

Town of Tamworth  
Municipal Records Committee Meeting Minutes  
August 29, 2016  
Tamworth Town Office

**COMMITTEE MEMBERS**

**PRESENT:** Steve Gray, Priscilla Remick & Kim Trammell

**OTHERS**

**PRESENT:** 250th Committee members: Bruno Siniscalchi & Melanie Streeter  
Public Attendees: Madeline Siniscalchi

**CALL TO ORDER:** The meeting was called to order at 5:05pm.

**DISCUSSION:** Kim Trammell asked for the Dec 2<sup>nd</sup>, 2015 Meeting minutes to be accepted. Steve Gray moved and Priscilla Remick seconded.

Kim recapped the Dec 2<sup>nd</sup> meeting minutes in regards to following up on the discussions from that meeting.

Kim brought the committee up to date with the Inventory & Taxes book dated 1848-1890 that Kofile Preservations has on hold for encapsulation until total funds were confirmed from the remaining balance of \$2,454.77 from the 2015 Restoration Grant encumbered and approved by the Selectmen on Dec 31<sup>st</sup>, 2015, and that the 2016 Restoration Grant line budgeted for \$1,000 was approved at the 2016 Town Meeting. The committee also discussed the recent legislative change effective August 8<sup>th</sup>, 2016 in regards to RSA 33-A: 5-a to include the preservation of records in a PDF format, in addition to other means by paper or microfilm storage. This recent law change would allow for a less costly method of preservation, and help with future storage concerns. Kim made a motion to give Kofile Preservation the go ahead to begin the encapsulation process. Steve Gray seconded. A vote was taken and passed 3-0.

The committee followed up discussion in regards to the storage of archived books that are currently in the Town Office basement and the Selectmen's decision on Dec 17<sup>th</sup>, 2015 to continue to store those records downstairs, and not in the vault. The concern of the Municipal Records Committee was that the Inventory & Taxes

book, once professionally preserved by Kofile Preservations, would be stored in the vault on the main floor of the Town Office with the majority of the archived volumes, and not back downstairs. The committee visited the vault area and felt that there would be ample room for storage on the shelving contiguous to where other archived volumes are stored now. Steve Gray will address this with the Board of Selectmen prior to the completion of the encapsulation and return of the Inventory & Taxes Volume.

The Committee also followed up with discussion from the Selectmen's meeting on Dec 17<sup>th</sup>, 2015 in regards to having the safe at the Town House repaired. Kim spoke of past conversation with Archivist Craig Evans about the possible renovations to the old safe. Craig felt this would be cost prohibitive, and impractical at this point in time to be retrieving documents from archives down the street. Craig felt that it would be difficult to find someone to retrofit the old safe, and that the taxpayer's money would be better spent expanding the potentially usable space in the current vault in the Town Office building. Craig had suggested getting in touch with the Town of Sandwich to visit and to see the current layout of their vault. Kim will follow up on that. Kim mentioned that unfortunately the State of NH Moose Plate Grant does not cover shelving, repairs to vaults, etc. and that this funding would have to come from private funding, or taxpayer's dollars.

## **NEW BUSINESS:**

On March 17<sup>th</sup>, 2016 Bill Stewart of Kofile Preservations reviewed and completed a full archival proposal for the Town of Tamworth. This proposal involved the preservation/encapsulation of records, microfilm costs, scanned PDF costs, as well as shipping costs. During Bill's visit he commented on the potentially usable space in the current vault for storage, and suggested rolling shelves could double the capacity for future storage of historical records.

Kim discussed that the Town of Tamworth's Letter of Intent for the State of NH Moose Plate Grant had been submitted and approved in Feb. 2016. She went on to say that the Letter of Intent was accepted for the preservation of Volumes 4, 5, and 6 of

Tamworth's Town Records. The total dollar amount for the Grant is \$9,595.00. The Grant application was submitted on April 22, 2016 and the approval of the completed application was accepted in a letter from the NH State Library dated May 9, 2016. This letter also stated that the review process is completed over the summer and the Grant Awards are announced in the fall. As of yet, Kim had not heard either way of the award of the grant money.

Kim let the committee know that the Tamworth Foundation had requested a report of expenditures for the 2015 year. On March 14<sup>th</sup>, 2016 Kim provided the foundation with a report of monies spent in 2015, and the amount of money to be encumbered to the 2016 year in order to help cover the majority of the costs of the Inventory & Taxes volume that may not have qualified under the Moose Plate Grant. On August 1<sup>st</sup>, 2016 the Tamworth Foundation held their annual meeting at which Kim made a presentation of the preservation efforts for Tamworth's Historical Records. It was announced at this meeting that the Tamworth Foundation would like to continue their efforts in supporting the preservation of Tamworth's Town Records and in their Fiscal 2016/2017 year will match all donations made to the Tamworth Foundation as a challenge grant, and award the money raised to go to help the Town's Preservation efforts made in the future.

Bruno asked if that included any money donated from any source as the 250<sup>th</sup> Committee was looking at varying avenues to possibly donate money raised towards Tamworth's History or Heritage.

**ADJOURNMENT:** Kim moved to adjourn meeting at 6:15pm, and was seconded by Priscilla.

Respectfully submitted,  
Kim Trammell  
Municipal Records Committee