

Town of Boscawen
Municipal Records Committee
Meeting Minutes – Draft
April 10, 2018 at 2:00pm

Present: Cheryl Mitchell, Nicole Hoyt, Kellee Jo Easler, Katherine Phelps

Excused: Mark Varney, Roger Sanborn, Edward J. Cherian, Jr.

The meeting opened at 2:00pm.

The Committee reviewed meeting minutes from December 5, 2017.

Motion made by Cheryl Mitchell, and seconded by Kellee Jo Easler, to approve the minutes from the meeting on December 5, 2017. Nicole Hoyt abstained.

Members discussed the ongoing procedure of deleting meeting recordings after meeting minutes are finalized. Nicole Hoyt asked if there should be a written policy.

Members discussed and agreed to have Alan Hardy come to meetings, as needed, as the 91-A Compliance Officer. There was discussion about whether to add him as a Committee member, however, it was decided that he should come on an as-needed basis.

Motion made by Kellee Jo Easler, and seconded by Nicole Hoyt, to name Katherine Phelps as recording secretary for the Municipal Records Committee. All in favor. None opposed.

Motion made by Kellee Jo Easler, and seconded by Katherine Phelps, to name Cheryl Mitchell, Town Clerk, in charge of the Municipal Records Committee. All in favor. None opposed.

Members discussed that this is a new Committee and that we will plan to meet twice a year, or on an as-needed basis going forward.

Members reviewed current appointment letters. Michelle Brochu no longer works with the Town of Boscawen. No addition of new members were suggested at this time.

Nicole Hoyt suggested looking ahead to late summer and scheduling a time to start going through old records to see what is ready to be destroyed. We received a quote from Absolute Data Destruction who will charge \$8.00 per box (onsite with a minimum of \$95.00). Members discussed working in the destruction costs for the 2019 budget.

Cheryl Mitchell asked if there were any guidelines for our Town Facebook Page or Website in terms of deleting content. **Action Item:** Nicole and Cheryl will look into this topic further and report at next meeting.

Motion made by Katherine Phelps, and seconded by Cheryl Mitchell, to adjourn the meeting. All in favor. None opposed. The meeting adjourned at 2:19pm.

Next Meeting of the Municipal Records Committee: **Late Fall (TBD)**

Minutes respectfully submitted by Katherine Phelps