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PLANNING & LAND MGT
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 19, 2025

Applicant*: Town of Concord Archives

Federal Tax Id. No.*: _____

Co-Applicant (if applicable): _____

Project Name*: Conservation and Digitization of Town Record Books Volumes 1-5 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: \$ 36,000

Amount from Other Funding Sources: \$ _____

Total Project Budget: \$ 36,000

(If multi-year project, note current phase only)

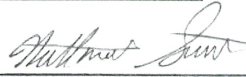
Please check which of the following is included with this Application:

- | | |
|--|---|
| <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 (Non-profits only)* |
| <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*: 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*: 

Authorized Signature of Property Owner* (if different): 

* 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 19, 2025

Subject: CPA Funding Application – Conservation and Digitization of Town Record Books Volumes 1-5

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 – 2025

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 (\$36,000) to provide for the conservation treatment and digitization of the first five volumes of the Town Record Books. The Town of Concord Archives holds record books of all Departments and Committees since its incorporation in 1635. The earliest eight volumes are unique because they cover all facets of government at the time and are written in various ink and styles believed to be the hand of the Town Clerks at the time. These volumes reveal the workings of many governmental functions in those years, including town meetings, Select Board meetings, treasury payments, land transfers, birth, death, and marriage records, road layouts, etc. Past preservation efforts of the earliest records have included two rounds of transcription into newer books in the 1850s and 1930s and microfilming of the original record books in the 1970s. In preparation for this proposal, each of the five volumes proposed for preservation has been analyzed by conservation professionals and individual treatment plans have been created to ensure that efforts will improve stability, repair damage, and prevent further deterioration. Digitization of these records will greatly improve accessibility to researchers and the public. The *Conservation and Digitization of Town Record Books Volumes 1-5* 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 Town Record Books records varies from volume to volume; however, they all show signs of wear due to their age and composition. Due to their condition, use of these volumes has been limited in recent years and researchers have been provided the transcriptions or microfilm for review. For this project, we have selected the earliest five volumes with entries dating from approximately 1635¹ through approximately 1790.

These first three volumes contain the earliest view we have into the workings of the Town Government including entries on functions as wide-ranging as births and deaths, taxes, and descriptions of plots of land granted to individuals. Volumes four and five capture these functions in the lead up to and during the Revolutionary War such as a Town Meeting vote in January 1774 against buying or using “East India Tea or any other Tea Imported from Great Britton.” Or a vote on who to send from Town to the Convention for Ratification of the U.S. constitution in 1787.

¹ Volume 1 contains a copy of the Incorporation of the Town of Concord dated September 2, 1635; however, most of the entries in this volume are dated later and it is likely this was copied into the book years or even decades after it was written and recorded with the Colony.

Town of Concord Archives - Community Preservation Act Project Application – 2025

These records are currently available on microfilm, via transcriptions, 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.

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 Town Record Books Volumes 1-5* 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 Project # 25-191_BI) dated August 5, 2025. This proposal is included as Appendix A to this application and includes additional detail of the work to be conducted. Due to 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 | \$23,580 |
| Digital Imaging | \$10,670 |
| Contingency Funds | \$1,750 |
| | |
| TOTAL | \$36,000 |

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 Town Record Books Volumes 1-5*

Town of Concord Archives - Community Preservation Act Project Application – 2025

7. TIMELINE:

September 2026: Deliver documents to vendor.

September 2026-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.

Town of Concord Archives - Community Preservation Act Project Application – 2025

9. APPENDIX A: NEDCC Project # 25-191_BI



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

Town of Concord
22 Monument Square
Concord, MA 01742

August 5, 2025
Project # 25-191_BI

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

Object 1

record book

Title: Book I: Town Meetings, Births, Marriages & Deaths ~
Town of Concord, 1635-1789

Dimensions: 395x288x50mm

No. of Pages: 274

Current Condition

The volume was treated in the early 20th century by Emery Preservation Co. using their patented silk process. It is bound in full leather with false raised bands on the rigid spine piece, gold tooling on the covers, and gold tooling and titles on the spine. An Emery label is adhered to the decorated paper pastedown. The leather is worn along the raised bands, board edges and corners; it is worn through and torn at the tail of the spine. The front interior hinge is partially split.

The text block consists of 137 leaves of handmade paper which have been separated from their conjugates and lined on both sides with silk, leaving a margin of silk around all four sides. The lined leaves and paper compensation guards have been gathered into sections and sewn through the fold; the sewing is intact. The leaves, which appear to have been in good condition when they were lined, remain stable. The silk margins are brittle throughout and fraying in places. Some are partially split along the edge of the compensation guard or along the edge of the text leaf.

Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Mend breaks and tears (~158) in silk margins as necessary using Japanese paper and starch paste.
- Trim frayed silk edges.
- Repair binding by mending interior hinge and torn leather on spine using Japanese paper toned with acrylics.
- Consolidate scuffed areas of leather using 2% Klucel-G in ethanol. Please note: abraded leather may darken.
- Please note: The proposed treatment will make for safer handling of the volume, but will not significantly change the appearance of the volume.

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).

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

- Recommended Treatment: \$5,335
-

Object 2

record book

Title: Book II: Records ~ Town of Concord, 1650-1714

Dimensions: 335x257x43mm

No. of Pages: 156

Current Condition

The volume was treated in the early 20th century by Emery Preservation Co. using their patented silk process. It is bound in full leather with false raised bands on the rigid spine piece, gold tooling on the covers, and gold tooling and titles on the spine. An Emery label is adhered to the decorated paper pastedown. The leather is worn along the raised bands, board edges and corners. The front plain flyleaf is partially split in the gutter area. The front and back covers of an earlier limp parchment binding have been attached to cloth hinges and bound in at the front and back of the volume.

The text block consists of 76 leaves of handmade paper, which have been separated from their conjugates and lined on both sides with silk, leaving a margin of silk around all four sides. The lined leaves and paper compensation guards have been gathered into sections and sewn through the fold; the sewing is intact. The leaves, which appear to have been in good condition when they were lined, remain stable. Some have areas of discoloration from heavy application of lining adhesive. The silk margins are brittle in places and fraying throughout. A few are partially split along the edge of the text leaf.

Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Mend flyleaf and tears in silk margins (~35) as necessary using Japanese paper and starch paste.
- Trim frayed silk edges.
- Please note: The proposed treatment will make for safer handling of the volume, but will not significantly change the appearance of the volume.

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).

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

- Recommended Treatment: \$1,955

Object 3

record book

Dimensions: 335x270x78mm

Title: Book III: Town Meetings ~ Town of Concord, 1694-1748

No. of Pages: ~600

Current Condition

The volume was treated in the early 20th century by Emery Preservation Co. using their patented silk process. It is bound in full leather with false raised bands on the rigid spine piece, gold tooling on the covers, and gold tooling and titles on the spine. An Emery label is adhered to the decorated paper pastedown. The leather is worn along the raised bands, board edges and corners. The front and back covers of an earlier limp parchment binding have been attached to cloth hinges and bound in at the front and back of the volume. A pressure-sensitive label is adhered to the spine.

The text block consists of ~300 leaves of handmade paper which have been separated from their conjugates and lined on both sides with silk, leaving a margin of silk around all four sides. The lined leaves and paper compensation guards have been gathered into sections and sewn through the fold; the sewing is intact. The leaves, most of which appear to have been in good condition when they were lined, remain stable. Some have areas of discoloration from heavy application of lining adhesive. The silk margins are brittle in places and fraying throughout.

Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Mend tears in silk margins (~38) as necessary using Japanese paper and starch paste.
- Trim frayed silk edges.
- Please note: The proposed treatment will make for safer handling of the volume, but will not significantly change the appearance of the volume.

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).

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

- Recommended Treatment: \$2,680
-

Object 4

record book

Dimensions: 327x205x48mm

Title: Book IV: Records ~ Town of Concord, 1746-1777

No. of Pages: 468

Current Condition

The volume is bound in a full parchment-over-boards, laced-on binding with blind-tooled lines on the covers and a title written in ink on the spine. A paper label is attached to the spine with pressure-sensitive tape. The parchment is split at the front joint. Half of the parchment laces are broken and the attachment of the front cover is tenuous. The binding has been previously repaired with parchment strips adhered around the board edges. The original parchment covering has been adhered to the new

parchment around the perimeter of the covers. The original parchment turn-ins are still present at head and tail, but are missing at the fore edges. The interior hinges are broken. The pastedowns have losses along the edges and breaks where they are adhered over the parchment sewing supports.

The text block consists of handmade paper gathered into sections and sewn through the fold onto parchment sewing supports. The sewing is broken at the front of the volume. Several leaves in this area have been guarded together with stiff, brown paper which has caused significant discoloration. Entries are written in iron gall ink on both sides of every leaf, and the pages are numbered in purple stamp ink. Acid migration from the inks has reduced legibility in a few areas, but in general the paper and inks show little sign of iron gall ink corrosion. Twelve manuscript notes and documents have been added to the volume: one is loosely sewn in, two are attached with straight pins, and nine are laid-in loose. The pages and added documents have surface dirt and discoloration to varying degrees. Some leaves and added documents have creases, edge tears, or broken spine folds.

