

SCITUATE COMMUNITY PRESERVATION COMMITTEE

Fiscal 2010 APPLICATION FOR FUNDING

Project Name: ARCHIVAL RECORDS PRESENTATION PROJECT

CPA funding requested: \$25,000.00 (REQUIRED)

Total project cost: \$25,000.00 (REQUIRED) (0)

Other Funding Sources Applied For/Obtained:

Grants: \$ Applied For Obtained

Other (describe) \$6,000.00 Applied For Obtained

Basis for project cost (i.e. appraisal, construction estimate, etc. - please attach all documentation supporting estimated project cost and basis)

Category (check all that apply): Open Space Historical Housing Recreation

Lot and Plat: NA *
Assessors Map #: NA *
Number of acres in parcel: NA *
Number of proposed housing units: NA *
Current Zoning Classification: NA *
(* REQUIRED IF APPLICABLE TO PROPOSED PROJECT)

Name of Applicant: SCITUATE TOWN ARCHIVES

Contact Name: ELIZABETH FOSTER, Bernice Brown
Address: 600 Chief Justice Cushing Hwy, Scituate, MA 02066
Phone: 781-545-8744 E-Mail: archives@town.scituate.ma.us
TownClerk@town.scituate.ma.us

By signing below, the Applicant agrees to the terms and conditions and all other requirements of this Application and agrees to be bound thereby if funding is granted for the Project.

Applicant's Signature: Elizabeth Foster Date: 10/28/09
Printed Name: ELIZABETH FOSTER
Title: Bernice R. Brown
Town Clerk

Continuing to fulfill our mission to preserve and protect the records of the Town of Scituate, the Archives is seeking CPC funding FY 2010 to purchase:

- 1 additional Fireking Record Storage Cabinet (see attachment 1)
- 2 16 Tier High Line Roller Shelving Units (see Attachment 2)
- preservation of 30 volumes of Land Valuation records by Brown's River Preservation Services (see Attachment 3)

Implementing these requests will enable the Archives to safely store irreplaceable records, provide safe and easy access and, lastly, complete the preservation of vulnerable land records.

COMMUNITY PRESERVATION FUNDING REQUEST:

ARCHIVAL RECORDS PRESERVATION PROJECT

Scituate is most fortunate to hold a marvelous collection of municipal records, dating from the earliest days of its settlement. These include, but are not limited to land records (the first dated July 1633), vital records (the first birth Joseph Stetson, son of Robert, June 1639), the first marriage (Resolved White and Judith Vassall, November 5, 1640), tax records, financial records (1665) militia lists, voters lists, Selectmen (1794) and Town Meeting minutes (1665), and lastly the only extant copy of "General Laws and Liberties of New Plymouth 1658-1691." (In 1905, this volume was loaned to the State Archives, but by a Town Meeting vote of 1909, it was requested and returned to Scituate.)

The process of making paper and ink in the 17th, 18th, and early 19th centuries results in very acidic conditions. As a consequence of acidity and time, these documents are on the verge of self-destruction. To insure their continuance, they must be professionally deacidified, rebound, and occasionally encased in mylar to protect them. This is an extremely costly endeavor, and thus far only a few have been preserved. Once these documents are lost they are gone forever, there are no duplicate copies, each one is unique.

This project will benefit all townspeople as well as researchers in the United States and internationally. Requests for all manner of information has risen exponentially over the years and now takes the time of four volunteers, working at the Archives on Wednesdays, and at home at other times.

As a rule, genealogy is often the first use of historic records that comes to mind. While there is a call for that type of vital information, increasingly in Scituate there are requests for land records and documentation that might clarify ownership, or the intent of town meeting, or minutes that clarify a position taken by the town, or a board or committee. There may be interest in the history of a project proposed by a resident/voter, or a builder, developer, a business person or professional. These records can only be found in municipal archives. Consequently, this project addresses the needs of all citizens requiring access to such information. The "how", "when", "where" and "why" are often of great significance. The answer is likely to be in the archives.

*Copy of ORIGINAL REQUEST
2007*



Price Quote:

REQUESTED BY: Bernice Brown

K.L. Security Enterprises, Inc.
 2740 Wyndham Way
 West Lafayette, In 47906
 John Klemme

Town Clerk
 Town of Scituate
 MA, USA

*100 Chief Justice Cushing Way
 Town Hall
 Scituate MA 02066*

Phone: 866-867-0306
 Fax: 765-497-2438 *
 E-mail: jfk@klsecurity.com

718-545-9743 Phone:

ATTACHMENT #4

Date	Model No.	Brand	Description	Qty	Amount Ea	Balance
03-05-09	CF7236-D	FireKing	Record Storage Cabinet: 72" x 36" UL 350 fire rating: 4-adjustable shelves: Medeco high security lock & keys; Weight: 892 lbs. Retail Price; \$4,335.00 ea.	2	2,398.00 Less dis- count: 2,254.00	4,508.00
			*Inside Delivery Quote No: #10702	2	400.00	800.00
			Price includes Free Dock to Dock shipping Price quote valid for 30 days	1	N/C	N/C
			TOTAL COST	1		\$5,308.00

3/17/09

O.K. order (2) CF7236-D FIREKING Storage Cabinets
 as above. Delivery April 8, 2009

*Bernice R. Brown
 Town Clerk*



SYSTEMATICS, INC.

www.systematicsinc.com

REDEFINING SPACE AND INFORMATION MANAGEMENT

CORPORATE OFFICE 9 Otis Street Westborough, MA 01581-3312 T 508 366 1306 F 508 366 1307	DESIGN CENTER 1 Design Center Place Boston, MA 02210-0714 T 617-833-0670 F 888-830-9370	CONNECTICUT OFFICE 290 Pratt Street Meriden, CT 06450-8600 T 203 634 7532 F 203 634 7562	MAINE OFFICE 550 Forest Avenue Portland, ME 04101-2811 T 207 772 8558 F 207 772 8388
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TO Scituate Town Hall
Clerks Office
600 Chief Justice Cushing Highway
Scituate, MA 02066
Attn: Bernice Brown

Project Scope: Scituate Town Clerks - Archive Roller Shelving Units

ATTACHMENT # 2

SALESPERSON		PROJECT #	QUOTE DATE	FOB POINT/ SHIPPING METHOD	TERMS OF SALE	PAYMENT TERMS	
Stephen Tepper 508-599-3542		49916	10/16/09	DESTINATION/ THIRD PARTY	50% DEPOSIT, 40% ON INSTALLATION, 10% UPON COMPLETION	DUE UPON RECEIPT	
QTY	PRODUCT	DESCRIPTION			UNIT	TOTAL	
1 unit	Steel Fixture	Option # 1 High Line Roller Shelving - 16 Tier Unit - (1) Starter Model #: S-117 Size: 19" wide x 18" deep x 71" high Height - (Between Shelves) 3-1/4" Equipment Freight & Installation Total Net					\$ 1,136.00 <u>\$ 460.00</u> \$ 1,596.00
2 units	Steel Fixture	Option # 2 High Line Roller Shelving - 16 Tier Unit - (1) Starter & (1) Adder/Annex Model #: S-117 & A-117 Size: 19" wide x 18" deep x 71" high Height - (Between Shelves) 3-1/4" Equipment Freight & Installation Total Net Pricing includes: <ul style="list-style-type: none"> • Roller shelving unit(s) and one pair of finished end panels • Height - (Between Shelves) 3-1/4" • Roller shelves are adjustable in 1/2" increments allowing custom fitting of various size books • Choice of standard paint finishes • Non-union installation • Lead Time is roughly 30-45 Days 					\$ 2,062.00 <u>\$ 696.00</u> \$ 2,758.00
Pricing is valid for 30 Days. Change orders cannot be made to an order without written documentation from Customer to Systematics. Applicable sales tax will be added to invoice unless proper tax exempt certificate is provided to Systematics. A Finance charge of 1.5% per month will be added to all amounts past due. This quotation is subject to Systematics' Standard Terms & Conditions on Page 2.						TAX	n/a
						TOTAL	

To accept this quotation, initial here _____ and complete Page 2. Return both pages to Systematics by fax 1-508-366-1307

	1826	140	10R	100x	644	75
VALUATION	1827	142	10R	75x	623	75
	1828	150	10R	75x	632	75
	1829	196	10R	75x	683	100
	1830	220	10R	75x	709	"
	1831	260	10R	75x	687	"
	1832	220	"	"	709	"
	1833	220	"	"	732	"
	1834	220+20L	"	100x	704	"
	1835	230	10R	75x	720	"
	1836	220	10R	75x	709	"
	1837	220	"	"	709	"
	1838	250	10R	75x	745	125
	1839	250	"	"	745	"
	1840	260	"	"	756	"
	1841	200	"	"	690	100
	1842	200	"	"	690	"
	1843	220	"	"	709	"
	1844	200	"	"	690	"
	1845	226	10R	50x	688	"
	1846	226	"	"	688	"
	1847	250	"	"	715	125
	1848	250	"	"	715	"
	1849	60	10R	50x	500	75
	1850	150	"	"	605	75
	1849-1851	240	20R	100x	814	100
	1851	80	5R	50x	552	75
	1852	250	10R	75x	740	125
	1853	226	10R	50x	688	100
non-residents	1852	60	5R	50x	500	75

ATTACHMENT # 3

$$20,496 + 2,975 = 23,471$$