Records & Retention Committee

August 27, 2025 – 11:00 AM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Maureen Patti, Ryan Timms, Denise Aguiló, Anthony Patti, Terry Bennett

Members Absent: None

Other Attendees: Municipal Assistant Allison Smith, Michael Bourne, Stephen Adams, Katie Lavelle

Meeting was called to order at 11:00 AM by Maureen Patti.

Mr. Bourne and Mr. Adams joined the committee to present a software called Laserfiche to address the District's needs for digital records retention. Mr. Bourne summarized his and Ms. Smith's prior meetings and the needs of the District as he understood them. Mr. Bourne and Mr. Adams demoed Laserfiche's workflow capabilities and record storage structure for the committee.

Mr. Bourne and Mr. Adams left the meeting at 11:36 AM.

Ms. Lavelle joined the meeting at 11:43 AM.

Ms. Lavelle demonstrated the record management and retention capabilities of OneDrive. She did confirm that there is the ability to make some workflows for form approvals that were demonstrated in Ricoh's demonstration of Laserfiche.

Ms. Lavelle left the meeting at 12:10 PM.

The committee members talked about their preferences in application and asked staff feedback on potential implementation barriers or advantages.

Ms. Bennett made a motion to recommend to the commissioners Laserfiche from Ricoh. Mr. Patti seconded. Motioned carried unanimously.

Ms. Bennett made a motion to recommend to the commissioners migrating from Google for email to Microsoft. Mr. Patti seconded. Motioned carried unanimously.

Ms. Bennett made a motion to approve August 11, 2025 minutes as written. Mrs. Patti seconded. Motioned carried unanimously.

Next Meeting: October 15, 2025 @ 11:00 AM

Ms. Aguiló moved to adjourn the meeting, Mrs. Patti seconded, motion passed unanimously. Meeting adjourned at 12:29 PM.

Minutes Prepared by Allison Smith