Recommended Conservation Treatment Plans

Conservation Treatment – Plan A

- Provide written and photographic documentation before and after treatment.
- Collate (note location of added documents).
- Disbind (retain sewing where possible, remove first two gatherings).
- Surface clean pages to reduce surface dirt only as necessary to facilitate repairs.
- Remove pins or other metal fasteners.
- Test solubility of media.
- Treat as necessary to remove brown paper guards.
- Flatten creases, mend tears (~38), and guard folds as necessary using Japanese paper and starch paste.
- Add handmade paper endsheets with linen hinges and reinforce sewing with linen thread.
- Bind in cloth using a split-board structure.
- Title volume using a gold-stamped leather label. (Unless otherwise changed, title will appear as on attached sheet.)
- Construct a wrapper to dimensions of previous binding.
- Place loose items in buffered folders.
- Construct a custom-fitted archival box to dimensions of volume, folders, and previous binding. Title box. (Unless otherwise changed, title will appear as on attached sheet.)

Conservation Treatment – Plan B

- Provide written and photographic documentation before and after treatment.
- Collate (note location of added documents).
- Disbind (retain sewing as possible, remove first two gatherings).
- Surface clean pages to reduce surface dirt only as necessary to facilitate repairs.
- Remove pins or other metal fasteners.
- Test solubility of media.
- Treat as necessary to remove pressure-sensitive tape from binding and reduce residual adhesive.
- Treat as necessary to remove brown paper guards.
- Flatten creases, mend tears (~38), and guard folds as necessary using Japanese paper and starch paste.
- Add linen hinges and reinforce sewing with linen thread.

- Repair binding by rebacking using airplane linen and Japanese paper toned with acrylic pigments.
- Readhere loose covering material.
- Place loose items in buffered folders.
- Construct a custom-fitted archival box to dimensions of volume and folders. Title box. (Unless otherwise changed, title will appear as on attached sheet.)

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).

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

- Plan A – Recommended Treatment: \$6,095
- Plan B – Recommended Treatment: \$6,660

Object 5

record book

Dimensions: 320x210x48mm

Title: Book V: Records ~ Town of Concord, 1777-1790; also First Parish, 1746-1755

No. of Pages: 456

Current Condition

The volume is bound in a full parchment-over-boards binding with blind-tooled lines on the covers and a title written in ink on the spine. A paper label is attached to the spine with pressure-sensitive tape. The binding has been previously repaired with parchment strips adhered to the inside of the spine and around the board edges. The original parchment covering is partially split at both joints, and has been overall adhered to the new parchment. The parchment spine is stiff and cockled. The original parchment lacings holding the binding to the text block are missing. The original parchment turn-ins are still present except at the fore edge of the front cover. The volume has machine-made paper pastedowns, presumably added at the time of the parchment repair. The pastedowns are poorly adhered to the covers.

The text block consists of handmade paper gathered into sections and sewn through the fold onto parchment sewing supports. The sewing appears to be intact. Several leaves near the front and back of the volume have been guarded together with stiff, brown paper. Entries are written in iron gall ink on both sides of every leaf, and the pages are numbered in purple stamp ink. Acid migration from the inks has reduced legibility in some areas, but the paper and inks show minimal other signs of iron gall ink corrosion. Two manuscript notes are laid into the volume. The pages and added documents have surface dirt and discoloration to varying degrees. Some leaves have creases, edge tears, or broken spine folds.

Recommended Conservation Treatment Plans

Conservation Treatment – Plan A

- Provide written and photographic documentation before and after treatment.
- Collate (note location of laid-in documents).

- Disbind (retain sewing).
- Surface clean pages to reduce surface dirt only as necessary to facilitate repairs.
- Test solubility of media.
- Treat as necessary to remove modern pastedowns and brown paper guards.
- Mend tears (~32) and guard folds as necessary using Japanese paper and starch paste.
- Add handmade paper endsheets with linen hinges and reinforce sewing with linen thread.
- Bind in cloth using a split-board structure.
- Title using a gold-stamped leather label. (Unless otherwise changed, title will appear as on attached sheet.)
- Construct a wrapper to dimensions of previous binding.
- Place loose items in a buffered folder.
- Construct a custom-fitted archival box to dimensions of volume, folder, and previous binding. Title box. (Unless otherwise changed, title will appear as on attached sheet.)

