



CITY OF DOVER

MUNICIPAL RECORDS COMMITTEE – MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, City Council Conference Room**
Meeting Date: **Monday, April 10, 2023**
Meeting Time: **1:00 p.m.**

1. CALL TO ORDER/ATTENDANCE

City Attorney Wyatt called the meeting to order at 1:15 p.m.

2. ATTENDANCE

Present: City Attorney Joshua Wyatt, City Clerk Susan Mistretta, City Assessor Donna Langley and City Treasurer Julie Labonte.

Also Present: Fire Division Chief of EMS Keith Irwin.

3. APPROVAL OF PRIOR MEETING MINUTES –

- March 27, 2023

City Clerk stated she needs to make a change to the header and footer to correct an error. City Treasurer Labonte moved to approve minutes; seconded by City Assessor Langley. Vote unanimous in favor.

4. PUBLIC FORUM

No citizens or members of the public present for public forum.

5. FIRE DEPARTMENT RECORD RETENTION/DISPOSITION SCHEDULE

City Attorney Wyatt explained the background of the fire and rescue department record retention schedule, beginning with last year's discussions to the present.

Chief Irwin explained that he has had prior conversations with Chief McShane, who had no further questions or comments to add on the draft retention and disposition schedule. Chief Irwin did say they are hoping the schedule goes through soon because they have no more room to hold paper files any longer. They have been going through what needs to be kept and scanned into PDFs and are weeding through all that for both the fire side and the rescue side of the department.

Attorney Wyatt asked if everyone was comfortable with formally approving the Fire and Rescue Department Retention Schedule. Julie Labonte asked if Jim Maxfield, Building Official, has reviewed, to which Chief Irwin responded that yes, Jim has reviewed and has no objections or changes.

Attorney Wyatt stated that schedule could be amended in the future if/when needed.



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City Treasurer Labonte made a motion to approve the Fire and Rescue Retention and Disposition Schedule; seconded by City Assessor Langley. Attorney Wyatt asked for a Roll Call Vote: Attorney Wyatt – yes; Donna Langley – yes; Julie Labonte – yes; Susan Mistretta - yes. 4-0 vote. Unanimous.

Attorney Wyatt said that the City Manager wanted these to be put into an administrative regulation and Attorney Wyatt will get final version to Sue Daudelin. Chief Irwin left the meeting.

6. OTHER ITEMS

a. Next Department to Review for Schedule

City Clerk Susan Mistretta said that she understands that Finance is keeping all their documents.

Attorney Wyatt said that Community Services may be next on the list because of all the paper they have in their areas and it is becoming overwhelming with no additional storage room.

City Clerk said she knows Community Services is going through all their documents now and that she has requested they send to her any originals they have – contracts, easements, etc.

Attorney Wyatt asked that any documents sent to her are verified to make sure they were recorded if there was any question.

7. BUILD AGENDA FOR NEXT MEETING

City Attorney Wyatt suggested a possible meeting in May to start review of the next department in line.

8. ADJOURN

City Attorney Wyatt asked if there were any final comments. Not hearing anything else, City Treasurer Labonte moved to adjourn - seconded by City Assessor Langley. No discussion. All in favor.

Meeting adjourned at 1:28 p.m.