

Date: September 16, 2022

Subject: CPA Funding Application - Preservation/Conservation of Historic Town Plans

To:

**Town of Concord
Community Preservation Committee
Planning Division Offices
141 Keyes Road
Concord, MA 01742**

From:

**Nathanial Smith
Municipal Archivist/Records Manager
Town of Concord Archives
22 Monument Square
Concord, MA 01742**



TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE
 141 KEYES ROAD, CONCORD, MA 01742
 TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPA Funding
Due no later than 4:00pm on Friday, September 17, 2022

Applicant: Town of Concord Archives

Co-Applicant (if applicable): _____

Project Name: Preservation/Conservation of Historic Town Plans

Project Location/Address: Town of Concord Archives, 22 Monument Square, Concord, MA 01742

Purpose: (Select all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget:

Amount of CPA Funds Requested: \$ 16,230
 Amount from Other Funding Sources: \$ -
 Total Project Budget: \$ 16,230
 (If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- | | |
|---|---|
| <input checked="" type="checkbox"/> One Paragraph Project Summary * | <input checked="" type="checkbox"/> Timeline * |
| <input type="checkbox"/> Map (if applicable) | <input type="checkbox"/> Architectural plans, site plans, photographs (if appropriate) |
| <input checked="" type="checkbox"/> Narrative * | <input type="checkbox"/> Copy of Audit or most recent Financial Information (<u>Non Profit Organizations Only</u>)* |
| <input checked="" type="checkbox"/> Selection Criteria and Needs Assessment | <input type="checkbox"/> Letters of Support (if any) |
| <input checked="" type="checkbox"/> Detailed Project Budget * | |
| <input checked="" type="checkbox"/> Feasibility Assessment | |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | |

* Required Documentation

The Contact Person for this Project is: Nathanial Smith, Municipal Archivist/Records Manager, Town of Concord

All Correspondence should be mailed to: Concord Town Archives, 22 Monument Square, Concord, MA 01742

The Contact Person can be reached by phone at: 978-318-3064 or by email at: nsmith@concordma.gov

Signature of Applicant: *Gail S. Dowd*
Gail S. Dowd (Sep 16, 2022 10:05 EDT)

Signature of Property Owner (if different): *Kerry A. Lafleur*
Kerry A. Lafleur (Sep 17, 2022 09:33 EDT)

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties and understand that planning for and execution of this project must meet these standards.

Town of Concord Archives - Community Preservation Act Project Application - 2022

2. BRIEF PROJECT SUMMARY:

The Town of Concord Archives holds the permanent and historically significant records of the Town government and is managed by the Municipal Archivist. Part of the work of the Municipal Archivist includes identifying Town Records in need of preservation. This application for Historic Preservation is seeking funding (\$16,230) to provide for the conservation treatment and digitization of two plans of the Concord Water Works drawn by William Wheeler (1874 & 1875) and seven sheets comprising the Town Plans of Concord (1907-1910). These items were selected due to their historical value, current condition, and potential for future use. The *Preservation/Conservation of Historic Town Plans Project* will support the goals of the Town to preserve and makes accessible the historic records of the Town.

3. NARRATIVE:

The mission of the Town of Concord Archives [<https://concordma.gov/2610/Archives-and-Records>] is to collect, catalog, preserve, and provide access to the permanent and historically significant municipal records of the Town of Concord. The Town Archives supports the Town and its residents by preserving Town records and making these records known and available to researchers, students, genealogists, scholars, authors, and anyone else who may wish to research the workings and history of New England town government.

Records are generally selected for preservation actions either because they are deteriorating and/or because they are frequently used. The items listed in this application meet a combination of these criteria.

The Town Plans of Concord (1907-1910) Compiled by Frank W. Stickney from Plans by Albert E. Wood and others have been frequently requested by researchers, particularly those researching their homes and property lines. The seven sheets of this set depict the property boundaries and the owners of each parcel and cover most of the Town. These are the earliest known plans to show individual property boundaries over such a wide area and are requested about once a month. Based on the binding, these plans were originally used for reference by the Select Board. Due to their age and frequent use, they are showing signs of wear.

Funding the conservation treatment of these plans would ensure that a unique historic asset of the Town is preserved for the future. In addition, creating a digital version, which would be available to researchers and residents via the Town of Concord Archive's Digital Repository [<https://concordmassarchives.starter1ua.preservica.com/>] would allow for wider access to these plans while also protecting the original plans from further use.

