

City of Waltham
Community Preservation Committee
Waltham Community Preservation Funding Application Form CPA -1

Name of Applicant⁽¹⁾ CITY CLERKS OFFICE

Name of Co-Applicant, if applicable ⁽¹⁾ _____

Contact Name ROSARIO "RUSS" MALONE

Mailing Address 610 MAIN STREET

Daytime Phone (i.e. of Proposal Applicant) (781) 314-3120

Address of Proposal (or Assessor's Parcel ID) 610 MAIN STREET, WALTHAM, MA

CPA Category (circle all that apply): Open space Historic preservation -- RECORDS
Community Housing Open Space Recreation

CPA Funding Requested \$200,000.00

Total Cost of Proposed Project \$200,000.00

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? TO RESTORE AND PRESERVE RECORDS

Community Need: Why is this project needed? Does it address needs identified in existing City plans?
PROJECT NEEDED FOR RESTORATION-DOES NOT ADDRESS EXISTING CITY PLAN NEEDS

Community Support: What is the nature and level of support for this project?
VITAL RECORDS

Include letters of support and any petitions.

Timeline: What is the schedule for project implantation? Include a timeline for all critical items for their completion.
IMMEDIATELY - OVER 2-4 YEARS

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. THIS WILL BE MEASURED BY THE SECURITY OF THE DOCUMENTS AND BY THE PROTECTION FROM THE ELEMENTS

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.

BREAKDOWN TO BE FURNISHED

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. NO ADDITIONAL FUNDING AVAILABLE OR UNDER CONSIDERATION. CITY CAPITAL IMPROVEMENT MONEY, BUT NOT TO THIS MAGNITUDE.

Maintenance: If ongoing maintenance is required for your project, how will it be funded?
ONCE IN PLACE, IT WILL BE ELECTRONICALLY SAVED AND ON HARD COPY

Conservation Proposal
Waltham, MA
Upstairs Vault

	<u>Conservation</u>	<u>Microfilm</u>
Births & Deaths c. 1738-1843 (16)	\$842.00 Mylar, 1 vol.	\$100.00
Births, Deaths, Marriages 1844-1852 (20)	667.00 Mylar, 1 vol.	100.00
Births 1851-1880 * (1881)	1829.00 Mylar, 2 vols.	190.00
Births 1882-1884 * (122)	583.00 Mylar, 1 vol.	100.00
Births 1885-1896 *	1464.00 Mylar, 2 vols.	150.00
Births 1897-1909	1353.00 Mylar, 2 vols.	150.00
Births 1908-1919	1095.00	200.00
Marriages 1879-1884	711.00 Mylar, 1 vol.	100.00
Marriages 1852-1879 *	1127.00 Mylar, 1 vol.	130.00
Marriages 1885-1893 * (123)	1055.00 Mylar, 1 vol.	150.00
Marriages 1894-1904 *	1149.00 Mylar, 1 vol.	150.00
Marriages 1905-1916	1048.00	190.00
Marriages 1916-1925	1056.00	270.00
Marriages 1937-1945	1116.00	290.00
Marriages 1946-1950	982.00	230.00
Marriages 1926-1936	1141.00	300.00
Deaths 1852-1884 * (127)	1826.00 Mylar, 2 vols.	230.00
Deaths 1885-1898 (128)	1150.00 Mylar, 1 vol.	140.00
Deaths 1899-1909	1047.00	180.00
Deaths 1910-1916	1041.00	200.00
Deaths 1917-1925	1084.00	280.00
Deaths 1926-1934	1091.00	280.00
Deaths 1935-1943	1246.00	340.00
Deaths 1944-1949	988.00	240.00

Conservation Proposal
Waltham, MA
Basement Vault

	<u>Conservation</u>	<u>Microfilm</u>
Town Records 1812-1828 (7)	\$1447.00 Mylar, 2 vols.	\$160.00
Orders #1625-3064 (102)	1100.00	260.00
Town Records 1829-1874 (17)	983.00	170.00
Record: Mayor & Aldermen 1885-1893 (73)	811.00	130.00
Record: Aldermen Vol. 9, 1903-1906 (89)	1089.00	260.00
Selectmen's Records 1872-1877 * (47)	729.00 Mylar, 1 vol.	100.00
Records 1875-1884 (16)	947.00	180.00
Fifth Book of Records 1828-1848 *	1931.00 Mylar, 2 vols.	250.00
Ancient Documents c. 1760 * (1)	2762.00 Mylar, 2 vols.	350.00
Ancient Documents * (4)	2640.00 Mylar, 2 vols.	350.00
City Officers 1885-1927	964.00	180.00
City Officers 1927-1963 (50)	669.00	180.00
Streets 1916-1939 (42)	862.00	180.00

