

SEP 13 2024

PLANNING DIVISION
TOWN OF CONCORD MA

Appendix I



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 13, 2024

Applicant*: Town of Concord Archives
Federal Tax Id. No.*: _____
Co-Applicant (if applicable): _____

Project Name*: Conservation and Digitization of 18th Century Assessors Records
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: \$ 32,000
Amount from Other Funding Sources: \$ -
Total Project Budget: \$ 32,000
(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"/> Completed W-9 Form (Non-profits only)* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment | <input type="checkbox"/> Copy of Audit or most recent Financial Information (<u>Non-profits only</u>)* |
| <input checked="" type="checkbox"/> Detailed Project Budget * | <input type="checkbox"/> Letters of Support (if any) |
| <input checked="" type="checkbox"/> Feasibility Assessment | |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | |
| <input checked="" type="checkbox"/> Timeline * | |

Project Contact Person*: Nathaniel 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*: *Nathaniel Smith*

Authorized Signature of Property Owner* (if different): *[Signature]* * 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.

RECEIVED

SEP 13 2024

PLANNING DIVISION

Date: September 13, 2024

Subject: CPA Funding Application – Conservation and Digitization of 18th Century Assessors Records

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 Archives - Community Preservation Act Project Application – 2024

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 (\$32,000) to provide for the conservation treatment and digitization of selected 18th Century Assessors Records. The Town Archives holds Assessors records from the early 18th century through the current day. The condition of the oldest of these records varies from intact to broken/damaged due their age, the materials used, and their likely heavy usage during their period of active use. They are currently stored in archival folders and storage cartons and access is limited due to their condition. However, in recent years, we have seen increased interest in these records as more research is being done into enslaved peoples around the time of the Revolutionary War and these records show which property owners were taxed or assessed as having owned slaves. The *Conservation and Digitization of 18th Century Assessors Records 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 a New England town government.

Records are generally selected for preservation actions either because they are deteriorating and/or because they are frequently used. The state of deterioration of the Assessors records varies from year to year and document to document; however, they all show signs of wear due to their age and composition (handmade paper and brown manuscript/iron gall ink). In addition, the use of these records has increased in recent years as more research is being conducted pertaining to enslaved peoples in the decades before and after the American Revolution. For this project, I have selected the Assessors Valuation and Tax Lists dating from 1770 through 1795.

Typical versions of these lists show the property owners in Town and the property they owned and were taxed/assessed on for that year (Real Estate, Oxen, Cows, Horses, Swine, Sheep, Slaves, Money and Trading Stock are often the categories listed). This rich content provides a window into the socioeconomic status of landowners, while also providing important data to document the history of enslaved people in Concord.

These records are currently available on microfilm and certain originals in good condition can also be reviewed by in-person researchers upon request. Preserving these documents would ensure that these valuable historic Town assets do not deteriorate further, and digital versions will ensure an easier path to access for future researchers as they will be publicly available on the internet and not restricted to in-person visitors. As an example, the Municipal Archivist scanned and made available a few of the records from this collection that were in good enough condition to be scanned [<https://concordmassarchives.starterlua.preservica.com/portal/en-US/collection/sdb%3ASO%7Cf9b55900-8c1b-4b21-88a7-b54cc72eccc6>]. These have already been utilized by researchers with the added benefit that the originals will not need to be touched again.

Town of Concord Archives - Community Preservation Act Project Application – 2024

If funded, this project would provide for the preservation and increased public access to some of the most important and historically significant documents in the Town of Concord Archives. Upon receiving funding, the Municipal Archivist would deliver the records 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 if 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 *Conservation and Digitization of 18th Century Assessors Records 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 as provided by the Northeast Document Conservation Center (NEDCC) in a proposal (NEDCC Job # 24-209_BI) dated September 6, 2024. This proposal is included as Appendix A to this application. Due to the volume of records and the varied conditions noted in the proposal, I have added contingency funding in the event that additional minor treatments are needed.

<u>Item(s)</u>	<u>Estimated Cost</u>
Conservation Treatments	\$18,865
Digital Imaging	\$10,800
Contingency Funds	\$2,335
TOTAL	\$32,000

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 *Conservation and Digitization of 18th Century Assessors Records Project*.

