

# Municipal Record Preservation Committee

## Meeting Minutes

### March 18, 2026

Committee Chair Michele Courser opened the meeting at 10:01.

**Present:** Michele Courser (Town Clerk), Kimberley Edelmann (Tax Collector), Elizabeth Labbe (Assessing), Nancy Ladd (Librarian), Ginger Marsh (Treasurer)

#### **Roles**

Michele noted that she did not want to chair and take minutes at the same time and asked for volunteers for either task. Kimberley offered to take minutes.

#### **Previous Minutes**

The minutes of May 7, 2025 were discussed. Nancy noted that there was a distinct difference between microfiche and microfilm. Currently, the Town only uses microfilm. In the minutes, and going forward, she recommended use of the term “microform” which is the umbrella term for miniaturized photographic reproductions of documents.

***Motion:** Nancy made a motion to approve the minutes, with correction of the term microfiche. Seconded by Elizabeth. All approved.*

#### **The Road Book**

There are 3 copies of “The Road Book”, a binder filled with archived road history. #1 is kept in the Department of Public Works (DPW) office. #2 is kept in the Town Clerk’s office. This one is often used by the Assessing Office. #3 is kept at the Library. Select Board member Michael Smith sent an email to the Town Clerk on February 16, 2025 asking her to look into getting the road book digitized.

#### **Understanding Record Preservation**

In discussion, the committee understands that the new DPW Director Herm Blanchard and Select Board member Alfred Hanson may both benefit from learning about records preservation in general.

It was also noted that it is not the committee’s job to decide when to address department records, but to support departments when they ask about record preservation.

It was noted that acid free paper came into use around 1993 or 1994. Documents printed prior to that are prone to deterioration and must be preserved.

Michele noted that her contact at Kofile, Carolyn Yetto, was a good source of information regarding preservation work.

#### **Record Preservation Budget & Supplies**

The Records Preservation Capital Reserve Fund balance is currently around \$19,000.

It was noted that sheet protectors (clear plastic sleeves) are good to use, however, should be purchased in bulk for better pricing.

It was agreed that fire proof filing cabinets should be used at DPW. Elizabeth knew of someone who may wish to donate some to the Town. The state & federal surplus stores may have these in stock. It was suggested that the committee could visit DPW to review the current record storage and make suggestions. It was also suggested that Herm could meet with the committee to discuss RSA 33-A and records in general.

It was suggested that each department responsible for maintaining records have a line item in their budget for that.

### **The Safes**

Currently, there are two large heavy safes under in the stairwell next to the Tax Collector's office. One is open, but does not provide much space. The other is locked. The Fire Chief wants them moved out of the stairwell. The committee suggested they might prove useful at the DPW.

### **End of Year Activities**

Michele noted that in past years, the Select Board's Administrative Assistant would gather and deliver all board and committee meeting minutes to the Town Clerk's office for permanent archival as required by RSA 33-A. More recently, the Town Clerk has had to pull minutes from the Town website.

It was agreed that committees and boards need to understand that all minutes must archived permanently. It's likely that this is not fully understood. Ideally, they should be presented to the Town Clerk in paper format.

### **The Attic**

Nancy noted that while moving the Christmas trees stored in the attic she observed that there were many cardboard boxes filled with records which were sitting on the floor. They would be badly damaged if water hit the floor and should be moved to shelves.

Nancy also suggested the committee conduct a "field trip" to visit and explore the attic. Kimberley agreed, stating that while a mammoth task, all files no longer required to be archived per RSA 33-A should be destroyed. Ginger knows of a company that can destroy the papers.

### **Official Town Maps**

Elizabeth noted that there are 37 maps which show the property lots. The Town is required to maintain each of the maps in large paper format. This includes every revision of each map over the years. These are permanent records. To preserve them in a hanging system would likely cost tens of thousands of dollars. The NH Moose Plate grant program may be a possible source of funding. Other grant opportunities should be pursued, as well.

Elizabeth also noted that there are many aerial photographs from the 1950's which require preservation.

The current maps have been laminated. Staples sent the work to Florida. The cost was around \$600 for 37 maps.

Nancy noted that the Northeast Document Conservation Center (<https://www.nedcc.org/>) was the best resource for more information.

Nancy recommended that the maps be filed with the Merrimack County Registry of Deeds (MCRD). Elizabeth concurred, noting that they had not been updated with MCRD in a long time. She noted that mylar or originals were the only format accepted by MCRD. There are fees associated with filings.

The maps are produced by CAI (Cartographic Associates, Inc). They provide the Town with the large paper format, 11x17 inch paper size, and electronically as pdf files. Elizabeth scans the 11x17 sheets then sends them to Dan Watts to update on the website. Kimberley suggested sending the pdf files directly to Dan for use on the website. Elizabeth & Nancy felt the pdf's could not be used due to website ADA-compliance. Kimberley suggested talking to Dan about it, especially if the quality of the pdf's was much better than the scanned files, possibly creating a "non-ADA compliant" area on the website if compliance was an issue.

### **Action Items:**

The committee agreed to the following actions:

- ◆ Michele would invite Herm to a meeting with the committee

- ◆ Nancy would search for pricing of bulk sheet protectors
- ◆ Elizabeth would follow up on the fire proof filing cabinets
- ◆ Kimberley would produce minutes

### **Next Meeting**

The committee will meet again in May, ideally on Wednesday the 13th or 20th. DPW Director Herm Blanchard would be invited.

### **Meeting Adjourned**

No other topics were discussed.

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

The meeting was closed at 11:13 am.

Respectfully Submitted,  
Kimberley Edelmann