

Minutes of the Long Range Planning Committee

October 5, 2019 8:30am

Charlestown Police Station, 5662 Post Road, Charlestown, RI 02813

Meeting called to order at 8:32am by Tom Farrell, Chair

Present: Tom Farrell, Paul Mathews, George Prior, Ellen Frost, Ron Jarvis, Renee Cohen, Diane McEnroe. Absent: Chris Getman, Anthony Flint, Roy Jacobsen, Taylor Rettig. No members of the public were present.

Draft Minutes of August 3, 2019 were approved unanimously

**Record Retention Discussion:**

1. Ellen and Kate are sorting QCB Clerk documents, Executive committee minutes, and BOG meeting documents and preparing to have them scanned.
2. Fresh Pond Documents created by Ellen Frost and Kate Thornton and all documents have been digitized and placed on a thumb drive that will be turned over to be added to SugarSync.
3. Mapping Project: Ellen indicated that it is currently being digitized and that historical documents such as maps would be offered to the Historical Society.
4. \$800.00 has been requested from special Events to fund record retention projects.
5. Diane McEnroe volunteered to research state records retention police and recommend guidelines for un-digitized paper records and for paper records that have been digitally stored. In the meantime all paper records need to be stored safely.

**Utility Line Burial:**

Tom Farrell suggested that we prepare a report for the community available by the next QCB Annual meeting that would provide guidance for the adoption of a program by the entire QCB Community or by individual residents or combinations of individual residents. The report would outline the steps necessary to execute such a program as well as cost estimates.

To start the project rolling Paul Mathews will recirculate Ellen Frost's interview with Brian Higgins and an Informative online synopsis of the issues surrounding utility line burial distributed by Tom Farrell last year. Additionally Paul will Speak with Steve Young and Sue and Bill Carpenter concerning the availability of any documents that define the scope, process and costs of the project undertaken on Surfside Ave.

George Prior will explore getting information and documents from Peter Renzi of ECI who managed the project on Surfside Ave.

Once this information is gathered Diane McEnroe will explore with National Grid considerations on how to scope out options for a future project.

Unanimous vote to adjourn at 10:35am.

NEXT MEETING: Yet to be scheduled for 2020

Respectfully submitted,

Paul Mathews

