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005 Town of Lewes
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140 Minutes of the Lewes Board of Public Works
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200 1901
210 1986
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241 7 rolls of microfilm
261 The minutes are the official proceedings of the board as they supervised and coordinated Lewes's public utilities development.

27X The five members of the board were appointed by the town commissioners until 1932 at which time their positions became elective, by the registered voters of the town. Generally, information contained in the minutes includes the date of meetings, names of members present, reports of minutes and correspondence read, new business, reports given, resolutions proposed and accepted, bills authorized for payment, and after 1922, the signature of the secretary. Early minutes are especially rich in information tracing the evolution of Lewes's public utilities from the employment of its first engineer to the building of the town's water works, sewer system, and electric light plant and the determination of early utilities rates. The later minutes (post 1927) include election materials (i.e., sample ballots, oaths of office); plots of town areas under discussion; estimates for improvements; lists of delinquent customers by name, by utility, and by amounts due; names of those filing applications for employment; motions to hire and salary given; recommendations for equipment specification; and after 1957, the publication of bids made for projects and to whom the project was awarded.

Minutes of the meetings since 1980 show the increasing complexity of utility operations in the community. These minutes include time and place of meetings, names of members present and absent, names of presiding officers, a brief synopsis of items of business and the resulting motions, names of persons making the motion and seconding name, vote tally by name of board member and whether voting yea or nay, marginal notations of subjects under discussion, time of adjournment, and signature of secretary.

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WORK STATUS	ARCHIVIST:
___needs sorting	___review for identification/
___needs unfolding	further determination
___needs foldering/reboxing	___processing
___other: _____	___determine origin/purpose
	___other:
CONDITION:	FILM:
___totally disorganized	___for security
___order not apparent	___destroy original
___origin questionable	___other:
___other: _____	

330 Arranged chronologically.
331
332 Handwritten to 1923 then typed.
350 7 rolls 35mm.
360 Good.
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430
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990 5/19/1989
995 June 5, 1989; October 16, 1997; May 18, 1999
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