Town of Concord Archives - Community Preservation Act Project Application – 2024

7. TIMELINE:

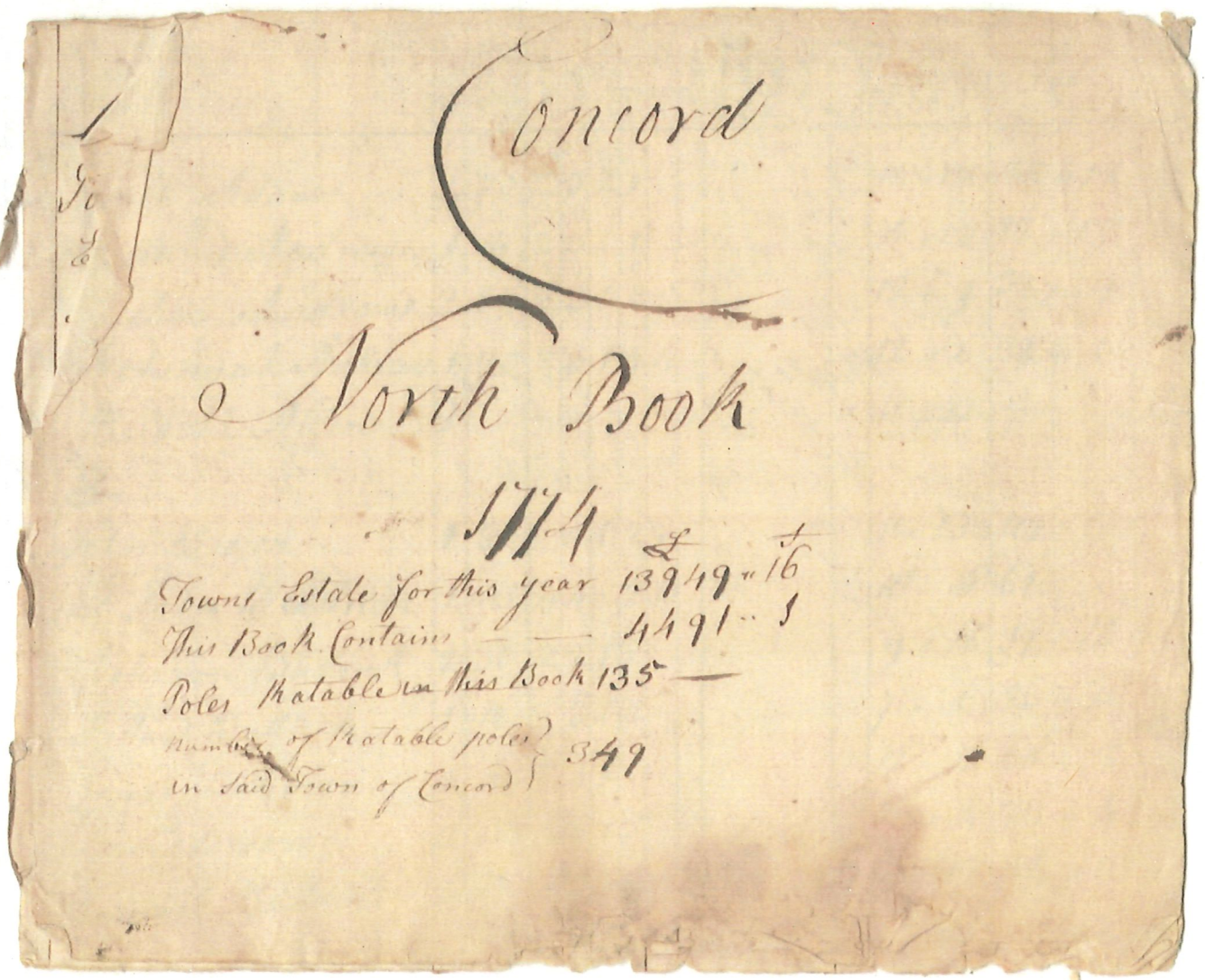
September 2025: Deliver documents to vendor.

September 2025-February 2026: Conservation treatment and digitization completed by vendor.

March 2026: 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. PHOTOS:

Example #1 – 1774 North Book Cover Page



Example #2 - 1774 East Book Page 9

	Polo	Real Estate	Oxen	Cows	Horses	Swine	Sheep	Wares	Money	Trading	Stock	Tax	Personal	Total
Mary Taylor		1							13	6	8		3	0
Abraham Taylor	1	21	2	2		2							7	16
W														
Capt. Timothy Wheeler	2	75	2	15	1	3							29	14
Samuel Wheeler	1												5	6
St. Timothy Wheeler	1	16		3		2							10	16
William Wheeler	1	24	1	4	1	2							23	14
Benj ^a Wheeler	1	37	2	11	1	3							2	0
Iskham Wheeler	1	27			1								13	16
David Wheeler Jun	2	40	2	8	1	2							5	18
Zachariah Wheeler	2	20		2	1	1							37	14
Samuel Whitney	1	45	6	1	1	4	4	2					20	0
Tim ^o Wesson	1												13	6
Martha Wheeler									20	0	0		4	10
Sarah Wheeler				1					13	6	8		4	10

Town of Concord Archives - Community Preservation Act Project Application – 2024

9. **APPENDIX A:** NEDCC Job # 24-209_BI Proposal



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

September 6, 2024

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

Re: NEDCC Job #24-209_B1

Dear Mr. Smith,

Enclosed is our condition report and estimate for the treatment of approximately 141 pamphlets, 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 1/3 deposit at your earliest convenience. Municipalities may have the deposit waived upon request.

