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TOWN OF CONCORD, MA



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

Application for CPC Funding

Due no later than 12:00 noon on Friday, September 8, 2023

Applicant*: Town of Concord Archives

Federal Tax Id. No.*: _____

Co-Applicant (if applicable): _____

Project Name*: Preservation and Reproduction of Historic Town Documents

Project Location/Address (if applicable): 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 CPC Funds Requested: \$ 8,000

Amount from Other Funding Sources: \$ -

Total Project Budget: \$ 8,000

(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"/> Architectural plans, site plans, photographs (if appropriate) |
| <input type="checkbox"/> Map (if applicable) | <input type="checkbox"/> Copy of IRS determination letter (Non-profit Organizations only)* |
| <input checked="" type="checkbox"/> Narrative * | <input type="checkbox"/> Copy of Audit or most recent Financial Information (Non-profit Organizations only)* |
| <input 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) | |
| <input checked="" type="checkbox"/> Timeline * | |

Project Contact Person*: Nathanial Smith, Municipal Archivist/Records Manager, Town of Concord

Project Contact Address*: 55 Church Street, Concord, MA 01742

Project Contact Phone*: 978-318-3064 Email*: nsmith@concordma.gov

Authorized Signature of Applicant*: *Nathanial Smith*

Authorized Signature of Property Owner* (if different): *Kerry A. Foye*
* Required

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.

Date: September 8, 2023

Subject: CPA Funding Application - Preservation and Reproduction of Historic Town Documents Project

To:

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

From:

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

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 (\$8,000) to provide for the conservation treatment, digitization, and print reproduction of two documents. First, the Town Archives holds a broadside printing of the Declaration of Independence from 1776. The second document is the Non-Importation Covenant dated June 27, 1774 which is signed by residents of the Town and declares their intent to suspend commercial dealing with Great Britain. Both documents have been treated before and are currently encased; however, there are signs of damage to the current enclosures from overhandling/poor storage. With the likelihood that these documents will be displayed as part of the 2025 Celebrations of the Concord Fight; now is the perfect time to re-house, digitize, and reproduce these unique documents. The *Preservation and Reproduction of Historic Town Documents Project* will support the goals of the Town to preserve and make 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 two items listed in this application meet these criteria.

Many different versions of the Declaration of Independence have been produced since it was written. For a timeline of these versions, you can visit this page [<https://declaration.fas.harvard.edu/resources/which-version-and-why>]. The Town Archives houses a copy of the Printing by Ezekiel Russell produced in Salem, Massachusetts. This printing was issued after a July 17th, 1776 order from the Massachusetts Bay Council:

IN COUNCIL, July 17th, 1776.

ORDERED, That the Declaration of Independence be printed; and a Copy sent to the Ministers of each Parish, of every Denomination, within this State; and that they severally be *required* to read the same to their respective Congregations, as soon as divine Service is ended, in the Afternoon, on the first Lord's Day after they shall have received it;--And after such Publication thereof, to deliver the said Declaration to the Clerks of their several Towns, or Districts; who are hereby required to record the same in their respective Town, or District Books, there to remain as a *perpetual Memorial* thereof.

Although many copies of the Declaration of Independence exist, this version is unique to Concord and one of the few remaining that was produced so close to the original writing.

The Non-Importation Covenant (also known as the Non-Importation Pact or Pledge) is dated June 27, 1774 and signed by approximately 250 Concordians. By signing, these Concord Residents declared that they “will not buy, purchase or consume, or suffer any person, by, for, or under us to purchase or consume, in any manner whatever, any goods, wares, or merchandize which shall arrive in America from Great Britain...” Many Towns across Massachusetts saw similar agreements signed at this time in response to the Stamp Act (1765) and the Townshend Acts (1767). The Concord version memorializes the standing of many of the residents of Town as the thirteen colonies headed towards the Declaration of Independence and the American Revolution.

Town of Concord Archives - Community Preservation Act Project Application – 2023

These documents are currently in need of conservation treatment due to their age and the failing of their current housing. Preserving these documents would ensure that these valuable historic Town assets do not deteriorate. Further, digital versions and print reproductions of these documents will ensure 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 documents 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 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 their increased availability creates more interest in them and other historic Town Records.

4. CPC's SELECTION CRITERIA AND NEEDS ASSESSMENT:

The proposed *Preservation and Reproduction of Historic Town Documents 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 plan of the Town which encourages 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 and reproduction as provided by the Northeast Document Conservation Center (NEDCC) in a proposal (NEDCC Project #23-248_PIF) dated August 29, 2023. This proposal is included as Appendix A to this application. It is noted that due to the fragility and value of the documents the proposal was drafted using only photos, which are included in section 8 of this application. Since this method is less precise than an in-person review, I have added contingency funding in the event that additional minor treatments are needed.

