

# Municipal Record Preservation Committee

## Meeting Minutes

### June 10, 2026

Committee Chair Michele Courser opened the meeting at 10:11.

**Present:** Michele Courser (Town Clerk), Kimberley Edelmann (Tax Collector), Elizabeth Labbe (Assessing), Nancy Ladd (Librarian), Ginger Marsh (Treasurer), Herm Blanchette (Director of Public Works)

**Excused:** Elizabeth Labbe (Assessing)

#### **Previous Minutes**

The minutes of March 18, 2026 were discussed. Nancy noted a minor typo for correction.

***Motion:** Ginger made a motion to approve the minutes, with one correction. Seconded by Michele. All approved.*

#### **Records @ the Department of Public Works**

There was general discussion about paper and electronic records maintained at DPW. Herm stated that he wanted obtain fireproof filing cabinets. He also would like a safe, secure way to store maps. The group brainstormed various ways to label and store maps for easier access.

Herm was encouraged to visit White Farm for both the State and Federal surplus. Nancy shared White Farm's phone number, hours and email address.

Herm stated that he had no interest in the unused safes currently stored in the basement level stairwell.

Herm shared that Primex provided approximately \$800,000 to the Town in response to the fire claim. He also noted that all trucks will have battery disconnect switches installed.

#### **The Road Book**

Kimberley reported that she had scanned in "The Road Book" and asked what to do with the files created. It was agreed the historical data be placed on the Town website. Kimberley will forward the files to Dan Watts.

#### **Status of Action Items:**

- ◆ Complete - Michele would invite Herm to a meeting with the committee.
- ◆ Active - Nancy would search for pricing of bulk sheet protectors. Kimberley recommended ULine.
- ◆ Active - Elizabeth would follow up on the fire proof filing cabinets.
- ◆ Active - Kimberley would produce minutes.
- ◆ New - Kimberley will send Road Book to Dan Watts.

#### **Next Meeting**

It was suggested meetings should be quarterly. No date was set for the next meeting.

#### **Meeting Adjourned**

No other topics were discussed.

***Motion:** Ginger made a motion to adjourn. Nancy seconded. All agreed.*

The meeting was closed at 10:43 am.

Respectfully Submitted,  
Kimberley Edelmann