



THE NAHANT HISTORICAL SOCIETY

41 VALLEY ROAD  
NAHANT, MASSACHUSETTS 01908

January 24, 2023

Community Preservation Committee  
Town Hall  
334 Nahant Road  
Nahant, MA 01908

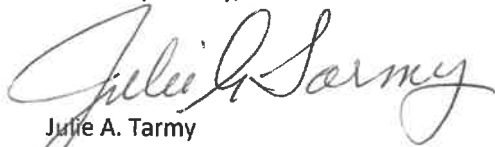
Dear Committee Members:

Attached you will find the FY2024 Grant Application from the Nahant Historical Society (NHS). The Society has accumulated a treasure trove of Nahant artifacts which narrates the rich history of our unique town. Part of this collection contains vital Town records including police, fire, and school logs. These records are kept safe in a climate-controlled environment and shared with those in search of information specific to these departments. This grant application addresses the need to conserve and digitize five volumes of school records. We are pleased to report that our first four volumes were successfully treated by NEDCC with the FY23 CPC grant at \$1,800 lower than the awarded amount.

The next five volumes, of the more than 200 volumes in our collection, were also contaminated with mold. Once discovered, these volumes were removed from the general collection and placed in the freezers at Northeast Document Conservation Center (NEDCC) in Andover. The spread of the mold was stopped, but the books now require professional conservation to allow them to return to the collection. NEDCC will also digitize these books to allow access to a wider circle of researchers. These records are an important thread in the fabric of our community history. They tell the stories of family dynamics, the role of women in education, and the effects on the community from pandemics, epidemics, and wars.

We appreciate the time and thought that will go into your decision-making concerning this and other grant applications. The Society hopes to be among the recipients for FY2024, allowing us to continue to fulfill our mission of preserving, protecting, and sharing Nahant's story, so that the future may know the past.

Most respectfully,



Julie A. Tarmy  
Executive Director

The Nahant Historical Society is a small non-profit organization with 501(c)(3) tax status.

Town of Nahant  
Community Preservation Committee



Grant Application FY 2024

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**Applicant:**     *Nahant Historical Society*

**Application Purpose:**

Applicant's address and phone number:

(please select all that apply)

**Nahant Historical Society**

**41 Valley Road, Nahant**

**781-581-2727**

**julie@nahanthistory.org**

Open Space

Community Housing

Town committee or board (if applicable):

☒ Historic Preservation

Recreation

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**1) Project Name:** *Saving Core Documents of Nahant's Town History*

**2) Project Description:** See attached NEDCC conservation and treatment plan and digitization plans.

**3) Grant Amount Requested:** \$23,725 (\$13,805 Conservation, \$9,930 digitization)

**4) Contribution to the preservation Nahant's unique character:** These school log books open the door to the day-to-day lives of the residents of Nahant, of a community's reliance on one another in times of uncertainty and celebration, in personal turmoil and public welfare. While historical publications will describe the physical attributes of Nahant, these logs offer a vital connective link to the personal and family histories of those who have lived here for generations as well as those whose time here was more transient, such as the military families.

**5) Planning Context:** Is the project part of a general Town planning study (e.g. Open Space and Recreational Plan, Master Plan etc.)? If so, when was the plan prepared and who has approved the plan?

  X   Is **NOT** part of a Program Plan

       Is part of a Program Plan prepared on            and approved by

### Grant Application (cont.):

**6) Evaluation Criteria:** Provide a brief description of how this project meets as many of the selection criteria as may be applicable. Refer to Selection Criteria attached as Appendix A (Page 10). This project meets criteria #2 and 3. As an historic resource, these school records have provided missing sections of family histories. For example, our 1954/1955 logs were used to pinpoint when Nahant was affected by the Polio epidemic. In December of 1954, an entire family of students were absent from school, with one child not returning until fall of 1955. Also, for the temporary military families who may have spent just one year in Nahant, we are able to find the exact dates of their attendance in Nahant, thus filling in a gap in their histories. Which is why meeting criteria 3 is so important. Future generations will continue to have questions about their ancestors' whereabouts and these logs just might provide the answers. Digitizing these logs will provide a wider range of access as we prepare to make our collection available online.

### 7) Estimated Cost and Schedule:

Attach cost estimates for construction projects and state how costs were derived.

Single Year Projects - Anticipated Costs						
Project Timeline	Fiscal Year*	Stipend Request Guideline #3	Professional Services	Total of CPC Funds Requested	Other Funding Sources	Total Cost
	2023		\$23,735	\$23,735		\$23,735
<b>Sub Totals</b>						
					<b>Total</b>	\$23,735

If your project is expected to continue over **more than one year**, detail the project's cost on the following chart (explanation may be attached on a separate sheet).

Multiple Year Projects - Anticipated Costs						
Project Timeline	Fiscal Year*	Stipend Request Guideline #3	Professional Services	Total of CPC Funds Requested	Other Funding Sources	Total Cost
Prior year						
First year						
2nd year						
3rd year						
4th year						
<b>Sub Totals</b>						
<b>Project Total</b>						

**\* Note:** The fiscal year begins on July 1 of a given year and ends on June 30 of the following year.

**Grant Application (cont.):**

**Other Funding Sources:** Include total amount and all funding sources including any potential grants or gifts. List all sources approached even if denied funds.