Item(s)	Estimated Cost
Preservation Housing	\$1,550
Matting/Framing Option 1 (Frame Originals)	\$1,680
Matting/Framing Option 2 (Frame Print Reproductions)	\$2,195
Digital Imaging/Printing	\$1,550
Contingency Funds	\$1,025
TOTAL	\$8,000

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

Town of Concord Archives - Community Preservation Act Project Application – 2023

6. **FEASIBILITY:**

There are no foreseeable impediments to the completion of the *Preservation and Reproduction of Historic Town Documents Project*.

7. **TIMELINE:**

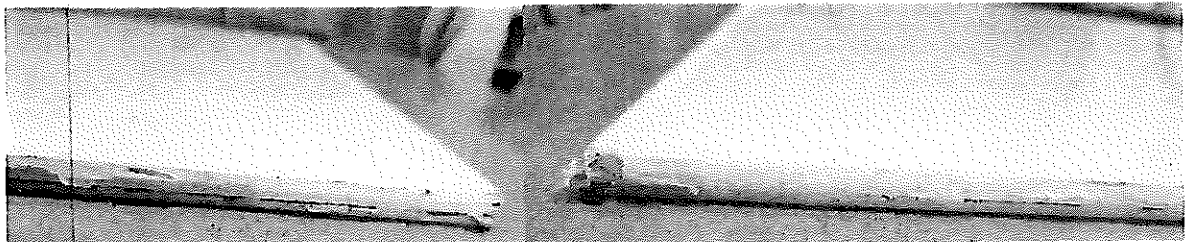
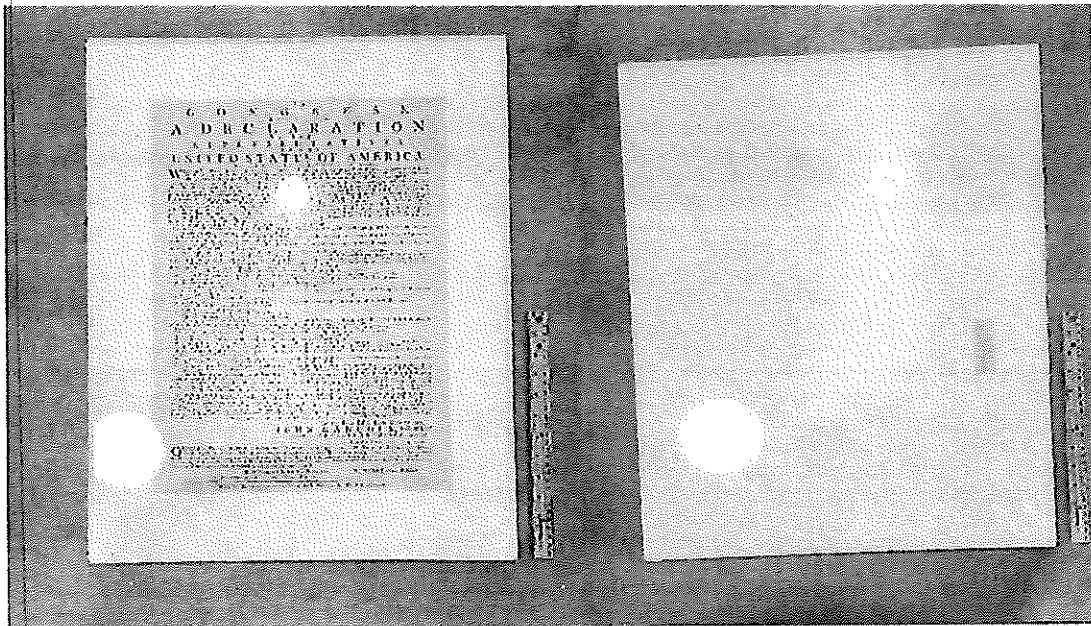
July 2024: Deliver documents to vendor.

July-December 2024: Conservation treatment, digitization, and reproduction completed by vendor.

January 2025: 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. Determine location/exhibit for reproductions to be featured as part of the 2025 Concord Fight Anniversary Celebrations.

