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# MEETING NOTICE AND AGENDA

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL.30A §§ 18-25

## Archives Advisory Committee

\_\_\_\_\_  
 Name of Board/Committee

**Address of Meeting:** Abbot Hall, 188 Washington St, Marblehead

**Room:** Town Administrators

<b>Thursday</b>	<b>FEBRUARY</b>	<b>21</b>	<b>2019</b>	<b>9:00</b>	<b>AM</b>
_____ Day of Week	_____ Month	_____ Day	_____ Year	_____ Time	_____ AM/PM

**Agenda or Topics to be discussed listed below** (That the chair reasonably anticipates will be discussed)

**Agenda:**

1. Approve minutes of Dec. 13, 2018 meeting
2. Recent communications - Johnston
3. Dashboard update - None
4. Requirements Document – No changes
5. Mary Alley Site: – Nilsson, Cutting, Johnston
  - 5.1. Structural Assessment for basement floor option - Nilsson
  - 5.2. Space Assessment for basement floor option vs. Facility Requirements - Nilsson
  - 5.3. Cost estimate to reinforce basement floor in storage areas for mobile shelving - Nilsson
  - 5.4. School Department relocation - Johnston
  - 5.5. Mary Alley Office Building improvements plan & relationship to Archives – Cutting
6. Timeline update - Johnston
7. PR sub-committee report – Peterson, Doliber, Cutting
  - 7.1. Timing for Selectmen’s Meeting report, Reporter article, MHTV, info to participating organizations
  - 7.2. Other public forums
8. Open action items status (see Dec. 13, 2018 meeting minutes) – all
9. Other business /New business
10. Next meetings –
  - 10.1. Thu., Apr. 25, 2019 at 9:00am, Jason Silva’s Conference Room

Correspondence, Public Participation, Old/New Business

**THIS AGENDA IS SUBJECT TO CHANGE**

Chairperson:

Posted by: Kyle Wiley

Date: January 31, 2019