

# Windham Record Retention Committee Minutes 07-28-16

The meeting was called to order at 10:30 am.

Present: Nicole Bottai, Town Clerk and Chair                      Excused: Kathleen DiFruscia, Ross McLeod  
Margaret Case, Secretary, Citizen  
Ruth Robertson, Tax Collector  
Daniel Popovici-Muller, Finance Director  
Julie Suech, Community Development Representative  
Jennifer Hardy, Police Records clerk  
Doreen Demone, Citizen  
Robert Coole, Treasurer

Guests: Frank Farmer, Representative of Historic District/Heritage Commission, Carl Heidenblad, Library Director, and Eric DeLong IT Director

The Committee and guests interviewed Morgan Records and Inception Technologies, the two vendors that submitted a monetary bid. At 1:00pm, after the interviews, the Committee and guests moved the meeting to the Cable Studio.

Discussion ensued about the interviews, and the Committee ultimately agreed that in order to get an exact number, a proper assessment will need to be the first step going forward, however all agreed that one of the vendors was a better fit. Both bids were hard to compare, as they are both different.

A motion was made by Margaret Case and seconded by Bob Coole to recommend to the Board of Selectmen to award bid to Morgan Records as vendor, and to further negotiate and refine the proposal. All in favor 8-0

Chairman and Town Clerk Bottai will be put on the Board of Selectmen's agenda for August 8<sup>th</sup>.

Motion to adjourn by Doreen Demone and seconded by Julie Suech.  
Voted in the affirmative 8-0

Meeting Adjourned at 2:00 pm.

Submitted by:  
Nicole Bottai, Town Clerk/Chair