



PUBLIC RECORDS ADVISORY COMMITTEE

*11/13/2023 Meeting Minutes*

Filed with Town Clerk:

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**2023-11-13**

**1:13 PM**

**TOWN OF CHELMSFORD  
PATRICIA E. DZURIS  
TOWN CLERK**

*DATE:* 11/13/2023

*TIME:* 11:00 AM

*PLACE:* Town Offices    *ADDRESS:* 50 Billerica Road    *ROOM:* 106 Town Clerk's Office

**Members present: Tricia Dzuris, Harrison Mayotte, Linda Prescott**

**Members absent: John Sousa, Danny Lykansion**

1. Call to Order
  - a. Tricia called the meeting to order at 11:00 am
2. Review and discuss recent Capital and CPC requests.
  - a. Tricia went over FY 2025 Capital Request for Digitization & Records Management/Preservation Plan. The need for public facing access to various Town records is there, i.e.: Building Permits, Planning & Zoning files, Historic records. Need buy in with IT Department.
  - b. Lower Level Vault improvement is approved and will move forward. Finalizing space needs for elections versus historic records before approving final design.
3. Review and discuss restoration options for three parts of the next approved phase as laid out by NEDCC
  - a. Tricia reviewed to NEDCC proposals as compared to the inventory list
  - b. Harrison Mayotte made a motion to approve the NEDCC proposals as presented, seconded by Linda. Motion carries by unanimous consent
4. Discuss and prioritize next steps for Digitization Projects
  - a. Linda will contact Fred Merriam and put him with Harrison to come up with some options and proposals to review with the IT Department.
5. The meeting was adjourned at 11:30 am.

Documents:

FY 2025 Capital Request: Digitization & Records Management/Preservation Plan

CPC Presentation - Historic Records: Restoration, Preservation and Management Plan

NEDCC Proposals:

Project # 23-002\_BI-part 1

Project # 23-002\_BI-part 2

Project # 23-002\_BI-part 3