The Concord Water Works Plans (1874 and 1875) by William Wheeler differ from the Town Plans in that they have not received significant attention from researchers to date. However, they are unique large format plans of the initial water system built in Concord in the 1870s. In addition, their author, William Wheeler was a dedicated public servant in Concord and part of the larger Wheeler family with its many ties to the Town.

The plans are currently in need of conservation treatment due to their age, use, and material. Preserving these plans would, again, save a unique and valuable historic Town asset from

Town of Concord Archives - Community Preservation Act Project Application - 2022

deteriorating beyond saving. Further, digital versions of these plans will ensure that they are not lost and provide an easier path to access for future researchers.

If funded, this project would provide for the preservation and increased public access to some of the most unique plans in the Town of Concord Archives. Upon receiving funding, the Municipal Archivist would deliver the plans to the vendor, the Northeast Document Conservation Center (NEDCC). After treatment and digitization and the digital records would be uploaded to the Digital Repository and the Municipal Archivist would publicize the additions on the Town of Concord Archives webpage. This project will be considered a success as long as the original records are preserved for the future and even more so if their increased availability creates more interest in them and other historic Town Records.

4. CPC's SELECTION CRITERIA AND NEEDS ASSESSMENT:

The proposed *Preservation/Conservation of Historic Town Plans Project* meets the General Selection Criteria for preserving historic Town assets, providing public access to those assets, and is in line with the long range plans of the Town which encourage education and preservation of Concord's historic and cultural resources. Specific to Historic Preservation, this project will increase citizen knowledge of Concord's historic and cultural resources and will ensure that threatened historic resources are saved.

5. BUDGET:

The pricing below reflects the recommendations for conservation treatment and the rates for digitization as provided by NEDCC in a proposal (NEDCC Project #21-278_PI) dated November 23, 2021. This proposal is included as Appendix A to this application. It is noted that this proposal included four potential projects but only three of the items are considered as part of this application.

<u>Item(s)</u>	<u>Conservation of Original</u>	<u>Digitization</u>	<u>Total Cost Per Item</u>
Town Plans (1907-1910)	\$6,210	\$1,050	\$7,260
Plan of Concord Water Works (1874)	\$4,085	\$300	\$4,385
Plan of the Proposed Concord Water Works (1875)	\$4,085	\$300	\$4,385
Set-up Fee	N/A	\$200	\$200
TOTAL			\$16,230

If awarded, this project would be funded in its entirety by the CPA grant.

6. FEASIBILITY:

There are no foreseeable impediments to the completion of the *Preservation/Conservation of Historic Town Plans Project*.

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7. TIMELINE:

July 2023: Deliver plans to vendor.

July-December 2023: Conservation treatment and digitization completed by vendor.

January 2024: Receive treated records back and store in vault. Upload digital records to Town of Concord Archives Digital Repository. Post details of project and links to resulting digital records to Town of Concord Archives webpage.

8. APPENDIX A:

NEDCC Project #21-278_PI Project Proposal



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

November 23, 2021

Nathanial Smith, Municipal Archivist
Town of Concord Archives
22 Monument Square
Concord, MA 01742

Re: NEDCC Project #21-278_PI

Dear Mr. Smith,

Enclosed is our condition report and estimate for the treatment of fifteen plans , including a digital imaging addendum.

- The recommended conservation treatment is listed in the body of the proposal and we consider each step of the recommended treatment necessary for preservation of the objects. The conservators at the Northeast Document Conservation Center work as efficiently and safely as possible and within guidelines set by the American Institute for Conservation.
- Please note that there are several places in the proposal where we ask that you check a box to indicate a preference for how you would like us to proceed under certain conditions.
- Once the work begins, should we encounter the unexpected and need to revise this treatment proposal you will be consulted immediately.
- Please enter the appropriate insured value in the space provided. Unless your insurance company sends NEDCC a waiver of subrogation, all objects left here will be insured under our policy. If no insurance figure is received from you, we shall assign a value of \$500 to the project.
- If you want NEDCC to proceed with the recommended treatment, please sign the proposal and return it with your 33% deposit at your earliest convenience.

We hope to hear from you soon. Please do not hesitate to call if you have questions. We are happy to answer inquiries about scheduling or the treatment or care of objects.