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,

Bexx Caswell-Olson,
Director of Book Conservation, NEDCC



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ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

Town of Concord
22 Monument Square
Concord, MA 01742

September 6, 2024
Project # 24-209_B1

Contact: Nathaniel Smith
nsmith@concordma.gov
(978) 318-3050

Object

Pamphlets

Imprint: 1770-1775

Title: Board of Assessor's, Valuation and Tax Lists, 1784-1795

No. of Volumes: ~141

No. of Pages: ~2,500

Current Condition

The collection consists of ~141 small sewn pamphlets and folded documents. Condition of the sewing varies from intact (93), broken (3), or loose (25). The sewing of ~8 pamphlets restricts their opening and text in the inner margins is difficult to access.

The text blocks consist of handmade paper with entries in various brown manuscript inks. The papers have surface dirt, embedded grime, creases, and minor tears (~1718) throughout. Some creases and tears impede legibility of the text. ~13 pamphlets are severely mold damaged and have mold stains, losses and areas of weakness throughout. Safe handling of these items is difficult. ~4 pamphlets contain metal fasteners which impede opening or legibility of text.

Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Collate pamphlets which will be disbound (number each leaf discreetly in pencil to record order).
- Disbind pamphlets only as needed to facilitate digital imaging (~8) or if sewing is broken and will be replaced (~3).
- Surface clean pages to reduce surface dirt, only as necessary to facilitate repairs.
- Remove ~4 metal fasteners.
- Test solubility of media.
- Humidify and flatten creases only as necessary to facilitate digital imaging.
- Mend tears and fill losses only as necessary for safe handling during digital imaging using Japanese paper and starch paste. Please note: the majority of small tears will not be mended.
- After digital imaging, replace sewing for ~11 pamphlets using linen thread.
- Return pamphlets and documents in their existing enclosures.

Optional Work

Digital Imaging/Printing

The optimal time to perform digital imaging of your volume(s) is during conservation so that the best image capture can be obtained in the safest manner. Please see the attached Imaging Addendum for imaging specifications and cost estimate(s).

Cost Summary

Recommended

Conservation Treatments

(Please check.)

Yes No

\$18,865

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

Digital Imaging/Printing

Yes No

See addendum

Additional Insurance (indicate value in Terms, below)

Yes No

\$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



9/6/2024

Bexx Caswell-Olson, Director of Book 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.

Image Count

The “image count” corresponds to the number of digital files that will be produced (e.g., one leaf equals two pages, resulting in two digital image files; imaging “two-up” results in one digital image file per two pages; the recto and verso of a photograph each equal one digital image file, etc.). This proposal is based on an estimated count of 2,600 images. *Please check the appropriate box, below, to indicate how you would like us to proceed if the image count differs from this estimate.*

- Complete the imaging of all items and adjust the invoice accordingly based on the actual image count.
- Proceed with imaging up to a maximum of 10% over the estimated image count and adjust the invoice accordingly. Please notify me if/when you have reached this limit.
- Image the items in the priority order provided and stop imaging once the estimated image count is reached. Please notify me if/when you have reached this limit.

Blank Pages/Versos

Our standard is to image for both preservation and access. For bound materials, we image the entire object, cover-to-cover, including blank pages. If you are imaging for *access only*, and would prefer to image *content only*, please select from the following:

- Please do not image the covers.
- Please do not image the pastedowns/endpapers.
- Please do not image any blank pages.

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 high resolution 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 specifications below.

Preservation Files

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

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 imperial 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 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 external hard drive.

Optional: PDFs

If requested below, the images from each pamphlet or foldered group will be combined into one multi-page PDF.

Cost Summary

Project Scope	<u>\$/Unit</u>	<u>Quantity</u>	<u>Total</u>
Project Set-up	\$250.00	1 set-up	\$250
Preservation Files	\$4.00	2,600 files	\$10,400
Access Derivatives	\$0.00	2,600 files	\$0
USB External Hard Drive	\$150.00	1 drive	\$150
TOTAL			\$10,800

Optional Work

(Please check.)

PDFs per pamphlet (~141)

Yes No

\$700

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

