

Approved October 24, 2019

TOWN CLERK

2019 OCT 31 AM 10:29

DUXBURY, MASS.



Town of Duxbury Community Preservation Committee

Minutes of November 8, 2018

The Community Preservation Committee (CPC) met on Thursday, November 8, 2018 at 8:15 AM in the Mural Room at the Duxbury Town Hall.

Members Present: Holly Morris; Cynthia Ladd Fiorini; Tony Kelso; Kathy Palmer

Members Absent: Stephen McCarthy; Sarianna Seewald;; Terry Vose

Staff Present: Joe Grady; CPC Administrator; Susan Ossoff; CPC Administrative Assistant

The meeting was called to order by Chair Holly Morris at 8:15 am.

OPEN PROJECTS UPDATES

None

PROJECT SUBMITTED FOR 2019 - UPDATES

Kathy Palmer reported that she met with the Carol Robison from the First Parish Church and Town Clerk Susan Kelley to see if the two projects could be meshed together for presentation to Town Meeting.

Regarding the Boy Scout Picnic Shelter, Cynthia Ladd Fiorini said she spoke with Timothy Ayers, the applicant, and he had thought this project was on school property but it is on Town-owned land. She asked him if he had spoken with the Recreation Director, coaches, players, and parents to see if they thought this was a useful project but he said he has not done that yet. Other questions related to this project are handicapped accessibility, where the bricks to be sold as fundraising will go, and whether permanent structures in the middle of athletic fields create any problems.

PROJECT APPLICANT MEETINGS

Town Clerk: Town Clerk Historical Records

First Parish Church: Historical Records Books

These projects will be discussed concurrently.

Susan Kelley, Town Clerk, was present to describe her project. This is Phase II of a 3-phase project to preserve records. She showed an example of a preserved book of records from the first phase of the project, with the preserved pages placed in archival sleeves so they can continue to be used as working copies.

878 Tremont Street, Duxbury, MA 02332; Telephone: 781-934-1100 x 5471; Fax: 781-934-1137

The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.

She said the Church wants to preserve their records as an artifact, but for the purposes of the Town Clerk the records need to be either paper or on microfilm. If the Church maintains its book as an artifact, and not as a working book, without microfilm, the information is nonexistent for the purposes of the Town Clerk. Cynthia Ladd Fiorini asked if the records being preserved from the Town Clerk's office are also being put on microfilm and Susan Kelley said that they are. Kathy Palmer asked why the Town Clerk's records project is being done as three separate projects and Susan Kelley said it was to both control the cost of each project but also to ensure that all of the records aren't being worked on at the same time.

Carol Robison from the First Parish Church described her project, and said the books they want to preserve with their project hold the early town history and they are Town Records. She said the vendor they want to use, NEDCC, are focused on restoring and digitizing records and the Church wants to do this rather than preserve the books as working copies as Kofile tends to do. She needs to do further research on where these books can be stored.

Kathy Palmer said she feels that Susan Kelley must be satisfied that the Church records will be usable as Public Records. Susan Kelley said that if the Church wants to preserve their books as artifacts, that she needs either a paper copy with each page certified or a microfilm copy. Susan said microfilm serves the Public Records purposes but she will also need a microfilm reader which costs \$3000-\$5000 dollars.

Carol said she is waiting for more information from NEDCC to see if they can put the records on microfilm. Susan Kelley said she is adamant about fireproof locations and having backup because Duxbury has lost records to fire in the past.

Cynthia Ladd Fiorini asked Carol Robison what the negatives are of putting the records in sleeves. Carol Robison said the book itself loses its intrinsic value, there is historic value of seeing the original and they want to preserve that. They do want the content to be available online. Holly Morris asked if the books are stored at the Drew Archive if there will be public access, and Carol said yes. Holly Morris asked if the Church will sign an agreement so that if the book is sold or lost the Town is reimbursed its expenses. Carol said she would have to discuss that with the governing board. She will also get a quote for having the books microfilmed.

Finance Director: Town House Records

John Q. Adams, Finance Director, described the project. He said there is not enough room in the archives, and lots of things are not well indexed. When he was in North Attleboro he hired a consultant to organize these records and he believes the archives should be organized systematically and have a database that shows where the record is. All departments can then share the same space and the departments don't have to be separated. He looked into whether CPC funds can be used for this purpose and said it is a grey area. If it is not permitted he will move forward anyway with other funds.

Cynthia Ladd Fiorini said she has concerns about this project. She doesn't believe these documents are meeting the requirements of the Community Preservation Act because they aren't historically important records. Some of the records may fall under historic preservation but not all the documents in the archives do, and she wondered how they would be distinguished from each other. John Adams said the first step would be to do an inventory of what is there.

Holly Morris said she felt this project is record keeping and setting up a records management system. On the CPC website it states regarding MGL c.44B s.6 that you can't pay for municipal records retention efforts, that should come from the Town's general funds. John Adams said he understands and will try to find funding elsewhere. Holly Morris asked if he would prefer to withdraw the project or have the CPC vote to not move the project forward, and his preference was for CPC to take the vote.

Holly Morris made a motion that there be no further consideration of the Town House Records project by the CPC because it does not fit within the constraints of use of CPA funds. The motion was seconded by Cynthia Ladd Fiorini and passed by a vote of 4-0.

ADMINISTRATIVE MATTERS

Invoices Approved Since Last Meeting: Holly Morris approved payment of an invoice #224898 from Kofile Technologies for the Town Clerk Records Preservation project in the amount of \$2000 on November 5, 2018.

Minutes for approval: none

Historical Archives Project; Joe Grady met with Mary Beth MacQuarrie and Susan Kelley to see if these archives can be hosted on the Town webpage; they will meet again to further discuss this.

Joe Grady Stipend: Joe Grady is asking for an increase in his stipend for CPC administration. The \$6000 stipend was first voted on in December 2007; he is suggesting that it be raised to \$7000. On a motion by Cynthia Ladd Fiorini, seconded by Tony Kelso, it was voted to increase the stipend paid to Joe Grady from CPA Administrative Funds to \$7000.

ADJOURN

On a motion by Kathy Palmer, seconded by Cynthia Ladd Fiorini, it was voted 4-0 to adjourn the meeting at 10:15 am.