



# TOWN OF SUFFIELD

83 MOUNTAIN ROAD • SUFFIELD, CONNECTICUT 06078 • (860) 668-3838

Selectmen's Office

September 15, 2014

Kathy Makover  
Field Archivist  
State of Connecticut  
Connecticut State Library  
231 Capitol Avenue  
Hartford, CT 06106-1537

Dear Ms. Makover:

Thank you for your site visit to the Suffield Town Hall and inspecting the Town Clerk spaces on June 4, 2014. I am responding to your letter dated July 30, 2014.

The Town of Suffield acknowledges and recognizes the citation for the three windows in the Town Clerk vault. These windows will be removed and filled during our upcoming renovation project and thus brought into compliance with state statutes. I would roughly anticipate our renovation project moving forward in the next 12 to 18 months. We will provide your office with a more definitive schedule as plans develop.

During the renovation project, we will also examine the water damaged areas in the Town Clerk vault that you identified and make any appropriate repairs.

Likewise, we acknowledge the citation for the size of the current vault space. The Permanent Building Commission in Suffield is aware of this and will consider this during the renovation plans for our Town Hall. While I cannot commit to any specific details at this time, we are exploring options to ensure proper compliance with storing our historic records. Two current options include:

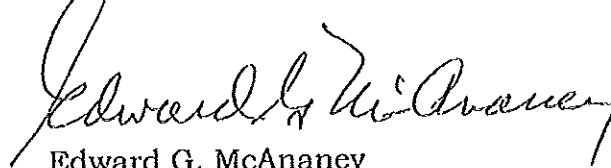
1. Construction of a Town Hall annex
2. Updating the basement vault to bring it in compliance with statutes and creating a secondary vault in addition to the existing Town Clerk vault

To be clear, the above options are merely discussion items at this stage. Each will need comprehensive reviews, proper vetting and approvals from various Town Boards and Commissions. Other options may be considered as well. Again, we will keep your office informed as plans develop.

Finally, we recognize the issues referenced in your letter regarding storing items above cabinets. We are currently conducting an inventory of the Town Clerk spaces with Peter Bartucca, using our Historic Documents Preservation Grant. Through this inventory, my Town Clerk, George Beiter, will be submitting requests to destroy a number of documents and consolidate a considerable amount of documents in that space. This will open up areas and give us the opportunity to correctly store our historic documents.

Again, thank you for your visit and your support helping us ensure not only our compliance with statutes on our historic records but also improving our service to the residents of Suffield.

Very truly yours,

A handwritten signature in cursive script that reads "Edward G. McAnaney". The signature is written in black ink and is positioned above the printed name and title.

Edward G. McAnaney  
First Selectman

CC: LeAnn R. Power, CRM, Public Records Administrator  
George Beiter, Town Clerk, Town of Suffield  
Julie Oakes, Facilities Manager, Town of Suffield  
Joseph Sangiovanni, Chairman, Permanent Building Commission,  
Town of Suffield

## Kathleen Dunai

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**From:** Makover, Kathy <Kathy.Makover@ct.gov>  
**Sent:** Wednesday, April 15, 2015 2:56 PM  
**To:** First Selectman  
**Cc:** Kathleen Dunai  
**Subject:** Vault requirements - Town of Suffield

Dear Mr. McAnaney:

I'm following up on a call from Town Clerk Kathy Dunai regarding a possible vault expansion project to provide additional information regarding the vault regulations and required procedures.

As you are aware, pursuant to CGS §7-27 and §11-8, municipal vaults must be constructed and maintained in accordance with the Standard for Fire-Resistive Vaults and Safes, Connecticut Agencies Regulations §11-8-1 through §11-8-12, and must be approved by the Public Records Administrator.

When planning for new vault construction or modifications to existing vaults, the town must also plan for the protection of the vault records throughout the process.

The following is a general overview of the vault approval procedures:

1. Early in the planning stage, well before drawing up plans, the architect/engineer and the town's project manager should review the vault regulations and then contact our office directly to review the vault requirements in more detail (phone: 860 566 1100 ext. 303).

It is helpful to also review NFPA Code 232, Standard for the Protection of Records (2012 edition), as a resource and reference document.

2. The town must submit the vault plans and a certification letter and obtain written approval from the Public Records Administrator prior to beginning the project.

