

TOWN OF SOUTHBOROUGH

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Please submit the following application by **July 15, 2015**; for consideration at Annual Town Meeting in April 2016. Please email your application to the chairman and submit **four hard copies** of your full application to:

**COMMUNITY PRESERVATION COMMITTEE
Southborough Town House
17 Common Street; Southborough, MA 01772**

southborocpc@gmail.com

A representative from the project will be required to present the project to the CPC.

After the application deadline, you will be sent the presentation schedule.

Download CPA Plan with guidelines at www.southboroughcommunitypreservation.org

Name of Proposal – Southborough Historical Material Archival Project

Name of Applicant – Ryan Donovan, Director, Southborough Library

Contact Person – Ryan Donovan, Director, Southborough Library

Sponsoring Organization and/or Affiliations – Southborough Library and Southborough Historical Society

Mailing Address – Ryan Donovan, Director, Southborough Library, 25 Main St., Southborough, MA., 01772

Daytime Phone Number – (508) 485 - 5031

Email Address - rdonovan@southboroughma.com

CPA Funding Requested – \$13,800 (\$12,000 plus 15% contingency)

Total Cost of Project – \$21,800

CPA Category Open Space _____ Historic Preservation X
(Check ALL that apply- refer
To Coalition Chart on Last Page)
 Recreation _____ Community Housing _____

PLEASE COMPLETE THE PROJECT DESCRIPTION BELOW AND INCLUDE WITH YOUR APPLICATION. Use extra sheets if needed.

PROJECT DESCRIPTION

In describing the project, please include answers to the following questions.
Applications may be returned as incomplete if all relevant requested information is not provided. Include supporting materials and exhibits as necessary.

1 GOALS: What are the goals of the proposed project? Who will benefit and why? How will success be measured?

The goal of the Southborough Historical Material Archival Project is to establish and preserve a collection of materials, in partnership with the Southborough Historical Society (SHS), documenting the history, culture, and heritage of Southborough for the benefit of Southborough residents and researchers. The project has three phases: an evaluation of the existing collection at the library, an evaluation of the material stored in the SHS Museum, and development of a plan by a preservationist for storage and display of the material. This application requests funding for phase 2, evaluation of the Museum’s material.

A local history collection that documents the history and heritage of Southborough would have educational uses and be a resource for individuals researching Southborough events and people. Both the library and the Museum have items of significant value around which the collection will be built. For example, the SHS has several important Revolutionary War era artifacts including the town’s official broadside copy of the Declaration of Independence. “The document — complete with the words ‘Rev. N. Stone – Southboro’ scrawled on the back — is one of the original copies of the document printed feverishly in Salem after July 4, 1776, and ordered distributed to a minister in each town for reading in church.” (*Metrowest Daily News*, July 4, 2012).

The funds from this grant will be used to hire an archivist to review, assess, prioritize, and take initial steps to preserve the materials in Museum storage. The Museum has hundreds of artifacts and items of unknown historical relevance and value that are unavailable to the public and at risk of deterioration. The review will focus in particular on paper-based materials at greatest risk such as letters, manuscripts, and photographs. Items will then be available to the library for display based on the existing collection and loan policies of the SHS.

The results of the project will be measured first by improvements to the physical collection, including the number of items of particular historical significance that have been identified. In addition the number of exhibitions and children/teen and adult programs on the heritage of Southborough, the number of attendees at programs, and feedback on participant comment cards will be used to evaluate the success of the project. Finally, reference questions on Southborough events, places, or people that can be found in the collection will be tracked.

2 ELIGIBILITY: Define how the project meets CPA requirements (please refer to the Community Preservation Coalition Chart on last page) and fits the criteria as outlined in the Southborough CPA Plan located at www.southboroughcommunitypreservation.org

Meets the CPC's Historic Preservation goals as the project will preserve Southborough related historic documents and artifacts.

3 COMMUNITY NEED: Why is this project needed? Does it address needs identified in existing Town plans?

- Project is needed to preserve our local history. Much of the material is unique and irreplaceable. The Library material currently unprotected from theft or damage such as a flood; the Museum has had water in the basement and items in this area are deteriorating.
- This initiative is needed so that Southborough historical material is accessible to the public.
Improved organization, display facilities, and finding aids will give Southborough citizens the ability to use the materials more easily.
- The collection will help fill the local history education void in Southborough public schools.
- The project will put the heritage back in Heritage Day festival with exhibits and programs that educate the public on the unique history of Southborough.
- The results of the project will make material available for genealogy study. The Library and the SHS often receives requests for historic information from people living in town and from those who have moved away.

