



Setti D. Warren  
Mayor

**Newton, Massachusetts Community Preservation Program  
Fiscal 2011 FUNDING PROPOSAL**



*Submit 15 printed copies & 1 electronic copy by 4 pm, 15 October 2010 to:*

Community Preservation Program  
c/o Planning and Development Department, City of Newton  
1000 Commonwealth Ave., Newton, MA 02459  
[aingerson@newtonma.gov](mailto:aingerson@newtonma.gov) 617.796.1144

*Date submitted:*  
August 19, 2010

*Proposals must follow instructions in the current Proposal & Project Handbook, available upon request and online at [www.newtonma.gov/cpa](http://www.newtonma.gov/cpa). Use no more than 1 page to answer all questions shown on this page.*

<b>Project CONTACTS</b>		<i>Name &amp; title / affiliation, mailing address, email, daytime phone, &amp; any other way we should contact you (fax, mobile phone, ...) Star (*) name of the project manager, who will track budget &amp; submit updates.</i>	
David Olson, Newton City Clerk* 1000 Commonwealth Avenue Newton, MA 02459 617-796-1200 <a href="mailto:dolson@newtonma.gov">dolson@newtonma.gov</a>		Susan Abele, Archivist, Historic Newton 617-796-1462 <a href="mailto:sabele@newtonma.gov">sabele@newtonma.gov</a> Ryan Hanson, Asst. Director, Newton Free Library 617-796-1408 <a href="mailto:rhanson@minlib.net">rhanson@minlib.net</a>	
<b>Project TITLE</b>	<b><i>Comprehensive Survey of City Archives</i></b>		
<b>LOCATION</b>	<i>Full street address (with zip code) or other precise location.</i> Municipal and School Departments across the City of Newton		
<b>BUDGET</b> ATTACH DETAIL SEPARATELY.	<b>CP FUNDS REQUESTED:</b> \$46,640.00	<b>OTHER FUNDS TO BE USED:</b> N/A	<b>TOTAL PROJECT COST:</b> \$46,640.00
<b>SUMMARY</b>	<i>Summarize goals &amp; benefits in NO MORE THAN 300 WORDS (staff will edit longer summaries to fit that limit).</i>		

The City of Newton has a wealth of historic material stored in departmental vaults and storage areas scattered throughout the City. Each of the City's 25 departments is responsible for maintaining records related to their operations, and the operations of the Boards and Commissions that they oversee. As an example, the City of Newton's three main depositories of archival material: the Newton City Archives, the Newton Free Library, and the Jackson Homestead, each house material that spans more than 350 years of local history. The types of records in these three depositories include: town and city legislative records, personal and business records, prints and photographs, maps and plans, newspapers, etc. as well as three-dimensional collections. While most of the material in these three depositories is well-preserved and appropriately stored, there is only a limited sense of the amount, condition, and location of material in other departments.

The goal of this project is to survey each of the 25 City Departments to determine the scope, location, and storage conditions of historically significant materials in each department's care. Once identified, the consultant will note the storage location and current conditions, the condition of the material, and rate the historical significance and historical value of the material. The survey will provide a comprehensive knowledge base for planning initiatives that will insure the preservation and effective use of the city's documentary heritage.

The survey will be undertaken by an outside consultant trained in archival description, storage, and assessment.

1. HOW WILL CP FUNDS BE USED?	<i>Check all that apply.</i>	COMMUNITY HOUSING	HISTORIC RESOURCES	OPEN SPACE	RECREATION LAND
	acquire				
create			NOT ALLOWED		
<i>allowed IF resource was acquired or created with CP funds</i>	preserve		X		
	support		NOT ALLOWED	NOT ALLOWED	NOT ALLOWED
	rehabilitate/restore				

Use no more than one page to answer questions 2 through 5. Attach supporting information on separate pages (see attachments checklists)

**2. CITYWIDE NEEDS:** *How will the project address needs identified in existing citywide plans? (Provide short quotes with plan title, year & page.)*

The Comprehensive Planned adopted for the City of Newton in 2007 encourages the City to plan for and with history. The historic material held in city departments provides that means to undertake this request. As the Comprehensive Plan states, “Newton faces a practical challenge in setting priorities for preservation . . . because its historic resources are so extensive and diverse.” page 9-2. This survey will assist in getting a handle on what historical archival material is in danger, what its current condition is, and provide a basis for how Community Preservation Fund resources might be allocated. Recent flooding in City Hall has also called attention to the need for a better inventory of material to be held.

