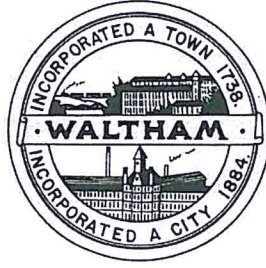


JOSEPH W. VIZARD  
City Clerk



KARA R. WILSON  
Assistant City Clerk

March 8, 2022

Community Preservation Committee  
CPC/CPA c/o Planning Department  
Arthur J. Clark Government Center  
119 School Street  
Waltham, MA 02451

Re: Historic Documents

To the Community Preservation Committee:

The Office of the City Clerk would like to conduct an assessment of historic documents and records that are held by the City. Specifically, we will be creating a plan for preserving the historic documents and records that are in the custody of the City Clerk. The date range of the records we are looking at is from the late 1600s- 1920. The purpose of this assessment is to guide the City as we seek to preserve important historic documents.

I am attaching a proposal for the work as well as a complete Community Preservation Committee.

Sincerely,

  
Joseph W. Vizard  
City Clerk

  
Jeannette A. McCarthy  
Mayor

# City of Waltham Massachusetts Community Preservation Act Historic, Open Space and Recreation Funding Application WCPA-1



## APPLICANT INFORMATION

Name of Applicant <sup>(1)</sup> Waltham City Clerk

Name of Co-Applicant, if applicable <sup>(1)</sup> \_\_\_\_\_

Contact Name Joseph Vizard

Mailing Address Office of the City Clerk, City Hall 610 Main Street, Waltham,

Daytime Phone (i.e. of Proposal Applicant) \_\_\_\_\_

## PROJECT BASICS

Address of Project (or Assessor's Parcel ID) Documents located at 610 Main Street and  
260 Grove Street

CPA Category (check all that apply):

☐ Open space

☒ Historic preservation

☐ Open space recreation

☐ Community Housing (You must also complete Application WCPA-2)

CPA Funding Requested 2,980

Total Cost of Proposed Project 2,980

## PROJECT DESCRIPTION

Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

**GOALS:** What are the goals of the proposed project?

**COMMUNITY NEED:** Why is this project needed? Does it address needs identified in existing City plans?

**COMMUNITY SUPPORT:** What is the nature and level of support for this project? Include letters of support and any petitions.

**TIMELINE:** What is the schedule for project implantation? Include a timeline for all critical items for their

*Jamille G. McCay*

*3/8/2022*

completion.

**CREDENTIALS:** How will the experiences of the Applicant(s) contribute to the success of this project?  
Success Factors: How will the success of this project be measured? Be specific.

**BUDGET:** What is the total budget for this project? How will the CPA funds portion be spent? All items of expenditure must be clearly identified and justified. Detail the hard and soft costs. Identify contingencies.

**OTHER FUNDING:** What additional funding sources are available, committed, or under consideration? Include commitment letters if available. Identify all sources of other funding which have been sought for this project and the status of the requests.

**MAINTENANCE:** If ongoing maintenance is required for your project, how will it be funded? (Note that CPA Funds may not be used for maintenance, but maintenance is an important consideration for all projects.)

## ADDITIONAL INFORMATION

Provide the following additional information, *as applicable*.

**DOCUMENTATION:** Provide written documentation that you have control over the site, such as Purchase and Sale Agreement, option, or deed.

**CONSTRUCTION OR REHABILITATION:** <sup>(2)</sup> For projects with construction or rehabilitation, provide floor plans, elevations including the existing and proposed site plan(s), and any additional drawings or photographs which visually describe the project.

**ZONING:** Provide evidence that the project is in compliance with the current City Zoning Ordinance as Amended, as well as all other laws and regulations. If zoning relief is required, note the parts of the proposal not in compliance with the Zoning Ordinance, and when an application will be made to the Zoning Board of Appeals.

**CITY APPROVALS:** Provide evidence that the appropriate City Boards and Commissions approve of the project (Waltham Historical Commission for Historic, Conservation Commission for Open Space, Park & Recreation Board for Recreation, and Waltham Housing Authority for Community Housing). As an example, a project in a City park would require that the Park & Recreation Board accept the project.

**HAZARDOUS MATERIALS:** Provide evidence that the proposed site is free of hazardous materials or that there is a plan for remediation in place.