Conservation Treatment – Plan B

- Provide written and photographic documentation before and after treatment.
- Collate (note location of laid-in documents).
- Disbind (retain sewing).
- Surface clean pages to reduce surface dirt only as necessary to facilitate repairs.
- Test solubility of media.
- Treat as necessary to remove modern pastedowns and brown paper guards.
- Treat as necessary to remove pressure-sensitive tape from binding and reduce residual adhesive.
- Mend tears (~32) and guard folds as necessary using Japanese paper and starch paste.
- Add handmade paper endsheets with linen hinges and reinforce sewing with linen thread.
- Repair binding by rebacking using airplane linen and Japanese paper toned with acrylics.
- Readhere loose covering material.
- Place loose items in a buffered folder.
- Construct a custom-fitted archival box to dimensions of volume and folder. Title box. (Unless otherwise changed, title will appear as on attached sheet.)

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).

Price – Object 5 (See cost summary at end to approve.)

- Plan A – Recommended Treatment: \$6,120
- Plan B – Recommended Treatment: \$6,950

Cost Summary

| Recommended Conservation Treatments | (Please check.) | |
|---|--|---------|
| Object 1: Book I: Town Meetings, Births, Marriages & Deaths ~ Town of Concord, 1635-1789 | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$5,335 |
| Object 2: Book II: Records ~ Town of Concord, 1650-1714 | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$1,955 |

| | | | |
|---|------------------------------|-----------------------------|---------|
| Object 3: Book III: Town Meetings ~ Town of Concord, 1694-1748 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | \$2,680 |
| Object 4: Book IV: Records ~ Town of Concord, 1746-1777 | | | |
| Plan A | Yes <input type="checkbox"/> | No <input type="checkbox"/> | \$6,096 |
| Plan B | Yes <input type="checkbox"/> | No <input type="checkbox"/> | \$6,660 |
| Object 5: Book V: Records ~ Town of Concord, 1777-1790; also First Parish, 1746-1755 | | | |
| Plan A | Yes <input type="checkbox"/> | No <input type="checkbox"/> | \$6,120 |
| Plan B | Yes <input type="checkbox"/> | No <input type="checkbox"/> | \$6,950 |
| Shipping/Handling – return via client pick up | Yes <input type="checkbox"/> | No <input type="checkbox"/> | \$0 |

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



8/5/2025

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). This proposal is based on the estimated image counts, below. *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 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

We will image the front and back covers, the recto and verso of all leaves with entries, and the recto and verso of occasional blank leaves (if present).

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. 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

PDFs with Optical Character Recognition (OCR)

Moderately compressed JPEGs from each volume will be combined into one multipage PDF per-volume. OCR analysis will be applied for any volumes with mechanically printed text; the accuracy of OCR analysis is predicated on the nature and quality of the printed text; OCR results will not be corrected.

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 file.

File Naming

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

Special Conditions

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

Additionally, atypical lighting techniques and/or post-processing adjustments may be used to improve the legibility of the text in Objects 1-3, which could otherwise be difficult to capture due to the silk lamination. If post-capture editing is required, we will produce an unedited set of files and deliver them alongside a set of edited files.

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 drive.

Cost Summary

| Project Scope | (Please check.) | <u>\$/Unit</u> | <u>Quantity</u> | <u>Total</u> |
|------------------------------|--|-----------------------|------------------------|---------------------|
| Project Set-up | | \$300 | 1 set-up | \$300 |
| Object 1: Preservation Files | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$5 | 290 files | \$1,450 |
| Object 2: Preservation Files | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$6 | 170 files | \$1,020 |
| Object 3: Preservation Files | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$5 | 610 files | \$3,050 |
| Object 4: Preservation Files | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$5 | 480 files | \$2,400 |
| Object 5: Preservation Files | Yes <input type="checkbox"/> No <input type="checkbox"/> | \$5 | 470 files | \$2,350 |
| Objects 1-5: Access Files | | \$0 | 2,020 files | \$0 |
| Objects 1-5: PDFs with OCR | | \$0 | 5 files | \$0 |
| USB Drive | | \$100 | 1 drive | \$100 |
| TOTAL (if all checked “Yes”) | | | | <u>\$10,670</u> |

NOTE: Please return to the Cost Summary on Page 6 and select “Yes” or “No” for Digital Imaging.






20250916_Application-FINAL_CPA-Town Archives

Final Audit Report

2025-09-18

| | |
|-----------------|--|
| Created: | 2025-09-18 |
| By: | Matthew Boiteau (mboiteau@concordma.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAA1m5Fc5YrJyHCmZfMMzcv-Fjglq_uu4w8 |

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