

# **Town of Windham – Records Retention Committee**

## **Meeting Minutes**

**Thursday, January 26, 2012 at 4:00 p.m.**

**Meeting Location: Town Hall**

**Members in attendance:** Nicole Merrill, Dana Call, Norma Ryan, Margaret Case, Roger Hohenberger and Kathleen Difruscia were in attendance.

Robert Skinner, Rex Norman, Ruth Robertson and Doreen Demone were unable to attend.

Carol Pynn, representing the Heritage Commission, and Kim Monterio, representing the Historical Society were also in attendance.

### **Minutes**

A motion was made by Margaret and seconded by Norma to approve the minutes of the November 17, 2011 meeting. All members who were present at that meeting voted in favor.

### **Agenda**

Nicole reviewed the discussion from the November meeting in which it was suggested that in addition to reviewing departmental records, that consideration be given to municipal records which may be held by the Heritage and/or Historic District Commission. Kim Monterio also joined the discussion as a resource for proper record storage, based on her experience with the Town Museum. Group discussion included:

- Status of the ongoing preservation of records program, which has not been funded in the Town budget for the last several years, and what had been completed by Browns River to date;
- Potential funding through grants or other sources to continue preservation efforts;
- Potential outreach efforts to obtain historical Town records that may be held at personal residences;
- Discussing with the Highway Agent the location and inventory of Town road files.

### **Assessing Dept Records Schedule**

Nicole distributed copies of the retention schedule for the Assessing Dept, but it was agreed to defer discussion as Rex Norman was not able to attend this meeting.

Meeting adjourned at approximately 5:00 pm. The group then toured the Town Hall vault for the benefit of those that were not at the November meeting.

### **Next Meeting**

February 16, 2012 at 4:00 pm at the Police Department.

*Respectfully submitted,  
Dana Call*