List of independent funding sources		
Funding Source		Amount of Grant / Gift
1.	2020 National Endowment for the Humanities (Humanities Collections and Reference Resources)	Not granted due to a more local scope of information
2.	Submitted July 202 – notified April 2021	
3.	NEH was not convinced that these records would be used outside the local community.	
4.		
Total		

**8) For Acquisition projects,** attach appraisals and agreements, if available. Please indicate name of present owner and attach a copy of most recent deed. In addition to property address, please provide Nahant assessor's office identification (Map, Block and Lot number).

N/A

**9) Coordination:** If the project is dependent upon one or more other projects, identify them and indicate what the relationship(s) are among the projects. If the project is not dependent upon, but should be linked to one or more other projects, identify them and indicate the proposed relationship.

N/A

**Grant Application (cont.):**

**10) Previous Town Meeting Action:** If the project has previously been included in the Warrant of a Town Meeting, indicate the year, warrant article number, and Town Meeting action. **A similar request for four consecutive volumes (years just prior to these five volumes) was approved at the 2023 Town Meeting. Work on these four volumes was completed in January of 2023, coming in under the funded amount by \$1,800.**

**11) Project Priority:** If you are submitting applications for more than one project, indicate the priority of this project recognizing that your most important project may not be needed or be ready for action until two or three years from now.

N/A

**12) Time Sensitivity:** Describe any time sensitive critical issues that may impact the ability to protect the resource or otherwise impact schedule and/or grant making decisions.

**The water damage will continue to further deteriorate the condition of these volumes if not preserved. Not having this professional conservation treatment now will continue to result in limited accessibility to these volumes for important town and visitor/researcher questions and needs for the embedded information in these volumes.**

**13) Contingency Planning:** What are the consequences if CPA funding is not available for the current fiscal year? Describe alternate plans for temporary stabilization, long term solution.

**Possible contingencies for funding if CPA funding is not available would be: 1) seek out a local conservator who might be willing to do this work pro bono, 2: appeal to private donors, and 3) apply to other funding sources such as Mass Humanities.**





## SUMMARY FOR THE SCHOOL YEAR

1. Name of the school, St. Ignace Grade School
2. Date of the beginning of the school year, Sept. 1, 1928
3. Date of the close of the school year, June 1, 1929
4. Number of days the school has actually been in session, 178
5. Enrollment † data for the school year. Based on Enrollment List, pages 3 and 4) —

NUMBER OF DIFFERENT PUPILS ENROLLED DURING THE SCHOOL YEAR\*

6. In computing attendance data for the school year, count only sessions for which the school is actually convened. Omit the record of Absences, pages 9 to 13.

[illegible]

Record of Attendance in the Normal School for the

...beginning ... 19 ... and ending ...

Lot No.	Lot Desc.	Lot Area	Lot Value	Lot Age	Lot Status	Lot Notes
1	Lot 1	1000	1000	1000	1000	1000
2	Lot 2	1000	1000	1000	1000	1000
3	Lot 3	1000	1000	1000	1000	1000
4	Lot 4	1000	1000	1000	1000	1000
5	Lot 5	1000	1000	1000	1000	1000
6	Lot 6	1000	1000	1000	1000	1000
7	Lot 7	1000	1000	1000	1000	1000
8	Lot 8	1000	1000	1000	1000	1000
9	Lot 9	1000	1000	1000	1000	1000
10	Lot 10	1000	1000	1000	1000	1000
11	Lot 11	1000	1000	1000	1000	1000
12	Lot 12	1000	1000	1000	1000	1000
13	Lot 13	1000	1000	1000	1000	1000
14	Lot 14	1000	1000	1000	1000	1000
15	Lot 15	1000	1000	1000	1000	1000
16	Lot 16	1000	1000	1000	1000	1000
17	Lot 17	1000	1000	1000	1000	1000
18	Lot 18	1000	1000	1000	1000	1000
19	Lot 19	1000	1000	1000	1000	1000
20	Lot 20	1000	1000	1000	1000	1000
21	Lot 21	1000	1000	1000	1000	1000
22	Lot 22	1000	1000	1000	1000	1000
23	Lot 23	1000	1000	1000	1000	1000
24	Lot 24	1000	1000	1000	1000	1000
25	Lot 25	1000	1000	1000	1000	1000
26	Lot 26	1000	1000	1000	1000	1000
27	Lot 27	1000	1000	1000	1000	1000
28	Lot 28	1000	1000	1000	1000	1000
29	Lot 29	1000	1000	1000	1000	1000
30	Lot 30	1000	1000	1000	1000	1000
31	Lot 31	1000	1000	1000	1000	1000
32	Lot 32	1000	1000	1000	1000	1000
33	Lot 33	1000	1000	1000	1000	1000
34	Lot 34	1000	1000	1000	1000	1000
35	Lot 35	1000	1000	1000	1000	1000
36	Lot 36	1000	1000	1000	1000	1000
37	Lot 37	1000	1000	1000	1000	1000
38	Lot 38	1000	1000	1000	1000	1000
39	Lot 39	1000	1000	1000	1000	1000
40	Lot 40	1000	1000	1000	1000	1000
41	Lot 41	1000	1000	1000	1000	1000
42	Lot 42	1000	1000	1000	1000	1000
43	Lot 43	1000	1000	1000	1000	1000
44	Lot 44	1000	1000	1000	1000	1000
45	Lot 45	1000	1000	1000	1000	1000
46	Lot 46	1000	1000	1000	1000	1000
47	Lot 47	1000	1000	1000	1000	1000
48	Lot 48	1000	1000	1000	1000	1000
49	Lot 49	1000	1000	1000	1000	1000
50	Lot 50	1000	1000	1000	1000	1000
51	Lot 51	1000	1000	1000	1000	1000
52	Lot 52	1000	1000	1000	1000	1000
53	Lot 53	1000	1000	1000	1000	1000
54	Lot 54	1000	1000	1000	1000	1000



