

Charlestown embracing technology

by Lisa Tome
Contributing editor

Emily Fletcher knows how

to make the most of a good deal.

Fletcher, the office manager for the Town of Charles-

town, scanned 15,000 pages of information into the new document storage program in about 10 days.

That's a lot of scanning. But Fletcher was quick for a good cause. When the town See **MODERN** • Page 12

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signed a deal to use the new program, they got allotted days of free scanning. She worked to make the most of those days.

The new Shore Scan system will allow Charlestown to store documents in three off site locations. Every document currently retained by the town will, at some point be scanned. These documents include town meeting minutes, ordinances, resolutions, agendas, audits, accounting records, the town code and charter and more.

The benefits of the system will allow town employees and board members to have immediate access to documents at the town or from their home computers. Documents can't be altered. Another benefit is cost cutting. The town leases storage space in Delaware where documents are stored. They can downsize the space they need. Currently the town stores documents in about 260 cubic feet of space.

Fletcher said that the new system is more efficient, saves time, and saves paper.

"The (high tech) document storage is \$95 per month. The scanner was \$350. Being able to find what you need is priceless," said Fletcher. She ex-

plained that finding documents under the old system sometimes takes hours.

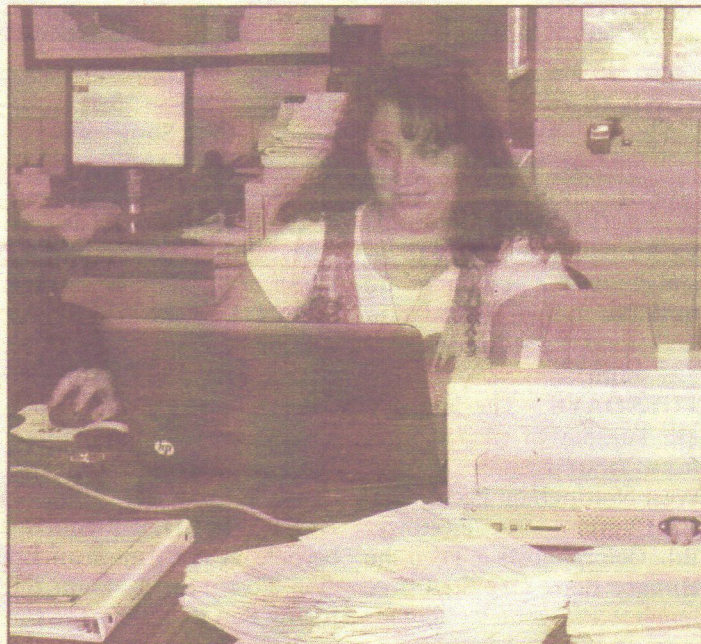
"It's already easier to find things. I like old things but I also like to be organized and find things," she said.

Town administrator Wib Pumpaly said he realizes people are reluctant to toss the paper and embrace technology.

"I think people would like things to be as they have

been. But we're attempting to adapt and modernize," he said.

Having a new system to store documents isn't the only recent change for the town. They also eliminated a staff position and instead hired a contractor to cut grass. Pumpaly said that to pay salary and benefits, taxes for an employee and maintain equipment cost more than hiring the contractor.



Emily Fletcher, the office manager for the Town of Charlestown, has been busy scanning piles of documents for storage.