**3. OTHER FUNDING:** *What additional funding have you obtained or are you pursuing? Attach commitment letters or summaries/cover sheets from grant applications.*

N/A

**4. STEWARDSHIP:** *How will the project be maintained after CP funds have been spent? (Hint: “through the regular City budget” is seldom a persuasive answer.)*

The survey will be a tool that the Mayor, Municipal Department Heads, and the Community Preservation Committee can use to assess the importance of Municipal/School Historic and Archival Collections to help determine a course of action and funding for the care of the city’s historic material.

**5. COMMUNITY CONTACTS:** *List email addresses and/or phone numbers for at least 3 people willing to talk with us about the project and the project managers’ qualifications. At least 2 of these contacts should be from outside the project’s immediate neighborhood; none should be the project manager*

**Draft Project TIMELINE** *If the project is funded, CP staff will work with you to add missing elements.*

<b>Project TITLE:</b>				
<b>STEPS</b> <i>BIG steps, SHORT descriptions!</i>	<b>ASSISTANCE REQUIRED</b> <i>from other organizations or City depts. (raise funds, issue permits, etc.)</i>	<b>START</b> <i>season/ year</i>	<b>FINISH</b> <i>season/ year</i>	<b>COST</b> <i>estimate</i>
<b>1 Prepare and Issue RFP to solicit and choose a consultant to undertake the survey.</b>	Purchasing Department Assistance	January 2011	February 2011	\$
<b>2. Select consultant and issue contract.</b>	Purchasing Department Assistance	March 2011	March 2011	\$
<b>3. Provide access to Archival Storage and monitor consultant's progress.</b>	Executive Offices provide support by directing Department Heads to provide consultant with access to historic and archival material. Management team monitor progress	April 2011	August 2011	\$
<b>4. Review final report.</b>	Management Team Review	Sept. 2011	Sept. 2011	\$
<b>5. Accept report and pay consultant.</b>		Oct. 2011	Oct. 2011	\$ 42,400
<b>6</b>				\$
<b>7</b>				\$
<b>8</b>				\$
<b>9</b>				\$
<b>10</b>				\$

**Your 1-page LIST OF ALL ATTACHMENTS PROVIDED** should follow this page, including special attachments required for **HISTORIC RESOURCES** or **HOUSING**

# Qualifications/Experience

## Organizations' Mission Statements

**City Clerk:** The Office of the Clerk of the Board of Aldermen/City Clerk has two distinct functions, each of which is vital to the working of Newton city government. The Department strives to fulfill these functions to the highest possible standards.

**Library:** The mission of the Newton Free Library is to provide in an accessible and equitable manner the widest possible range of library services for the informational, educational, cultural and recreational enrichment of all members of the Newton Community.

**Historic Newton:** The mission of the Newton History Museum is to encourage the inquiry and exploration of Newton within the broad context of American history. To accomplish this mission the Museum maintains an historic property that interprets Newton's past and present. The Museum collects, preserves and exhibits historical artifacts of local significance and presents public programs that involve the diverse population of Newton and the region.

## Description of Similar Projects Completed:

### City Clerk:

Worked on the following CPA funded projects:

- Preservation of 19th & Early 20th Century Newton Documents/Collections (in progress)
- Restoration of Mayor Hyde portrait (in progress)
- Newton City Archives Phase 1 (completed)
- Newton City Archives Phase 2 (completed)
- Newton's Historic Burying Grounds Phase 1 (completed)
- Newton's Historic Burying Grounds Phase 2 (initiated)

### Library:

Worked on the following CPA funded projects:

- Preservation of 19th & Early 20th Century Newton Documents/Collections (in progress)

Successfully completed the following LSTA funded projects:

- 2002: Awarded funds to conduct a preservation survey of Newton History Collection
- 2005: Awarded funds to conduct preservation of Newton History Materials
- 2011: Awarded funds to conduct reservation of 19th & Early 20th Century Newton Documents/Collections (in progress)

Ongoing: Library funds used to preserve Newton History materials

### Historic Newton:

Worked on the following CPA funded projects:

- Preservation of 19th & Early 20th Century Newton Documents/Collections (in progress)
- 2008: Newton History Museum Archives Preservation and Access Project (in progress)

# Summary of Managers' Relevant Training, Education, Experience

## David Olson

The City of Newton, MA: *City Clerk/Clerk of the Board of Aldermen*, 2006 – Present

Serve as the chief staff officer for Newton's Board of Aldermen and as the City Clerk overseeing the governmental archives of the City of Newton. Develop and manage an annual budget within the guidelines provided by the Mayor and the Board President

The Newton History Museum at the Jackson Homestead: *Executive Director*, 2001 – 2006

Responsible for the general operations of the museum including collections and archives care and the oversight of staff.

