



TOWN OF WAREHAM

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Memo

To: Department Heads, Boards, Committees and Non-Profits
From: Derek D. Sullivan
Date: August 18, 2015
Re: Important Update Regarding Town Hall Cafeteria

Please be advised that as of August 18, 2015 the Town Hall Cafeteria will no longer be available as a meeting place. All scheduled meetings in the Town Hall Cafeteria will need to be moved to alternate locations. Please contact Administration at 508-291-3100 x3108 for your scheduling needs.

As you all know the Town has struggled with what to do with the enormous amount of paperwork that we have inherited and continue to generate. The most logical and economically feasible solution has been to dedicate one area as a document storage center or archives. The problem has been in determining the location of said storage center.

After reviewing potential locations it has been determined that the Town Hall Cafeteria is the best location. It affords personnel easy access to the records and is cost effective to change the usage of the space.

Why the rush to execute this change? The implementation of this plan was not scheduled until Spring 2016. However, as the Coop Building is being repurposed the Town is required to remove a full room of documents that are stored at that location. Rather than moving those documents twice we have decided to accelerate the plan and move those documents to the cafeteria.

We apologize for any issues this may cause those that use this location for meetings. We have alternate space available and will be happy to coordinate schedules with the committees and groups.

Thank you all for your hard work and dedication to the Town.