

Windham Record Retention
Committee

Minutes 03-17-2016

The meeting was called to order at 10:35am

Present: Nicole Bottai, Chair Margaret Case Secretary

Doreen Demone, Bob Coole, Kathleen DiFruscia, Joel Desilets.

Absent: Ruth Robertson.

Minutes: Bob Coole made a motion to approve the minutes of 1-21-16

As written and seconded by Doreen Demone Vote 6-0

Nicole Bottai informed the committee that the letter to the
Department Heads and Committee Chairpersons was sent out.

The only response was from Kelly, Cable coordinator.

The warrant article for \$50,000 passed at the polls.

Nicole will start the RFP process this month for the work in the safe.

The RRC will review at the next meeting April 21, 2016.

We hope to have the two new members at the next meeting

Motion to adjourn at 11:28 am made by Doreen Demone and seconded
by Bob Coole. Voted unanimous

Submitted by:

Margaret A Case, Secretary RRC