4 COMMUNITY SUPPORT: What is the nature and level of support and/or opposition for this project?

See letter of support from Trottier Middle School's principal and librarian.

5 BUDGET: What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified and back-up documentation provided. Distinguish between hard and soft costs. Depending on your project, more than one estimate may be required. (NOTE: CPA funds may NOT be used for maintenance.) Attach a two to five year budget, if appropriate.

Total Budget = \$21,800
Phase 1 = \$3,000 – Organize Southborough Historical Collection
Director - Assembled Material in One Location – 40 hrs. x \$37/hr. = \$1,500
Archivist - Overall organization and create smaller collections - 20 hrs. x \$25/hr. = \$500
Volunteer - Catalogue books and list books and magazines – 40 hrs. x \$25/hr. = \$1,000
Phase 2 = \$13,800 – Organize Southborough Historical Society Collection – 250 hrs. x \$40/hr. = \$10,000 and \$2,000 for supplies plus a 15% contingency of \$1,800
Phase 3 = \$5,000 – Determine and implement preservation requirements

6 FUNDING: What funding sources are available, committed or under consideration? Include commitment letters, in kind donations and volunteer hours, and describe any other attempts to secure funding for this project.

- Phase 1 - \$3,000 – Provided by Southborough Library
- Phase 3 - \$5,000 – Massachusetts Board of Library Commissioners Grant Program and future CPC grant.

7 TIMELINE: What is the schedule for project implementation, including a timeline for all critical elements? This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any.

Phase 1 – Organization of materials by Library Director and evaluation by an archivist of the Southborough Library existing Southborough historical collection (pictured below)– Completion Date December 2015 – Responsibility of Southborough Library



Phase 2 – Evaluation by archivist of the Southborough Historical Society material in basement of Museum – Completion Date December 2016 – Funded by CPC through this grant application.



Phase 3 – Receive recommendations from a preservationist on the safe storage and exhibition of the resources so that it is usable– Completion Date December 2017 – Funded by a grant from the Massachusetts Board of Library Trustees and a future CPC grant.

8 IMPLEMENTATION: Who will be responsible for implementing the project? Who will the project manager be? What relevant experience does the proposed project manager have?

Who else will be involved in project implementation and what arrangements have been made with them?

Ryan Donovan, Southborough Library Director, will be responsible for implementing the project. Ryan holds a degree in Library Science and has experience and training describing and cataloguing physical or digital material in useful ways so that people can find it.

Dave Falconi, Chair SHS, is a co-sponsor of the project. Dave will provide the archivist access to the material in the Museum basement and work with the Library Director to coordinate exhibits.

9 MAINTENANCE: If ongoing maintenance is required, who will be responsible and how will it be funded? Please attach a detailed five-year budget.

No maintenance will be required after the initial work to organize and catalogue the material.

ADDITIONAL INFORMATION: please provide the following additional information if applicable

10 FURTHER DOCUMENTATION: documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. (Letters of support from relevant town entities)

See attached letter of support from the Southborough Historical Commission.

11 FEASIBILITY REPORTS: any feasibility reports, renderings or other relevant studies and material.

See attached initial assessment from Anthony Vaver, Archivist.

12 ZONING COMPLIANCE: evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals.

13 OTHER INFORMATION: any additional information that might benefit the CPC in consideration of this project.

Historical Collection Development Policy of the Southborough Library attached.

Applicant requirements after CPC recommends project for Town meeting:

- To assist with fielding questions concerning the project, a Project Representative shall attend the Board of Selectman and Advisory Committee meetings when CPC recommendations are reviewed.
- A Project Representative shall attend Town Meeting to answer questions. Any Project Presentation to be reviewed by CPC.
- All Town Meeting approved projects must submit a project schedule and proposed payment timeline. That schedule will be used to determine project completion deadline.
- All Town Meeting approved projects shall present progress reports at 6-month intervals along with written progress reports to the CPC.
- All Town Meeting approved projects are required to include permanent signage stating that Southborough CPA provided funding for the project. (Wording shall be reviewed with the CPC prior to completion of the project).
- All publicity shall include statement that the Southborough Community Preservation Act provided funding for the project.

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. Projects are only eligible for CPA funding if they fit in a “Yes” box below.

	Open Space	Historic	Recreation	Housing
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Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds