

Windham Record Retention  
Committee  
Minutes 05-19-2016

The meeting was called to order at 10:40 am.

Present: Nicole Bottai, Chair, Margaret Case, Secretary,  
Kathleen DiFruscia, Daniel Popovici-Muller, Julie Suech and Ruth Robertson.  
Excused: Ross McLeod, Jennifer Hardy, Bob Coole and Doreen Demone.

Minutes: Kathleen DiFruscia made a motion to approve the minutes of 4-21-2016 as written seconded by Julie Suech Vote 6-0 motion passed.

The committee reviewed the Draft RFP and made a few changes. Nicole will update the draft and forward to the secretary so that she can send it out to the members for final comment. If none, it will be sent to the admin office and then posted on the Town Web site, advertised and sent out to vendors that have shown an interest. The deadline to respond to the RFP will be near the end of June. All committee members present agreed with the above procedure.

The June meeting may be postponed or on a different day. Margaret Case will notify the member of the date.

Motion to adjourn at 11:30am made by Daniel Popovici and seconded by Kathleen DiFruscia Vote 6-0 passed

Submitted by:

Margaret A Case, Secretary RRC