### SUMMARY FOR THE SCHOOL YEAR

1.	Name of the School, <u>Indian</u>	
2.	Date of the beginning of the school year, <u>September 2, 1965</u>	Grade, <u>Special</u>
3.	Date of the close of the school year, <u>June 31, 1966</u>	
4.	Number of days the school has actually been in session, <u>180</u>	
5.	Enrollment † data for the school year (base), <u>180</u>	

3 Years or Over

	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Year	Date	Time
Attendance.	78	70	55	69	76	84	79	74	74	47		762	
Daily Attendance.	55	53	50	55	58	60	55	55	55	55		9,800	
Present with p.p.	5	5	4	4	4	5	4	4	4	1	5	5	
Membership	45	53	74	45	40	40	44	40	40	40		4,100	
Attendance.	78	70	55	69	76	84	79	74	74	47		95,121	

[illegible]



100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • [www.nedcc.org](http://www.nedcc.org)

Nahant Historical Society  
41 Valley Road  
Nahant, MA 01908

March 14, 2022  
Project #  
20-129\_BI-rev1\_part 2

Contact: Julie Tarmy  
[julie@nahanthistory.org](mailto:julie@nahanthistory.org)  
781-581-2727

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### **Group 2**

record books

Title: School Registers, 1963-1968 (5 vols)

Dimensions: 315x238mm

No. of Volumes: 5

### **Current Condition**

Each of the five volumes has been commercially rebound in black library buckram with the title stamped in gold on the spine. The covers are worn and water damaged. The water damage has caused the cloth to lift from the cover boards in some areas and the boards are lightly warped. The bindings appear to be structurally sound. It is unknown if there is mold growth under the cloth or spine.

The text blocks consist of machine-made paper, gathered into sections and sewn through the fold. It is not known if the original sewing is intact. Oversewing was added when the volumes were rebound. The oversewing restricts opening, and some text in the margins is not legible. Pages are ruled in red and blue, with headings printed in black. Pages are unnumbered. Entries are in various manuscript inks. The rules and some of the inks are water soluble and have bled as the result of water damage. The pages have water damage and staining throughout.

The volumes have inactive mold and mold staining throughout, most notably on the covers and in the front and back of each volume. Some mold growth appears recent, and more than one bloom may have occurred.

### **Conservation Treatment Plan**

- Provide written and photographic documentation before and after treatment.
- Collate (number each leaf discreetly in pencil to record order).
- Disbind (remove covers and oversewing, retain sewing through the fold if possible.).
- Vacuum pages where necessary to remove mold.
- Test solubility of media.
- Mend tears and guard folds as necessary using Japanese paper and starch paste.
- Add handmade paper endsheets with linen hinges and re sew text blocks or reinforce sewing with linen thread.
- Bind in cloth using a case structure.
- Title using a gold-stamped leather label. (Unless otherwise specified, titles will match the current bindings.)

- Construct a custom-fitted archival box to dimensions of each volume. Title box. (Unless otherwise specified, titles will match the current bindings.)
- Please note: The previous bindings should be discarded because of mold damage.

## 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

	(Please check.)	
Conservation treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$13,805
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 \_\_\_\_\_

  
Bexx Caswell-Olson, Director of Book Conservation, NEDCC \_\_\_\_\_ 3/14/2022  
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 2,420 images (approximately 485 images per volume). *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**

Unless otherwise requested we will image the recto and verso of all leaves with entries; the mold-damaged library bindings, their replacements, and leaves without entries will not be imaged.

### **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* (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

#### **PDFs**



Moderately compressed and/or resampled JPEGs from each volume will be combined into one multipage PDF per-volume.

#### **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 external hard drive.

#### **Cost Summary**

<b>Project Scope</b>	<b><u>\$/Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Total</u></b>
Project Set-up	\$150	1 set-up	\$150
Preservation Masters	\$4	2,420 files	\$9,680
Access Derivatives	\$0	2,420 files	\$0
USB External Hard Drive	\$100	1 drive	\$100
TOTAL			<u>\$9,930</u>

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