**PROFESSIONAL STANDARDS:** Provide evidence that appropriate professional standards will be followed if construction, restoration, or rehabilitation is proposed.

**LEVERAGED ADDITIONAL BENEFITS:** Provide information indicating how this project can be used to achieve additional community benefits.

Notes:

(1) City Property: If the proposal is located on City-owned land, either the Applicant or Co-Applicant must be the City Board, Commission or Department that has custody of the land.

(2) Appraisals: If the requested funds are for a real estate acquisition, an independent appraisal will be required which the Applicant will be required to fund. No funding decisions will be made without an independent appraisal. Additional appraisals may be required for final approval.



**FOR COMMUNITY PRESERVATION COMMITTEE USE ONLY**Application received on 2-7-2022, revised 3-8-2022Application received by Julie TooleDate Project presented to CPC for Submission Acceptance Process 3-8-2022Was Project accepted for Consideration? YesIf accepted for Consideration, Project Public Hearing date 3-15-2022

Following meeting Date for decision to recommend for funding \_\_\_\_\_

Was project recommended for funding to the City Council? \_\_\_\_\_

Was project funded by the City Council? \_\_\_\_\_

If project funded by the City Council, for how much? \_\_\_\_\_

Date funding Contract signed with applicant \_\_\_\_\_

**APPLICATION SUBMISSION REQUIREMENTS**

Proposals for Community Preservation Act funding must be submitted using the City of Waltham's Application forms WCPA-1 and WCPA-2.

If the proposal is exclusively a community housing project, applicants must submit WCPA-2. If the proposal combines community housing with any other funding category, both WCPA-2 and the WCPA-1 must be submitted. Otherwise applicants can submit just WCPA-1.

All information requested on the application forms must be included with the proposal at the time of submission or it will not be accepted for consideration. Applications may not include any handwritten information.

Applications and all supporting documentation must be submitted as hardcopy with eleven (11) copies (including one unbound for reproduction) to the official mailing address as specified in Article VI. If an Application is recommended for funding by the CPC, then an additional 17 copies must be provided for use by the City Council.

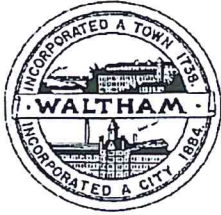
Applicants are encouraged to include any maps, diagrams, and/or photographs pertaining to the project. Letters of support for the project from community organizations or other sources may also be submitted.

Applicants will also submit an electronic version of each and every document submitted in their application if available, either on CD or USB flash drive, preferably in Portable Document Format (PDF) or other commonly used file formats (eg. .doc, .docx, .xls, .xlsx, .jpeg).

Applicants should include actual quotes for project costs whenever possible. If not available, estimates may be used, provided the basis of the estimate is fully explained.

Applicants should pursue matching or supplemental funds from state, federal and/or private sources when available.

Applicants should detail who will be responsible for project implementation and management. Their relevant experience should be included in the narrative. Please be sure that project management costs have been included in the overall project budget.



## Waltham Historical Commission

610 Main Street  
Waltham, MA 02452

March 8, 2022

Justin Barrett, Chair  
Waltham Community Preservation Committee  
119 School Street  
Waltham, MA 02453

Dear Justin,

Support Letter for the CPC Application for  
the Assessment of Preservation Needs of City Documents

Unfortunately, the request for a letter of support for the Community Preservation Committee (CPC) application from the City Clerk for funding an assessment of the preservation needs of City documents under the control of the City Clerk came in too late for consideration at the last meeting of the Waltham Historical Commission (WHC). Also, our next meeting is just one day before this project is slated to be taken up by the CPC at your March meeting. Therefore, I will express my personal support for the project in this letter, and then forward to you by email a confirmation of that support by an official vote of the WHC right after our meeting of March 14, 2022.

I enthusiastically support this project to have a professional document preservationist evaluate the documents held by the Waltham City Clerk, and fully expect the entire WHC will confirm my support.

I have seen just a small sample of the documents involved, and found them to be quite fascinating and of clear historical value. However, I am not a professional preservation specialist, so that evaluation by such a specialist, as called for in the proposal, is very welcome.

