

## **Records Commission**

### **November 6, 2024 @ 10:00 a.m.**

Tammy Meyer called the meeting to order.

**Roll Call:** Mayor Tammy Meyer (chair), Fiscal Officer Maryann Fabian, Marty Fergus, Solicitor Bill Mason

**Others Present:** Rachel Sullivan

**Citizens:** none present

Minutes accepted from June 5<sup>th</sup> 2024 meeting. Tammy asked for motion to approve, Marty approved, and Bill seconded.

#### **New Business:**

- ❖ Secretary needs appointed, as Nina resigned, Rachel Sullivan was appointed by Tammy and was approved by Maryann and seconded by Marty. All in favor.
- ❖ PCWR wants to look at water records.
  - This was done prior Maryann said but they didn't take the records.
  - If they end up going through records, anything that was taken will be written so we have a receipt/paper trail that it was taken.
- ❖ Dispatch scanning in documents to the computer during slower times.
  - Some may want paper copies as well.
  - Digital copy would preserve it from deterioration.
- ❖ Records Office is located next to the Service Department. It is insulated and we will need to go through the files and look into getting a dehumidifier, if we do not already have one.
- ❖ Meetings proposed for next year April 2, 2025 and September 3, 2025 were ok with all.
- ❖ Marty Fergus will stay on the board next year and be re-appointed in January.

Tammy moved to adjourn at 10:06 a.m.; Marty approved and Maryann seconded; all voted in favor.