

**Town of Nahant  
Community Preservation Committee**



**Grant Application FY 2024**

**Applicant:**

Applicant's address and phone number:

*Diane Dunfee  
Town Clerk  
334 NAHANT Rd.  
NAHANT, MA. 01908*

Town committee or board (if applicable):

*NAHANT TOWN CLERK  
for Town of Nahant*

**Application Purpose:**

(please select all that apply)

- ☐ Open Space  
☐ Community Housing  
☒ Historic Preservation  
☐ Recreation

- 1) Project Name: *Vital Records & Document Preservation*  
2) Project Description: *Deacidification and binding<sup>of</sup> the towns Vital and historical Records to preserve them.*  
3) Grant Amount Requested: *\$25,000.00*  
4) Contribution to the preservation Nahant's unique character:  
*These Books ~~and~~ are the Records of the Town of Nahant and need to be preserved appropriately for future generations.*

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?

☒ 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).

*The project will preserve currently owned town Assets and therefore protecting our town records.*

**7) Estimated Cost and Schedule:** *see attached estimate*

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
<i>6 mos.</i>	2024	<i>✓</i>	<i>Kofik, Inc</i> <i>see attached</i>	<i>\$25,000</i>		<i>25,000</i>
<b>Sub Totals</b>						
					<b>Total</b>	<i>25,000</i>

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.		
2.		
3.		
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.

Annual Town Meeting 2014 - CPC & Town Approved 5-year funding for Preservation & Digitization of records for the town. The records preserved were from 1800's → 1990 at a 5 year cost of \$130,000.<sup>00</sup>. This is a request to preserve + digitize records from 1990 → 2022.  
(See attached Record of previous monies spent)

**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.

There is no immediate timeline for the preservation of Town Documents. At some point the will need to be bound and deacidified to keep them preserved. We currently have 30 years of Vitals and Town Reports that ~~that~~ aren't properly preserved.

**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.

If we don't get funding this year I will apply for it again next year. I prefer not to let the project go on for too long. (ie more years of documents to preserve).

**APPENDIX A**  
**TOWN OF NAHANT**  
**COMMUNITY PRESERVATION ACT**  
**SELECTION CRITERIA**

The Community Preservation Committee requires that all proposed projects be eligible for CPA funding according to the requirements described in the state's CPA statute. In addition, the following questions include the criteria, as applicable, that the Committee will use to assess proposed projects.

- How will the proposed project contribute to the preservation of Nahant's unique character and enhance our quality of life?
- Is the proposed project consistent with town planning documents that have received wide input and scrutiny?
- Is the proposed project feasible?
- How "time sensitive" is the project? Is it urgent?
- Is the cost of this project proportionate to its objectives?
- In general, will the project serve multiple needs?
- Specifically, will the project serve more than one CPA category (*i.e.* affordable housing, open space, historic preservation or recreation)?
- Does the project have demonstrated community support?
- Will the project preserve currently owned town assets?
- Will the project involve the acquisition and/or protection of threatened resources?
- Will the project involve multiple sources of funding, or will it leverage other public and/or private funding sources or in-kind services?
- If multiple sources of funding are involved, are commitments from other sources documented?
- Will this project stimulate other public/private projects in Nahant?

As the law requires, Town Meeting must approve all Community Preservation Committee funding recommendations.

**Grant Application (cont.):**

**For Community Preservation Committee Use**

Received on:

Associated Town Committee:

Reviewed on:

Determination:

Section 7: ESTIMATE for preservation and digitization of Town of Nahant Records.

Kofile

Nahant MA Town and Vital Records									
1/23/2023									
RECORDS SERIES TITLE	DATE	PRESERVATION TYPE	(ESTIMATED) PAGE COUNT	PRESERVATION COST	OPTIONAL IMAGING MICROFILM	OPTIONAL Item	ESTIMATED SHIPPING		
Town Records	1970-1980	Binder to binder	268	\$1,340.00	\$201.00	\$25.00	\$35.00		
Town Records	1980-1995	Binder to binder	444	\$2,220.00	\$333.00	\$25.00	\$35.00		
Town Records*	1995-2022	Mylar (no deacidification)	1350	\$5,400.00	\$1,015.00	\$68.00	\$175.00		
Births V.3	1941-1966	Mylar	110	\$980.00	\$83.00	\$25.00	\$35.00		
Births V. 4	1967-2014	Mylar	100	\$980.00	\$75.00	\$25.00	\$35.00		
Marriages V. 3	1942-1977	Mylar	125	\$980.00	\$94.00	\$25.00	\$35.00		
Deaths V. 3	1941-1977	Mylar	125	\$980.00	\$94.00	\$25.00	\$35.00		
Deaths V. 4	1978-2014	Mylar	125	\$980.00	\$94.00	\$25.00	\$35.00		
Births	1996-2022	Mylar (no deacidification)	500	\$1,750.00	\$375.00	\$25.00	\$35.00		
Marriages	1996-2023	Mylar (no deacidification)	400	\$1,400.00	\$300.00	\$25.00	\$35.00		
Deaths	1996-2024	Mylar (no deacidification)	850	\$3,000.00	\$638.00	\$43.00	\$65.00		
	TOTALS:			\$20,010.00	\$3,302.00	\$336.00	\$555.00	\$23,648.00	\$24,203.00

\*Based on approximately 50 pages per year and combining approximately 5 years into one volume.

Note: This is a preliminary estimate; final pricing contingent upon examination during intake at Vermont Lab.







## **PRESERVATION PROCESS – BOOKS AND DOCUMENTS**

### **1. Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Technologies. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

### **2. DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

### **3. SURFACE DRY CLEAN** all paper as necessary and prudent by accepted archival methods.

### **4. REPAIR/RESTORE**

#### **Mend/Reinforce**

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to insure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

**Trim/Flatten**

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

**5. DEACIDIFICATION**

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Technologies to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

**6. RE-SEW/REBIND****Encapsulated Records**

- Encapsulate sheets where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Enduro public record binder with piano hinge.
- Loose leaf volumes to be in binders as follows:
  - o Cover material of customer's choice
  - o Metals of .035 gauge polished nickel plated cold-rolled steel
  - o Upright post diameter as necessary – 5/16 or as original
  - o Tooling to be performed with 23 karat gold foil.

**Rebound Records**

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- Sewing to be done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.
- Backing material to be linen of 50-75 threads/square inch weight.
- End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine Ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
- Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
- Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
- Cover material to be leather, imitation leather, buckram or canvas.
- Tooling to be performed with 23-karat gold foil.

7. **TITLE STAMPING** will generally follow the same format/style of originals and/or previous restored volumes.
8. **TREATMENT REPORT** referenced to information log to be provided for each completed volume.
9. **All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 16-20 WEEKS**, beginning on the date of receipt of each item.
10. **All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice.** Alterations, changes or insertions of any new material in any record is strictly forbidden.



SECTION 10 → A previous CPC Grant - similar to this Request.

CPC Grant awarded 2014

Previous Costs PRESERVATION AND DIGITIZATION of Vital Records

Year	Article	Dollars Spent		Dollars return to General Fund
2014	Article 26H`	\$	31,319.00	
2015	Article 28 M	\$	28,373.00	
2016	Articles 27E	\$	27,030.00	
2017	Article 33K	\$	26,634.00	\$ 2,033.00
2018	Article 25D	\$	27,020.00	
Total		\$	140,376.00	\$ 138,343.00