Sincerely,

Michael Lee
Director of Paper & Photograph Conservation



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Town of Concord Archives
22 Monument Square
Concord, MA 01742

November 23, 2021
Project # 21-278_PI

Contact: Nathaniel Smith, Municipal Archivist
nsmith@concordma.gov
978-318-3064

Group 1

sectional post binder with 7 starch cloth
blueprint plans

Artist/Author: Compiled by Frank W. Stickney
from Plans by Albert E. Wood and others
Place/Date: West Townsend, Mass., 1907-1910
Title/Subject: Town Plans of Concord Mass.

Dimensions: vary from 32 3/4" x 40 1/2" to 35" x 40"
Media: ferro prussiate pigment
Support: white starch cloth
Signatures/Special Features: "Town of Concord
Selectmen's Room" written on the cover with black
ink; each map has writing in graphite on the verso
Housing: bound between two cardboard plates (24" x
20 1/2") lined with brown linen and secured by two
metal blinding posts (each 7 1/4" x 3/4") onto one-
inch wide wooden slats.

Current Condition

The sectional post binder consists of two cardboard covers and two wooden slats lined with brown linen, and secured by two metal plates (each 7 1/4" x 3/4") on the recto with binding posts. Each metal binder plate is attached to the wooden slat by two posts from the back and two smaller brads from the front. Seven blueprint plans on white starch cloth are bound together in a volume. Each blueprint plan varies in dimension and is folded twice: once across and once from the top or from the bottom side to conform to the volume's dimensions. The top and bottom folds have been cut along the left edge to conform to the inner plates' dimensions. All maps have creases and folds and the top and bottom edges are tattered with small tears. There are other tears of different lengths (ranging from 1/2" to 7"), especially along the folds where the starch cloth is worn and along the inner edges. There is light brown staining along the exposed edges of the blueprint plans. Surface dirt is moderate to heavy, especially on the verso with ingrained dirt, footprints, small spots of ink stains or tideline staining from unidentified liquid.

The following lists the dimensions in inches of the plans in the order of the volume: Plan 1- 35" x 40"; Plan 2 - 39 3/4" x 34 3/4"; Plan 3 -33" 1/2 x 39"; Plan 4 - 35" x 40"; Plan 5 - 33 1/2" x 40 1/2"; Plan 6 - 32 3/4" x 39"; Plan 7 - 33" x 40"

Recommended Conservation Treatment Plan

- Provide representative written and photographic documentation of condition before and after treatment.

- Due to the construction and use of non-removable metal fasteners, as agreed with the client, cut each plan along the inner left side. Remove and collate in the order of the volume. Conserve the volume cover and return to the client.
- Reduce surface soil, fly specks, and accretions using dry cleaning techniques as necessary.
- Mend tears and breaks with Japanese paper and wheat starch paste or with solvent set tissue.
- Humidify and flatten between blotters under moderate pressure.
- House in an archival corrugated folder.

Optional Work

Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

Price – Group 1 (*See cost summary at end to approve.*)

- Recommended Treatment: \$6,210

Group 2

6 plan drawings on starch cloth and blueprint plans on wove paper

Artist/Author: Compiled by Frank W. Stickney

from Plans by Albert E. Wood and others

Place/Date: West Townsend, Mass., 1907-1910

Title/Subject: Town Plans of Concord Mass.

Dimensions: vary: 31" x 30 1/4" to 31" x 34 1/4";

Media: sepia toned ink; colored pigment washes, red marker; ferro prussiate pigment; graphite

Support: starch cloth, wove paper

Signatures/Special Features: "Town Plan" written in graphite on verso of some plans

Housing: rolled on a tube

Current Condition

Six plans, four on white starch cloth and two on wove paper, were rolled together around a tube. Each plan was unrolled and examined. The plans vary in dimension and are listed separately as follows: Central Section of Concord (31" x 34"); South Section Walden Pond and Fairhaven Bay (31" x 34 1/4"); West Section of Concord Junction (31" x 30 1/4"); North Section of Bateman Pond and Punkatasset, blueprint on starch cloth which is a duplicate of the blueprint plan on wove paper below (27 1/4" x 34 1/4") - "CT #1-3" is written in red marker on the lower right corner, 2 1/2" of yellowed pressure sensitive tape is on the verso over "IX A" written in red pencil and partially over "30" written in graphite. The hand drawn plans on starch cloth are in relatively fair condition though the pigments applied on the verso have lightly faded and some of the markings in colored inks have bled through the support. The edges are tattered and the corners are creased and dog eared. The plan "West Section of Concord Junction" is missing the top left corner.

