

# PROJECT STATUS REPORT

## for the Community Preservation Committee

Project Name: Preservation and Reproduction of Historic Town Documents Project Number: #15-FY25

Date: April 22, 2025

Interim Status Report

Final Status Report\*

**1. What percentage of the project has been completed? 100%**

**2. Describe work completed to date:**

Before beginning this project, the Town realized the need for an appraisal and insurance coverage for the documents before they could be transported to the vendor. The appraisal was completed in September 2024 and the final report was received in early December. On January 23, 2025, the Town Archivist, along with an escort from the Concord Police Department, transported the documents from the Special Collections Vault at the Concord Free Public Library to the Northeast Document Conversation Center (NEDCC) in Andover. The documents were treated, digitized, re-framed, and reproductions created. On April 4, 2025, again with an escort from the Concord Police Department, the Town Archivist received the documents, reproductions, and scans and returned the documents to the Special Collections Vault.

**3. What key project milestones have been reached?**

The project has been completed, the vendor completed the work and Town Staff have received the documents, reproductions and scans back.

**4. Expenditure Report:**

**a. What is the date your project began or will begin spending CPC funds? 4/2/2025**

**b. Attach a detailed Expenditure Report.**

**c. In a brief narrative, account for the amount of CPC funds expended to date:**

Total project costs were \$8,300; exceeding the grant amount of \$8,000. These costs included \$5,800 for conserving and framing the original documents and the reproductions. \$1,600 for scanning the documents while they were removed from their housing and printing the reproductions. Lastly, \$900 for 3 months of insurance coverage by the vendor while NEDCC had possession of the documents. The \$300 overage of the grant total was paid out of the Town Clerk's/Town Archives budget.

**5. Describe remaining work and projected timeline: None**

**6. Describe your outreach efforts.**

The document reproductions are on public display at the Concord Free Public Library as part of the exhibit "A Celebration Heard 'Round the World" through June 30, 2025. The scans of the documents are available on the Town Archives Digital Repository and the links have been shared with several interested researchers.

**7. What is the expected project completion date? Complete**

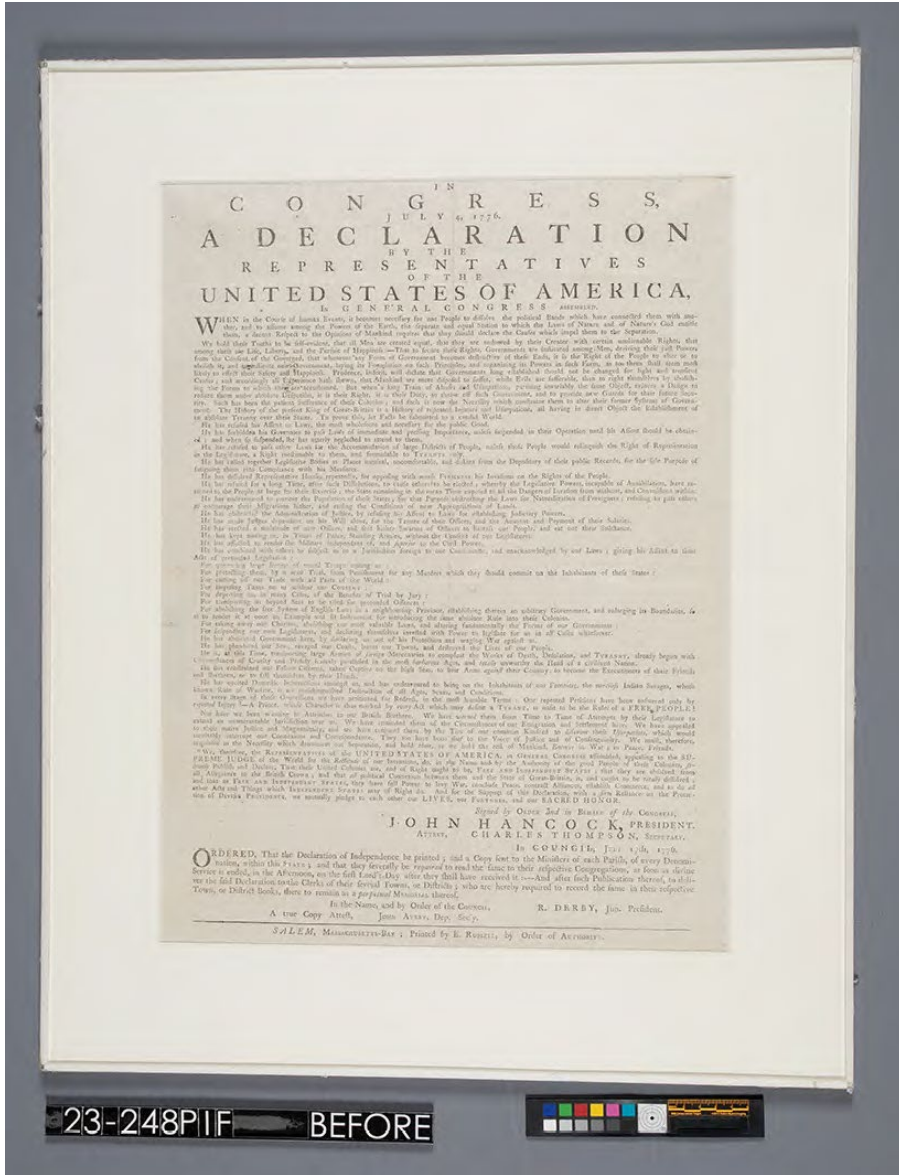
Name of person who completed this form: Nathanial Smith (Municipal Archivist) Date: 4/22/2025