I would, however, recommend to the City Clerk and the CPC that, in addition to the preservation of these documents, a later project be considered for digitizing the documents and making those, which legally can be, available to the public in digital form.

Sincerely,

Mort Isaacson, Chair  
Waltham Historical Commission



100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • [www.nedcc.org](http://www.nedcc.org)

January 10, 2022

## PROPOSAL

Joseph Vizard  
Assistant City Clerk  
Waltham Office of the City Clerk  
610 Main Street  
Waltham, MA 02452

Dear Joe,

This letter confirms that the Northeast Document Conservation Center (NEDCC) would be pleased to provide a collection assessment of the records of the Waltham City Clerk's Office. The purpose of the assessment is to evaluate the general condition of the collection and to make recommendations for its long-term preservation and care.

Suggestions for improvements to environment, storage, handling, and other preservation activities will be addressed. The collection assessment will be based on a random sample of the collection, with the goal of assessing as much material as possible in the allotted time.

A written report based on observations made during the visit will also identify groups of objects (and possibly individual objects) in need of conservation and suggest priorities for preservation and conservation. The report is designed to aid in planning for future preservation and conservation activities and budgets. Results of the assessment will be relatively general in nature. Suggested treatments and ballpark costs provided in the report, while expected to be accurate, should be used as guidelines only.

### Activities and Deliverables

An NEDCC Preservation Specialist will:

- Send a *Pre-Visit Questionnaire* for you to complete and return.
- Conduct a **half-day site visit**. The Preservation Specialist will spend time with the person responsible for preservation planning for the collection; this is an important component of the assessment. An inventory of records will also be completed. Traditionally, assessments include an on-site visit; however, we now offer remote and hybrid options to meet the goals of each project while following government guidelines for public health.
- Deliver a **written report** following the site visit. The report will:
  - identify groups of objects (and possibly individual objects) in need of conservation;
  - suggest priorities for preservation and conservation;
  - aid in planning for future preservation and conservation activities and budgets;

- suggest treatments and ballpark costs (to be used as guidelines only); and
- offer preservation and collections care recommendations in the context of your institution.

### **Project Schedule**

NEDCC's existing commitments may require scheduling several months in advance. Below is an example schedule. The actual schedule for your preservation assessment will be determined by you and the Preservation Specialist.

Start – client returns signed proposal  
 Month 1 – planning and logistics  
 Month 2 – client returns completed *Pre-Visit Questionnaire*  
 Month 2 – site visit  
 Month 3 – delivery of report  
 Month 3 – revisions as requested by client, delivery of finalized report, invoice sent

Prior to the visit, I will send you a pre-visit questionnaire. Please fill this out and return it to me at least 5 business days before the site visit, as it provides helpful background information and will help us maximize our time on-site.

### **Project Budget**

The cost of this consultation is based on NEDCC's standard rate of \$1,300/day, and it will not exceed the total amount indicated below.

#### **CONSULTATION:**

.5 days preparation, .5 day on site, 1.25 day writing report	\$2,925.00
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#### **ESTIMATED TRAVEL EXPENSES:\***

From Andover, MA	Not to exceed \$55.00
Travel via ground transportation, meal	

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<b>TOTAL (this estimate is valid for 12 months):</b>	<b>Not to exceed \$2,980.00</b>
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\* Billing for travel expenses will be based on actual expenses and calculated upon return.

### **Acceptance**

If you agree to these terms, please sign below and return this agreement to me via email as a scanned PDF attachment that includes all pages.

NEDCC would be pleased to work with the Waltham Office of the City Clerk to plan for the preservation and conservation of the Waltham records and archives. As soon as you are ready to move forward on this project, please contact me directly to schedule the site visit. Until then, don't hesitate to contact me if I can answer any questions or provide additional information.

Sincerely,



Alison Fulmer  
Preservation Specialist  
[afulmer@nedcc.org](mailto:afulmer@nedcc.org)

#### AGREEMENT

Following the conclusion of the assessment and delivery of the assessment report, NEDCC will invoice the Waltham Office of the City Clerk for its services. To whom should the invoice be sent?

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email or street address

On behalf of the Waltham Office of the City Clerk , I agree to the terms outlined above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title

*Please return via email as a scanned PDF attachment that includes all pages.*