

Town of Windham – Record Retention Committee

Meeting Minutes

Thursday, March 21, 2013 at 2:30 pm

Meeting Location: Town Hall

Members in attendance: Nicole Merrill, Margaret Case, and Doreen Demone.

Robert Skinner, Ruth Robertson, Roger Hohenberger, Dana Call, Rex Norman, Kathleen DiFruscia were unable to attend.

Minutes: The members couldn't approve any prior minutes because of lack of attendance.

Agenda:

*The members talked about the committees that need to be reached out for example: Historical, Cemetery, CIP, JLMC, Recreation, Supervisors of the Checklist, Emergency Management, HDC, Library, Conservation Committee, Village Center District, Economic Dev Committee, and Energy Committee.

*The members went over the Cable Schedule that Margaret provided, who is also the Chairman of the Cable Board.

*The members went over the next phase of compiling the whole record list and start going over gray areas of each department. Until the whole committee is available, there won't be any decisions made for gray areas.

*The members that were present discussed about lack of attendance at the previous meetings. At the next meeting there will be discussion on changing time/day so that all members can attend.

Motion to adjourn at 3:15pm

Next meeting scheduled for 5/16/13 upstairs at Town Hall.

Respectfully Submitted,

Nicole Merrill