The last two plans of the series are blueprint plans on wove paper: Southwest Section Powder Mills White Pond (31 1/2" x 34 1/2") - with "CT #1-4" written in red marker on lower right corner and North Section North Section of Bateman Pond and Punkatasset (27 1/2" x 34 1/2") with "CT #1-10" written in red marker on the lower left corner. These plans have creases and folds along the edges and are tattered with small tears. There are several longer and complex tears ranging from 1" to 7". Surface dirt is moderate to heavy.

Recommended Conservation Treatment Plan

- Provide representative written and photographic documentation of condition before and after treatment.
- Reduce surface soil, fly specks, and accretions using dry cleaning techniques as necessary.
- Remove tape carrier, reduce residual adhesive and adhesive staining as possible using organic solvents.
- Mend tears and breaks with Japanese paper and wheat starch paste.
- Humidify and flatten between blotters under moderate pressure.
- House in an archival corrugated folder.

Optional Work

Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

Price – Group 2 (*See cost summary at end to approve.*)

- Recommended Treatment: \$2,985

Object 3

plan drawing

Artist/Author: William Wheeler

Place/Date: Boston, 1874

Title/Subject: Plan of Concord Water Works

Dimensions: 39" x 75"

Media: black and sepia toned inks, blue and red watercolor

Support: heavy chamois wove paper

Signatures/Special Features: backed on linen; markings in graphite

Housing: rolled in a box

Current Condition

The plan was rolled together with a second plan from the Water Works. It was unrolled and examined. The plan is lined with a linen backing and there is a small sticker label numbered "3373" in graphite on the verso's right edge. The paper support is undulated and has a pronounced vertical crease on the right end of the area with the Sandy Pond. The paper is also brittle with many breaks, and the top and bottom edges are very torn and tattered, and further weakened by many paper losses. There are large paper losses in the top right and lower left corners. The paper support is darkened and discolored and there is heavy tideline staining along the lower edge. There is also staining from black ink spots in the center of the top margin and adhesive staining in the lower area just over the drawing with the "Old Gate Chamber and Conduit." Surface soiling is ingrained and heavy.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil and accretions using dry cleaning techniques as possible.
- Test solubility of inks and adhesives.
- After confirming that the media will permit aqueous treatment, humidify and wash in a filtered water bath to clean the paper and reduce staining, discoloration, and acidity.

- Remove the backing/ backing remains / residual adhesive during the washing procedure.
- Tone Japanese paper with acrylics.
- Line the object for additional support with Japanese paper, linen and wheat starch paste and methyl cellulose.
- Place and re-adhere fragments.
- Humidify and flatten by stretch-drying on a board.
- Roll and house on an archival tube.

Optional Work

Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

Price – Object 3 (*See cost summary at end to approve.*)

- Recommended Treatment: \$4,085

Object 4

plan drawing

Artist/Author: William Wheeler

Place/Date: Boston, 1875

Title/Subject: Plan of the Proposed Concord Water Works

Dimensions: 38" x 70"

Media: black ink

Support: heavy chamois wove paper

Signatures/Special Features: backed on linen

Housing: rolled in a box

Current Condition

The plan was rolled together with a second plan from the Water Works. It was unrolled and examined. The plan is lined with a linen backing and there is a small sticker label numbered "3374" in graphite on the verso's right edge. "Water Line Support" is written in black ink on the right edge also. The paper support is undulated. The paper is brittle with many breaks, and the top and bottom edges are tattered and torn with several small paper losses. There is a larger paper loss in the lower left corner. The paper is darkened and discolored and there is heavy tideline staining along the upper right edge. There is also staining from red ink in the middle of the lower margin and adhesive staining in the lower right margin. Surface soiling is ingrained and heavy.

Recommended Conservation Treatment Plan

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil and accretions using dry cleaning techniques as possible.
- Test solubility of inks and adhesives.
- After confirming that the media will permit aqueous treatment, humidify and wash in a filtered water bath to clean the paper and reduce staining, discoloration, and acidity.
- Remove the backing/ backing remains / residual adhesive during the washing procedure.
- Tone Japanese paper with acrylics.
- Line the object for additional support with Japanese paper, linen and wheat starch paste and methyl cellulose.
- Place and re-adhere fragments.

