

**Ad Hoc Committee  
Historic Documents-Certification of Funds  
Meeting Room 3C- City Hall  
February 10 2014**

(14)

Chairman Joseph Scozzafava called the meeting to order at 5:35PM

**COMMITTEE MEMBERS PRESENT:** Chairman Joseph Scozzafava, Philip Curran and Ben Chianese

**ALSO PRESENT:** David St. Hilaire, Finance Director and Lori Kaback, Town Clerk

Members of the public included Ex-Officio members Joe Cavo and John Priola, Jack Knapp, Elmer Palma, Mike Haddad and members of the public.

Mr. Scozzafava asked Mr. St. Hilaire to give an overview. Mr. St. Hilaire reported there is \$317,000 in the reserve for historical documents. It is regulated by state statute and he hasn't had an opportunity to thoroughly review this with corporation counsel. Historically, the Town Clerk has made a request for these funds for the preservation of vital records and other historical documents or anything related to the preservation of historical documents. He asked if the Town Clerk is the only one that has access to these funds or does the City have access as well, through the Town Clerk. Other departments also have needs to be able to preserve documents and are there funds available. Historical documents needs to be defined in the statute and the mechanism in which a department needs to go through to make such a request. Mr. St. Hilaire suggested looking into this further with corporation counsel because of the many issues involved including time. A certain amount of money from every document being recorded on the land records goes into this fund. Mr. St. Hilaire said some records are kept in the vault but others can be destroyed. H explained that digitizing records would help moving forward. FOI requests will be better handled with a document management system. Mr. Knapp asked why not let the Town Clerk handle theses funds within their budget. Mr. St. Hilaire said this is operational funds, it is reserve funds that has built up over years of contributions into that fund and through state statute, a portion of those fees would go into that fund for historic preservation. If a request is made for a known budget item, the money will be budgeted but the funds would be pooled from the reserve. Discussion continued about other departments needing some of these funds and that corporation counsel needs to look at this further.

**A motion was made by Philip Curran, seconded by Ben Chianese to adopt a request to allow that \$19,040 be moved out of the fund and be given to the Town Clerk for the purpose of historic materials and update the land records. The motion passed unanimously.**

**A motion was made by Philip Curran, seconded by Ben Chianese adjourn its meeting at 5:57 pm. The motion passed unanimously.**

Respectfully Submitted,

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Joseph Scozzafava, Committee Chairman

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Ben Chianese

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Philip Curran