

Town of Windham – Records Retention Committee

Meeting Minutes

Thursday, October 4, 2012 at 2:40 p.m.

Meeting Location: Community Development Dept

Members in attendance: Nicole Merrill, Dana Call, Margaret Case, Doreen Demone and Rex Norman were in attendance.

Robert Skinner, Ruth Robertson, Roger Hohenberger and Kathleen Difruscia were unable to attend.

Agenda

Solid Waste Dept Records Schedule:

Nicole distributed copies of the retention schedule prepared by Dave Poulson which included records pertaining to the Solid Waste Disposal/Transfer Station operations, Stormwater program and Health Officer functions. It was noted that some of the items may be duplicates and retained by Administration and/or Town Hall safe. It was suggested that the next meeting either be held at the Transfer Station so that the Committee can see & better understand the types of records on the schedule, or have the meeting at the Bartley House with Dave Poulson present to explain the schedule.

Letter to Boards/Committees regarding meeting minutes:

Nicole reviewed the discussion from a previous meeting regarding the letter that is to be drafted from the Committee to the various Town Boards and Committees, requesting that all official minutes of meetings be sent to the Town Clerk. The Committee agreed to review the letter once drafted. Dana noted that any minutes that are sent to Wendi Devlin for posting on the Town's website are available online, and that she would bring a list to the next meeting. There was discussion regarding sub-committees of official Boards/Committees and whether these sub-committees should be included in distribution of the letter, or if they are just advisory to the primary Board. It was noted that further review will be needed.

Department Retention Schedules:

Nicole noted that we would be reviewing the Information Technology Records schedule at our next meeting.

Minutes

A motion was made by Margaret and seconded by Nicole to approve the minutes of the July 26, 2012 meeting, with the addition of a notation that the minutes were prepared by Doreen. All members who were present at that meeting voted in favor.

Adjourn/Next Meeting

Meeting adjourned at approximately 3:30 pm. The next meeting is scheduled for November 15,

2012 at 2:30 pm at either the Bartley House or Transfer Station, as Mr. Poulson will be invited to attend.

Respectfully submitted,
Dana Call