- Humidify and flatten by stretch-drying on a board.
- Roll and house on an archival tube.

Optional Work

Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

Price – Object 4 (*See cost summary at end to approve.*)

- Recommended Treatment: \$4,085

Cost Summary

Recommended Conservation Treatments

	(Please check.)	
Group 1 – volume of seven plans	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$6,210
Group 2 – six plans	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$2,985
Object 3: Plan of Concord Water Works	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$4,085
Object 4: Plan of the Proposed Concord Water Works	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$4,085
Shipping/Handling – return via client pick up	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$0
Total – Recommended		\$17,365

Optional Work (These can only be carried out if the corresponding treatment above is also selected.)

Digital Imaging/Printing	Yes <input type="checkbox"/> No <input type="checkbox"/>	See addendum
Additional Insurance (indicate value in Terms, below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1/\$1,000/mo.

Terms & Conditions

It is understood and agreed between the parties to this agreement that the work may be halted should unexpected problems render the proposed scope and/or activities infeasible or more time-consuming than could be reasonably estimated. If this were to occur, modifications to the scope and/or activities may be proposed, and, after consultation with the Owner or Authorized Agent, a new estimate may be given to reflect revised specifications. **Estimates are valid for 12 months. Costs of shipping/handling and unframing/reframing services are additional. NOTE: One third of the estimated cost is payable at the time of approval.**

Pick-up or shipping/handling of objects shall be at Client's/Owner's expense and must occur within 90 days after either notification of completion of work or notification that objects associated with unapproved proposals must be picked up (or delivery effected). All charges for contracted services, including shipping/handling and insurance, must be paid prior to NEDCC releasing objects for return. **Storage fees of \$125.00 per month shall be charged after expiration of the 90-day period. In consideration for waiver of such storage charges, failure of Client/Owner to pick up (or effect delivery) within six months of a third notification or attempted notification by NEDCC by certified mail at Client's/Owner's last known address shall constitute transfer of title of objects to NEDCC.** Long-term arrangements for storage at a fee must be made by separate agreement to avoid such transfer of title. Client/Owner must inform NEDCC of any changes of address.

CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$ **.** Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on the project for insurance coverage purposes.

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL

NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

The undersigned recognizes that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s) as a result of the treatment procedure(s).

NEDCC represents that it is not the Owner of objects that will be digitized and Client/Owner agrees that NEDCC is not responsible for any potential or real copyright infringement as a result of digitizing the objects. Compliance with copyright law is the sole responsibility of Client/Owner. NEDCC hereby conveys copyright, if any, in the digital objects to Client/Owner. The undersigned hereby grants permission to NEDCC to use the record of the proposed work, including imagery, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat and/or digitize the above object(s). It is acknowledged that the undersigned has read and understands the proposal and all terms and conditions herein.

Owner or Authorized Agent	Date
	
	11/23/21
Michael K. Lee, Director of Paper and Photograph Conservation, NEDCC	Date

P.O.# required? Yes _____ No _____ # _____

IMAGING ADDENDUM

Subject to Conservation

The condition of historic and artistic objects is one of the most important factors in determining how (or whether) they can be accurately imaged without causing physical damage. Consequently, this imaging addendum is subject to prior conservation treatment under this proposal.

Blank Pages/Versos

We will image the recto of all documents. We will image versos only when original manuscript information is present and will only image areas with information, rather than imaging the verso in its entirety.

Project Scope

Following accepted best practices, the purpose of our service is to create a faithful digital surrogate of archival materials in their current condition. Minor post-processing adjustments will be performed to optimize image quality and bring all images to a common rendition.

The objects identified above will be imaged using a medium format digital camera with apochromatic macro flat field optics on our specialized workstations. The light source will be Broncolor electronic flash, providing optimal light quality at minimal total light exposure. Imaging will be done following the Federal Agencies Digitization Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* (2016) and the following project specifications:

Preservation Masters

Format: TIFF
Spatial Resolution: 400 ppi at original size
Bit Depth: 16-bit
Color Profile: Adobe RGB 1998

Access Derivatives

Format: JPEG
Spatial Resolution: 400 ppi at original size
Bit Depth: 8-bit
Color Profile: Adobe RGB 1998

Oversize Materials

All objects will require an image size greater than ~7,800 x 10,300 pixels (e.g., 18" x 24" at 400 ppi) and will be photographed on our custom X-Y table in multiple sections and stitched together in software during post-processing to reconstruct the whole document.