We require a copy of the plans and a signed certification letter from the architect/engineer stating that the plans "meet or exceed the requirements of the Standard for Fire-Resistive Vaults and Safes, Connecticut Agencies Regulations §11-8-1 through §11-8-12." This letter should include information regarding the vault plans; and must also address the protection of the vault records during the project.

If the town will need to relocate the vault records to a temporary location, those plans will need to be reviewed separately.

3. After completing the project and before moving the records into the new vault, the town must submit a second certification letter. The architect/engineer must provide a signed certification stating that "the completed installation meets or exceeds the requirements of the Standard for Fire-Resistive Vaults and Safes, Connecticut Agencies Regulations §11-8-1 through §11-8-12."

After receiving written approval, the records may be moved the new vault, and an on-site inspection will be scheduled.

4. Final vault approval will be issued based on the certification and the on-site inspection.

Please also review the information in the vault inspection letter sent by our office on July 30, 2014; and feel free to call if you have additional questions.

Thanks,

Kathy



Kathy Makover | Field Archivist | Office of the Public Records Administrator | [kathy.makover@ct.gov](mailto:kathy.makover@ct.gov) | Office: (860) 566 1100 ext 303  
[www.ctstatelibrary.org](http://www.ctstatelibrary.org) | CT State Library | 231 Capitol Ave Hartford CT 06106 | Fax: (860) 566 1118

**Kathleen Dunai**

**From:** Makover, Kathy <Kathy.Makover@ct.gov>  
**Sent:** Wednesday, April 22, 2015 3:01 PM  
**To:** Kathleen Dunai  
**Subject:** FW: additional follow up; environmental monitoring

fyi

**From:** Makover, Kathy  
**Sent:** Thursday, July 31, 2014 3:16 PM  
**To:** George Beiter ([gbeiter@suffieldtownhall.com](mailto:gbeiter@suffieldtownhall.com))  
**Subject:** additional follow up; environmental monitoring

Hi George,

The inspection letter has been mailed out; and I've just sent an email regarding the vault approval procedures which includes a scanned copy of the letter.

I've been able to locate some but not all of the dollar fund info that you've requested and have asked our fiscal office to try to locate the rest of the info that I need. I'll get back to you with those figures once I hear back from them.

As mentioned in the letter, we recommend monitoring all records storage areas but especially those where there are apparent problems. Though the letter focused on the two basement areas, I'd recommend purchasing a monitor for your vault as well.

I'm just following up to provide you with some additional info regarding the monitors so that you can more easily locate what you need.

Among the less expensive options for monitoring, we generally recommend a min/max unit because you can see the highs and lows even if those occur at times the building is closed.

There are a couple of examples of min/max digital thermohygrometers at University Products, <http://www.universityproducts.com/>.

There's a box to search by item number near the top of the page, and you can search for item numbers 805-2000 and 746-1422. These are just examples, of course. Other vendors may have other units with similar features.

A "min/max" unit allows you to see the current temperature and humidity as well as the lowest and highest readings since the last time you've pressed the "reset" button. Each time you check and record the readings, press the "reset" button to clear the min and max.

It's best to check the current, min and max readings at about the same time of day, typically once a day; otherwise, once a week; and to keep an ongoing record of the readings, which can vary with the weather and seasons.

Entering the numbers into a simple Excel spreadsheet is one way to track the data. It's a good idea to set something up on your computer rather than using paper, so that you can manipulate and make use of the data later as needed.

There are other, more expensive types of monitors as well, but this would be the most basic type that still allows you to know the high/low ranges even if they occur outside of regular business hours.

In general, records should be stored at a stable temperature of 70 degrees or lower and 30% to 50% humidity. Readings should always be monitored by independent units like these, rather than by using the thermostat that controls a heating/cooling unit.

For additional resources on environmental monitoring, if needed, NEDCC has a very good collection of preservation leaflets at <http://www.nedcc.org/resources/leaflets.list.php>. See section 2, which covers environmental issues.

I'll be back in touch as soon as I have additional info for you on the dollar fund. Feel free to call if you have questions on the monitoring or other information.

Thanks,

Kathy

Kathy Makover  
Field Archivist  
Office of the Public Records Administrator  
Connecticut State Library

231 Capitol Ave., Hartford, CT 06106  
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## Julie Oakes

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**From:** Makover, Kathy <Kathy.Makover@ct.gov>  
**Sent:** Wednesday, January 27, 2016 2:05 PM  
**To:** Kathleen Dunai  
**Cc:** Melissa Mack; John Cloonan; Michele Urch; Raven Reid; Julie Oakes; Edward Flanders; Power, LeAnn  
**Subject:** RE: Estimated Time Line for the Suffield Town Hall Renovations

Hi Kathy,

Thanks for sending the letter outlining the town's current plans and the floor plan. We look forward to meeting with you and other town officials in early February and will contact you separately to set that date.

