

Town of Tamworth
Municipal Records Committee Meeting
December 02, 2015
Tamworth Town Office

COMMITTEE MEMBERS

PRESENT: Steve Gray, Priscilla Remick & Kim Trammell

OTHERS

PRESENT: Nelson O'Bryan, Susan Bryant Kimball, & Craig Evans.

CALL TO ORDER: The meeting was called to order at 4:10pm.

DISCUSSION: Kim Trammell asked for the Oct 16th, 2015 Meeting minutes to be accepted. Steve Gray moved and Priscilla Remick seconded.

Archivist Craig Evans proceeded to demonstrate some archival preservation methods and described some of the varying supplies used; Custom Archival Boxes, Record Storage Boxes, Mylar Labels, File Folders, etc. Steve Gray inquired further on Mediated Access and Craig Evans spoke of some of the standards in keeping the integrity of Town Records; Proper handling, oversight while viewing, different techniques in storing & in accessing records, etc. Kim Trammell presented a proposal from Kofile Preservations in regards to the rebinding of Volumes 4, 5, & 6 of the Town Records dating from 1851-1919 which could qualify under the Moose Plate Grant, and one Inventory & Taxes book dated 1848-1890 that the remaining 2015 Restoration Grant funds may be encumbered in the 2016 Budget helping to cover costs of the book's encapsulation. A possible meeting with the CIP committee in the future was discussed in making allowance for the purchase of rolling shelving doubling the storage capacity of the current Town Office Vault.

Kim Trammell will check with Janet Eklund in regards to questions with the Moose Plate Grant Application process. Steve Gray will speak with the Board of Selectmen in regards to the removal of some archived volumes from the Town Office basement to a permanent storage area in the Vault upstairs, and in regards to encumbering the remaining funds from the 2015 year.

ADJOURNMENT: Kim moved to adjourn meeting at 6:00pm, and was seconded by Steve.