Targets

An Image Science Associates (ISA) Object-Level Target will be used as a photographic reference standard during the course of imaging reflective material. ISA Object-Level Targets include: 18 color patches of varying hues, saturations, and brightnesses; 12 spectrally neutral gray patches; vertical and horizontal slant edge targets for calculating spatial frequency response (SFR); and metric- and English-based rulers for scale and calculating optical resolution.

Cropping

Images of reflective media will be cropped to include a small border around the edges of the object. Reference targets will be removed in the final deliverable files.

Metadata

Technical metadata comprising camera and software information will be embedded in the header of each TIFF master file.

File Naming

Files will be named with a descriptive prefix plus sequential numerical suffix.

Quality Control

All work will be performed under tight environmental control in the NEDCC imaging laboratory by highly-skilled professionals, and objects will remain in the NEDCC vault when not being imaged. NEDCC performs a 100% inspection of deliverables, done by Associate and Senior Photographers. All files will be backed up on NEDCC’s servers for six (6) months after project completion.

Delivery Medium

The digital files will be delivered on a USB flash drive.

Optional Work

Digital Restoration

If requested below, image(s) captured from Object(s) 3 and/or 4 will be digitally restored to improve their overall appearance. Digital restoration would eliminate evidence of tears, breaks, and losses and reduce staining and discoloration.

Print Reproduction(s)

If requested below, print reproduction(s) of Object(s) 3 and/or 4 will be made to the same size as the original(s), using archival paper and pigmented inks. Because of differences in substrates and inks between the original(s) and print(s), we will not be able to exactly match the original colors, but will produce a very close reproduction. If you elect digital restoration and printing, the print will be generated from the digitally restored file.

Cost Summary

Project Scope	(Please check.)	<u>\$/Unit</u>	<u>Quantity</u>	<u>Total</u>
Project Set-up		\$200	1 set-up	\$200
Preservation Masters: Group 1	Yes _____ No _____	\$150	7 files	\$1,050
Preservation Masters: Group 2	Yes _____ No _____	\$125	6 files	\$750
Preservation Masters: Object 3	Yes _____ No _____	\$300	1 file	\$300
Preservation Masters: Object 4	Yes _____ No _____	\$300	1 file	\$300
Access Derivatives		\$0	15 files	\$0
USB Flash Drive		\$50	1 drive	\$50
TOTAL (if all checked “Yes”)				<u>\$2,650</u>

Optional Work

(Please check.)

Digital Restoration: Object 3	Yes _____ No _____	\$350
Print Reproduction: Object 3	Yes _____ No _____	\$300
Digital Restoration: Object 4	Yes _____ No _____	\$350
Print Reproduction: Object 4	Yes _____ No _____	\$300

NOTE: Please return to the Cost Summary on Page 5 and select “Yes” or “No” for Digital Imaging.

20220916_Application-FINAL_CPA-Town Archives

Final Audit Report

2022-09-16

Created:	2022-09-16
By:	Nate Smith (nsmith@concordma.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAANv_-Fy_2EFJP0ym_4IM3e_BjkTG6UIIQ

"20220916_Application-FINAL_CPA-Town Archives" History

-  Document created by Nate Smith (nsmith@concordma.gov)
2022-09-16 - 11:18:56 AM GMT
-  Document emailed to gdowd@concordma.gov for signature
2022-09-16 - 11:19:57 AM GMT
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2022-09-16 - 11:19:57 AM GMT
-  Email viewed by Kerry Lafleur (klafleur@concordma.gov)
2022-09-16 - 11:42:45 AM GMT
-  Signer Kerry Lafleur (klafleur@concordma.gov) entered name at signing as Kerry A.Lafleur
2022-09-16 - 1:33:49 PM GMT
-  Document e-signed by Kerry A.Lafleur (klafleur@concordma.gov)
Signature Date: 2022-09-16 - 1:33:50 PM GMT - Time Source: server
-  Email viewed by gdowd@concordma.gov
2022-09-16 - 2:04:02 PM GMT
-  Signer gdowd@concordma.gov entered name at signing as Gail S. Dowd
2022-09-16 - 2:05:51 PM GMT
-  Document e-signed by Gail S. Dowd (gdowd@concordma.gov)
Signature Date: 2022-09-16 - 2:05:53 PM GMT - Time Source: server
-  Agreement completed.
2022-09-16 - 2:05:53 PM GMT