Contact Information /Email Address: [nsmith@concordma.gov](mailto:nsmith@concordma.gov) or 978-318-3064

Attachment A – Expenditure Summary

<u>Task</u>	<u>Cost</u>
<b>Recommended Treatment – Preservation Housing</b>	\$1,610
<b>Matting/Framing Option 1 (frame originals)</b>	\$1,870
<b>Matting/Framing Option 2 (frame print reproductions)</b>	\$2,320
<b>Digital Imaging/Printing</b>	\$1,600
<b>Additional Insurance for \$1M in coverage/4 months</b>	\$900
<b>TOTAL:</b>	<b><u>\$8,300</u></b>

**BEFORE TREATMENT**









# AFTER TREATMENT



23-248P1AFTER

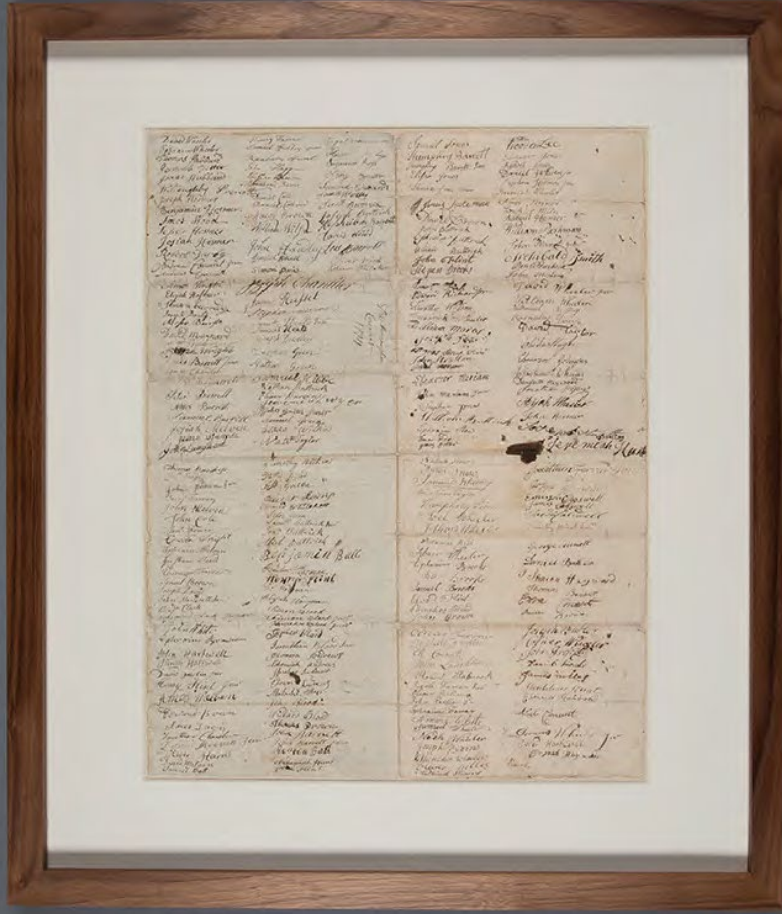


23-248P1AFTER





23-248P1F AFTER



23-248P1F AFTER

