

WATERVILLE ESTATES VILLAGE DISTRICT RECORDS COMMITTEE

December 16, 2020 MEETING MINUTES

Attendees: Matt Smith, Maureen Patti, Anthony Patti, Ellen Witt

Guests: Marty Humphries.

Call to Order: Mr. Smith called the meeting to order at 2:06 PM.

Approve Previous Meeting Minutes: This item was tabled until the next meeting.

Zoom Meetings: Ms. Humphries offered some insights on having better Zoom meetings. She recommended Zoom Webinar which includes more features like setting up automatic enter with mute, Q&A, "Panelists", and registration. Discussion took place.

Records Storage Vendor Review: Ms. Humphries briefed the committee on the five vendors she reviewed as a consultant hired by the village district. Discussion took place around pro's and con's. Morgan Records Management would be good for storing hard copies. For \$2000 they'll come scan our records including blueprints (25,000 pages and 200 blueprints). FileHold and Rubex/efilecabinet would be good for electronic storage. Discussion took place around file format and Cloud Storage size requirements. Ms. Humphries was unaware that RSA 33-A requires electronic records to be in a PDF/A archive format. She recommended we contact the Town of Bow regarding their electronic records storage system. Mr. Smith indicated he would contact the vendors and discuss their PDF/A capability as well as trying to determine an annual cost.

General: The committee discussed handling of digitization, handouts, and email correspondence. The committee discussed need for training Village employees once a system was established. Discussion took place around the statutory requirement to keep correspondence for a year and how to make that process automatic versus manual. Mr. Smith indicated that he would contact James Dorr and inquire what Google might have to offer in this regard.

Set the Next Meeting: Mr. Smith indicated the next meetings would be 12/23/20 at 2PM.

Adjournment: Mr. Smith motioned to adjourn the meeting, Mr. Patti seconded, and the motion passed unanimously 3:48PM.