- * Denotes volumes in worst condition.
- Numbers in parenthesis appear to be an indexing system put in place by the city.
- In addition to the volumes listed you also have the following material that will require work:
 - 50+/- volumes of Orders, Soldier's Records, Wages, etc.
 - 200+/- volumes fo Vital certificates

SCOPE OF WORK - BOOKS AND DOCUMENTS

Book and document conservation includes:

1. Maintain an INFORMATION LOG for each volume noting the following:
 - Condition of document upon receipt
 - # pages and proper pagination, blank pages
 - Presence of pressure sensitive material
 - Presence of previous repairs
 - Presence of staples, paper clips, brads, etc.
 - Presence of acidic glues
 - Identity of certificates/records (manuscript, photostat, originally typed, etc.)
 - Notation of original lettering on spine and covers
 - Loose pages or attachments
 - Special characteristics
 - Any other information pertinent to the identification of the volume
2. DISMANTLE BINDINGS completely, following accepted archival restoration guidelines. Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.
 - Remove all original binding materials and adhesive residues.
 - Remove staples, paper clips, brads, etc.
 - Remove pressure sensitive tape and old glue.
 - Remove any sheets that are blank on both sides.

For books to be Mylar encapsulated, manually separate folios into single sheets.

3. SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.
4. REPAIR/RESTORE

Mend/Reinforce

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal. Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

Trim/Flatten

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

Deacidification

- For each page/folio, deacidification and buffering to be done by the following method:
Non-aqueous spray method using magnesium oxide (Bookkeeper).

5. RE-SEW/REBIND

Encapsulated Records:

- Encapsulate sheets where necessary utilizing 3 mil archival grade polyester envelopes. Polyester must be Mylar Type D or equivalent. Envelopes to be of uniform size with heat seal weld on edges (not ultrasonic weld).
- Envelopes to be placed in Public Record binders: Tenacity TMC or equivalent, hard back covered type with piano hinge.
- Loose leaf volumes to be in binders as follows:
 - Cover material of customer's choice
 - Metals of .035 gauge polished nickel plated cold-rolled steel
 - Upright rough post diameter as necessary - 5/16 or as original
 - Binders to be lettered on spine with gold foil and according to stamping information supplied by vendor and approved by clerk.

Rebound Records:

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- Sewing to be done by hand, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.

- Backing material to be linen of 50-75 threads/square inch weight.
 - End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
 - Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
 - Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
 - Cover material to be hard-finished Hewit vegetable tanned goatskin or proven equal.
 - Tooling to be performed with 23-karat gold foil.
6. TITLE STAMPING to be reviewed and approved in advance by clerk. It will generally follow the same format/style of originals. If any titling, dates or other information from an original volume is found or noted to be in error, the clerk will be notified to determine if correction would be appropriate. Any changes would be approved by clerk.
 7. TREATMENT REPORT, referenced to information log, to be provided for each completed volume.
 8. SHIPPING MATERIALS with instructions for packing and shipping to be provided by vendor.
 9. VENDOR must have tracking systems located in its facility for instant tracking of county or municipality's shipment.
 10. All restoration MUST BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 10 WEEKS, beginning on the date of receipt of each item.
 11. Vendor must be able to accommodate a MINIMUM OF 50 BOOKS AT A TIME.
 12. Vendor (including all subcontractors) must be able to TRANSMIT REQUESTED SPECIFIED INFORMATION AND/OR IMAGES from documents/books which are being restored to the county or municipality.
 13. All procedures to be performed by the vendor in accordance with generally accepted standards of conservation and restoration practice. Alterations, changes or insertions of any new material in any record is strictly forbidden.
 14. Vendor is to provide evidence of at least 10 years EXPERIENCE in archival conservation of COUNTY AND MUNICIPAL RECORDS. Experience must include deacidification in addition to binding and paper conservation. Reference list of similar projects for county or municipal governments to be provided.