



Town of Hopkinton

Finance Department

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Hopkinton Town Records/Archive Committee Meeting Minutes – June 20, 2019

Present: Town Administrator Neal Cass, Town Clerk/Tax Collector Carol Harless, Finance Director Deborah Gallant, Cemetery Trustee Lynn Clark, Carol Hooper and Heather Mitchell.

The first meeting of the Town Records/Archive Committee was called to order at the Bates Building at 1:00PM on June 20, 2019 by Town Administrator Neal Cass.

Introductions: The members were introduced to each other and they reviewed the charge of the Committee, which was recently approved by the Select Board.

Designate Chair & Minute Taker: The members agreed to Neal Cass to act as Chair and Deb Gallant as minute taker.

The Committee was informed that each year the Town Budget includes funds for the preservation of town records. He added every year \$5,000 - \$7,000 has been expended for this purpose, except for the last couple years. Also, this Committee is required by NH statute RSA 33-A:3 and this Committee shall determine a course of action moving forward for keeping the permanent town records in an orderly manner for safe keeping. Funds may be available with a Moose Plate Grant.

It was noted the Town Clerk is the official “keeper of the town’s records”. It was agreed the goal is to have all permanent town records in one location. It was further noted that Carol Hooper in 2013 inventoried the vault and she agreed to provide the members with a copy of her “Inventoried List”.

Tour Bates Building: The members toured the Bates Building, including the main floor, downstairs and the vault. The Town Clerk/Tax Collector’s Office has been re-located to the Town Hall and have vacated the Bates Building, but the Town Records are still located in the vault.

Tour Town Hall: At 1:50PM, the members proceeded to the Town Hall to view the 2nd floor where other files have been archived. It was noted the ceiling in the main room needs repair. It was acknowledged that they should know how much weight the 2nd floor can hold before determining whether more documents should be stored at the Town Hall on the 2nd floor. Mr. Cass added there is no storage space in the basement. It is basically a crawl space with room only for the furnace.

Goal: Everyone agreed the first step is to organize the vault at the Bates Building. Records that are not permanent & can be destroyed should be removed from the vault & monitor the climate control.

Next Meeting: The next meeting will be on Thursday, July 11th at 1:00PM at the Bates Building vault to start the process of inventorying the records and removing records that do not need to be kept in the vault. The goal is to organize the vault by year/category, for all items to be located together.

Adjournment: The meeting was adjourned at 2:20PM.

Deborah Gallant, Minute Taker