The House of the Seven Gables Historic sites, Salem, MA: *Museum Director*, 1997 - 2001

Oversaw the departments of Interpretation, Research, Exhibits, Visitor Services, Public Programs, Curatorial, Archives and Educational Programs. Responsible for creating the yearly budgets and long range plans.

## Ryan Hanson

Newton Free Library: *Assistant Director*, 2008-Present

Assist Director with day-to-day operation of the Library. Develop and implement technology plans for the benefit of staff and patrons. Execute grant programs, chair committees and steward additional Library functions as needed.

Newton Free Library: *Assistant Supervisor of Reference*, 2004-2008

Responsible for Library staff's training program including teaching how to use and support electronic resources and general software applications. Manage Library's Information Technology help desk. Assist with supervising, scheduling, recruiting and hiring Library's Reference Staff. Perform research and information services to the public in-person, over-the-phone and via email.

## Susan Abele

Historic Newton, Jackson Homestead Museum and Archives: *Curator of Manuscripts and Photographs*, 1992 - Present.

Manage the museum's archives and two-dimensional collections, provide research and reference service to the public and to city departments; support exhibition development, design, and installation; develop and contribute to publications.

City of Newton, Acting City Archivist 2003-2005

Developed collections database, collaborated with Jackson Homestead and the Newton Free Library to provide comprehensive reference to city departments and to the public.

Jackson Homestead Trustee, 1990-1993

Newton Historical Society, President, 1988-1990

Volunteer, Jackson Homestead, 1980 – 1990

## Budget Detail

	<b>Hours per day</b>	<b>Estimated Number of Days</b>	<b>Hourly Rate</b>	<b>Estimated Cost</b>
101 – City Clerk/Board of Aldermen	8	1	\$100.00	\$800.00
103 – Executive	8	1	\$100.00	\$800.00
104 – Comptroller	8	1	\$100.00	\$800.00
105 – Purchasing	8	1	\$100.00	\$800.00
106 – Assessing	8	2	\$100.00	\$1,600.00
107 – Treasurer/Collector	8	1	\$100.00	\$800.00
108 – City Solicitor	8	1	\$100.00	\$800.00
109 – Human Resources	8	1	\$100.00	\$800.00
111 – Management Information Systems	8	1	\$100.00	\$800.00
112 – Elections	8	1	\$100.00	\$800.00
113 – Licensing	8	0.5	\$100.00	\$400.00
114 – Planning & Development	8	2	\$100.00	\$1,600.00
115 – Public Buildings	8	3	\$100.00	\$2,400.00
201 – Police Department	8	2	\$100.00	\$1,600.00
210 – Fire Department	8	3	\$100.00	\$2,400.00
220 – Inspectional Services	8	2	\$100.00	\$1,600.00
230 – Civil Defense	8	1	\$100.00	\$800.00
240 – Sealer Weights and Measure	8	1	\$100.00	\$800.00
401 – Public Works	8	3	\$100.00	\$2,400.00
501 – Health and Human Services	8	1	\$100.00	\$800.00
502 – Senior Services	8	1	\$100.00	\$800.00
503 – Veterans’ Services	8	0.5	\$100.00	\$400.00
601 – Newton Public Library	8	1	\$100.00	\$800.00
602 – Parks and Recreation Department	8	2	\$100.00	\$1,600.00
603 – Newton History Museum	8	1	\$100.00	\$800.00
26 – Storm Water Management	8	1	\$100.00	\$800.00
27 – Sewer	8	1	\$100.00	\$800.00
28 – Water	8	1	\$100.00	\$800.00
School Department	8	5	\$100.00	\$4,000.00
Create Report	8	10	\$100.00	\$8,000.00
Sub-Total				\$42,400.00
10% contingency				\$4,240.00
	Days	53	Budget	\$46,640.00