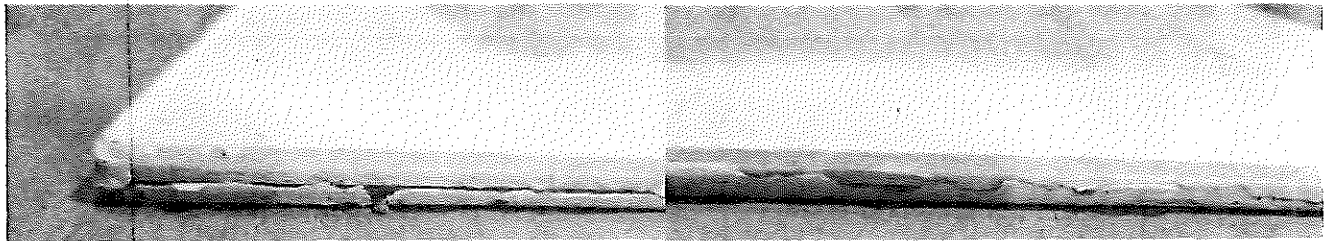
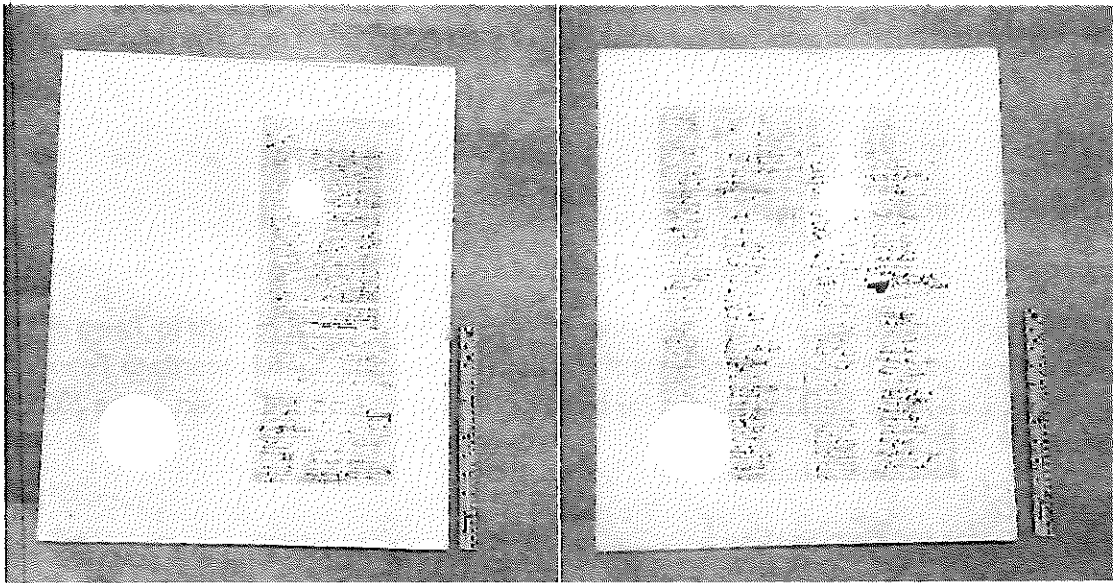
8. **PHOTOS:**

Document #1 – Declaration of Independence (Note scratches on enclosure and tearing of tape on sides)



Town of Concord Archives - Community Preservation Act Project Application – 2023

Document #2 – Non-Consumption Covenant (Note scratches on enclosure and tearing of tape on sides)



Town of Concord Archives - Community Preservation Act Project Application – 2023

9. APPENDIX A: NEDCC Project #23-248_PIF Proposal



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-0021 • nedcc.org

August 29, 2023

Nathaniel Smith
Town of Concord Archives
22 Monument Square
Concord, MA 01742

Re: NEDCC Job #23-248_PIF

Dear Mr. Smith,

Enclosed is our condition report and estimate for the treatment of two documents, 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.
- Work that is desirable, but not necessary, appears in the proposal as an option with additional cost. Please check yes/no to approve/decline the optional work.
- 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,

A handwritten signature in black ink, appearing to read "Michael Lee".

Michael Lee
Director of Paper & Photograph Conservation



100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1910 • fax 978-475-6021 • nedcc.org

Town of Concord MA Archives
22 Monument Square
Concord, MA 01742

September 6, 2023
Project # 23-248_PIF

Contact: Nathaniel Smith
asmith@concordma.gov
978-318-3064

Subject to Examination

NEDCC follows the American Institute for Conservation *Code of Ethics* and *Guidelines for Practice* requiring that all items be examined as part of proposal development. A sound conservation treatment is based on direct examination and a complete and accurate condition assessment of historic and artistic objects. The type and level of damage and condition of the component materials must be evaluated in order to determine how (or whether) conservation treatment can be safely and successfully performed. When a conservation treatment proposal is requested for objects sight unseen, or based on limited photographic and/or written description, such as those provided for a Request for Quote (RFQ) or bid process, it is not possible for conservators to thoroughly assess level/s of damage. Therefore the conservation proposal and quoted prices herein are subject to firsthand examination of the original object(s) by NEDCC upon delivery.

