

Town of Wales

Capital Project Request Form

1 **Name of Department:**

Town Clerk

Date Prepared:

8/1/12

2 **Department Contact:**

Leis Phinney

3 **Title of Project (or Expense):**

Vault

4 **Anticipated fiscal year(s) of project (or Expense):**

one to two years

5 **Description & Location:**

A walk-in vault with temperature and humidity control, either fire-resistant or with a fire-suppression system.

6 **Intent & Purpose:**

The vault would be used for the storage and preservation of vital records and antique documents relating to Town business, and for the securing of ballots from the time they are received until they can be legally discarded.

7 **Useful Life:**

20+ years

8 **Impact if Recommended or Not Recommended:**

The law requires that ballots be kept in a safe or vault after the Town Clerk receives them. Wales has not been in compliance with the law for many years. As long as there are no state-wide recounts or questions about the validity of an election there is no impact. If there is ever a state-wide recount, our entire election could be called into question, since the Town Clerk cannot guarantee the safety of the ballots in her custody.

9 **Provide an Estimated Cost:**

\$7000.00 to \$30,000.00, depending on size, location, interior design, and the level of protection and monitoring selected.

10 **Available Sources of Funding (Grants, Public Money, Bonding, Funds subject to Town Meeting approval):**

Funding subject to Town meeting approval. Some grants are available for the preservation of documents, but not for the capital improvement of building a vault. Before we could apply for grants for preserving our records, the Town would have to do a survey of our records and develop a systematic plan for their preservation.

11 **Cost to Maintain:**

Minimal cost to maintain, possibly a monthly monitoring fee and/or yearly maintenance fee.

12 **What are the benefits, what are the savings?**

The benefit of having a properly designed vault would be that the Town's old record books and vital records could be stored in a way that would help to slow the process of decomposition. Proper storage conditions will also keep those books that have been preserved so far, in the condition we have paid good money to achieve. The ballots would be stored in a secure manner, as required by law.

Submitted By:

Leis Phinney

Title:

Town Clerk

Date:

1-Aug-12

Leave field blank for CIPC

Request #: 3