Prior to the meeting, please provide additional information where requested in the comments noted below:

1. Please provide the vendor's definition of "Class C" storage. In general, records that require vault protection within the municipality will also require this level of protection at an off-site facility. As a reminder, when looking at the risk of loss of the original records, the town should consider all potential factors, including the availability of high quality backup copies, the costs to recreate the records on paper, and the time involved before the recreated records would be available to the public.
2. If using fire-resistive safes and cabinets at the temporary location for vault records, please note that they should have a minimum 2 hour rating.
3. If vitals will be stored in East Granby, please secure written permission from the Department of Public Health. This department granted permission for a similar situation in the past for the Town of Bozrah.
4. In response to your question, duplicate map books do not require vault level protection but must have secure storage. Original maps will require vault level protection.
5. Please clarify the protection and access plans for the town minutes and reports. Regarding the 'back up copy filed in fireproof cabinets,' are these backup copies of all documents or only certain boards/date ranges? Are these being taken to the temporary location? Will pre-2008 documents be available on request?
6. Please clarify the protection and access plans for the Trade Name records. These will require vault-level protection whether sent off-site or taken to the new location.
7. Please ask the Assessor to provide us with a written inventory of the Grand Lists. For each volume, specify the date range and whether it includes Real Estate, Personal Property and/or Motor Vehicles. This is the first step to determining retention and storage requirements as well as any options to transfer volumes to the State Archives.
8. Please ask the town's project manager to provide information regarding the town's plans for records stored in other locations in Town Hall, including the basement, attic and offices, as discussed in the email dated January 20th. Also, as noted in the July 30, 2014 letter, if assistance is needed it may be helpful to ask for input from a records management consultant.

Thanks,

Kathy

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**From:** Kathleen Dunai [<mailto:kdunai@SuffieldTownHall.com>]  
**Sent:** Thursday, January 21, 2016 3:52 PM  
**To:** Makover, Kathy  
**Cc:** Melissa Mack; John Cloonan; Michele Urch; Raven Reid; Julie Oakes; Edward Flanders  
**Subject:** Estimated Time Line for the Suffield Town Hall Renovations

Hi Kathy

Please find attached an estimated time line of the renovations that we spoke of the other day.  
I have also attached a floor plan of the temporary location.  
See you tomorrow at the Capitol/LLB,

*Kathy*

Kathleen C Dunai  
Town Clerk  
Town of Suffield  
83 Mountain Road  
Suffield, CT 06078  
[kdunai@suffieldtownhall.com](mailto:kdunai@suffieldtownhall.com)  
Phone (860) 668-3880 Fax (860) 668-3312  
(M-T) 8:00 AM to 4:30 PM (F) 8:00 AM to 1:00 PM



## Julie Oakes

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**From:** Kathleen Dunai  
**Sent:** Wednesday, February 03, 2016 8:34 AM  
**To:** Julie Oakes  
**Subject:** FW: Estimated Time Line for the Suffield Town Hall Renovations

Hi Julie

I understand that John will not be able to make the meeting today.  
I believe that #8 is going to fall into your lap and I wanted you to be made aware of it.  
Feel free to call me with any questions.  
See you later this morning!

*Kathy*

Kathleen C Dunai  
Town Clerk  
Town of Suffield  
83 Mountain Road  
Suffield, CT 06078  
[kdunai@suffieldtownhall.com](mailto:kdunai@suffieldtownhall.com)  
Phone (860) 668-3880 Fax (860) 668-3312  
(M-T) 8:00 AM to 4:30 PM (F) 8:00 AM to 1:00 PM

**From:** Kathleen Dunai  
**Sent:** Wednesday, January 27, 2016 3:44 PM  
**To:** John Cloonan  
**Subject:** FW: Estimated Time Line for the Suffield Town Hall Renovations

John  
I think # 7 is going to fall in your lap.  
If not who can we get to cover this?

*Kathy*

Kathleen C Dunai  
Town Clerk  
Town of Suffield  
83 Mountain Road  
Suffield, CT 06078  
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**Subject:** Estimated Time Line for the Suffield Town Hall Renovations

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Kathleen C Dunai

Town Clerk

Town of Suffield

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