Object

Two documents

Title/Subject: Printed copy of the Declaration of Independence
and Non-Importation Covenant with signatures

Dimensions: 64.5 cm x 51.5 cm

Media: Printing and manuscript
inks

Support: Paper

Signatures/Special Features:

Double-sided matting

Housing: Sealed packages with
acrylic glazing

Current Condition

These documents have been estimated sight used.

Recommended Treatment Plan – Preservation Housing

- Provide representative written and photographic documentation of condition before and after treatment.
- The existing sealed packages will be opened.
- A sealed package will be created for each matted object by sealing the double-sided window mats, and each object between two pieces of UV filtering acrylic glazing with Scotch #805 archival sealing tape.
- If framing is not selected the sealed packages will each be housed in a new custom two-piece archival corrugated box with custom label.

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.

Matting/Framing Option 1

- The sealed packages will each be fitted into new a new custom frame. The recommended frame is a simple 1" wide traditional profile moulding made of solid cherry wood with a golden amber finish with splined corners.
- The back of each frame will be finished with a flat, cherry wood cap with matching finish.
- The framed objects will each be housed in a new custom two-piece archival corrugated box with custom label.

Matting/Framing Option 2 (must approve Digital Imaging/Printing to elect this option)

- For each object, the set of archival print reproductions produced by NEDCC will be attached to a 100% cotton rag primary backing board with photo corners of MicroChamber paper and Filmoplast P90 archival tape.
- A two opening window mat made of 100% cotton rag board will be cut and hinged to the primary backing board with linen tape for each object.
- Each piece will be fitted with new UV filtering acrylic glazing.
- The piece will be fitted with a new secondary backing of Coroplast fluted polypropylene board.
- The mounted and matted facsimiles will be fitted into new custom frames. The recommended frame is a simple 1" wide traditional profile moulding made of solid cherry wood with a golden amber finish with splined corners.
- The back of each frame will be finished with an archival dust cover and hanging hardware.

Cost Summary

	(Please check.)		
Recommended Treatment – Preservation Housing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$1,550
Optional Work (These can only be carried out if the corresponding treatment above is also selected.)			
Matting/Framing Option 1 (frame originals)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$1,680
Matting/Framing Option 2 (frame print reproductions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$2,195
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.

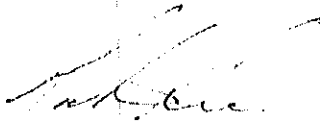
CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$_____. Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 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
	9/6/2023
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 and verso of both documents.

Project Scope

Following accepted best practices, the purpose of our service is to create a faithful image 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* (2023) and the following project specifications:

Preservation Files

Format: TIFF

Spatial Resolution: 400 ppi at original size

Bit Depth: 16-bit

Color Profile: Adobe RGB 1998

Access Files

Format: JPEG

Spatial Resolution: 400 ppi at original size

Bit Depth: 8-bit

Color Profile: Adobe RGB 1998

Print Reproductions

Four prints, one of the recto and verso of each document, will be made to the same size as the originals using archival paper and pigmented inks. Because of differences in substrates and inks between the originals and prints, we will not be able to exactly match the original colors but will produce a very close reproduction.

Oversize Materials

The objects will require an image size greater than 6,000 x 8,000 pixels (e.g., 15" x 20" 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

Reflective media will be cropped to include a small border around the edges of the object. Reference targets will be removed included 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.

Special Conditions

Spatulas and/or weights may be used to gently hold down pages that do not lie flat on their own.

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.

Cost Summary

Project Scope	<u>\$/Unit</u>	<u>Quantity</u>	<u>Total</u>
Project Set-up	\$200	1 set-up	\$200
Preservation Masters	\$75	4 files	\$300
Access Derivatives	\$0	4 files	\$0
Print Reproductions	\$250	4 prints	\$1,000
USB Flash Drive	\$50	1 drive	\$50
TOTAL			\$1,550

NOTE: Please return to the Cost Summary on Page 2 and select "Yes" or "No" for Digital Imaging.

