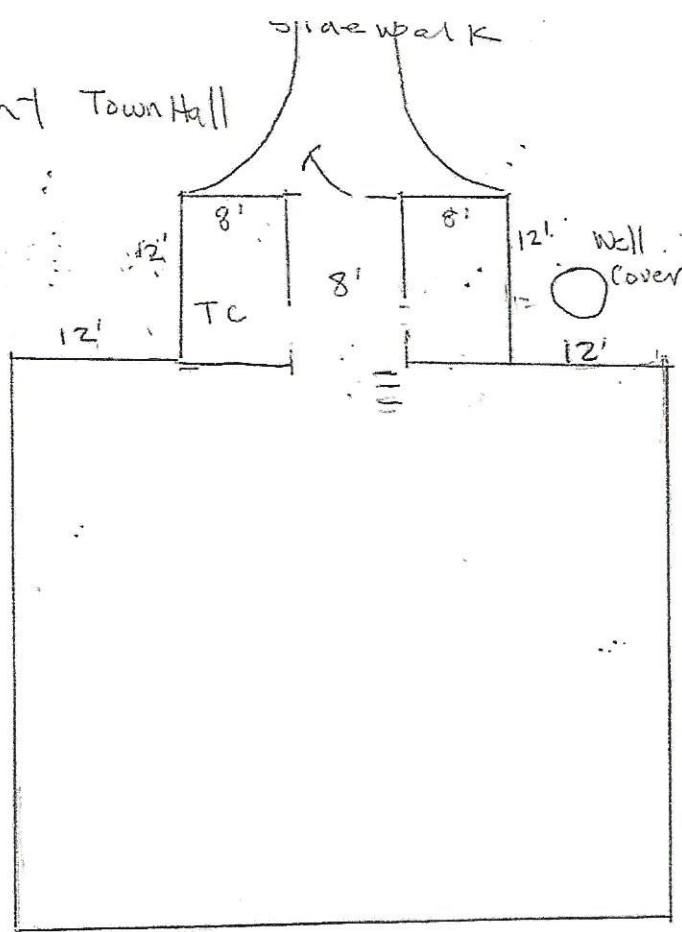
The next meeting: January 9th, 2019, at 11 a.m.

The meeting concluded at 12:41 p.m.

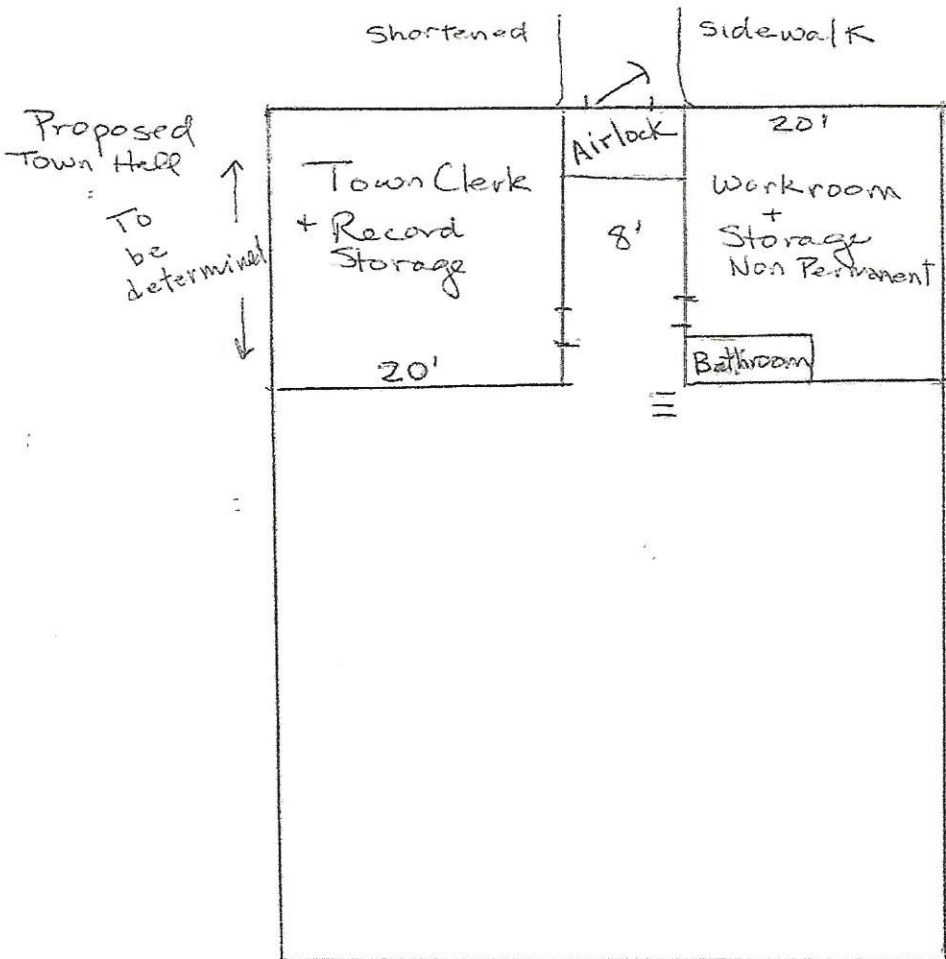
Respectfully submitted, Susan Millinger, secretary

Current Town Hall
Dec 2018

Measurements and
Scale approximate
only
SW



N ↑



1. More space for Town Clerk + Work Room
2. Entry Airlock
3. Records close by in a building with improving air quality

Proposed Town Hall
To be determined