



Setti D. Warren
Mayor

Newton, Massachusetts Community Preservation Program FUNDING REQUEST

PRE-PROPOSAL

PROPOSAL

(For staff use)
date rec'd:
9 am, 3
June 2013

Form last updated April 2013.

For full instructions, see www.newtonma.gov/cpa or contact:

Community Preservation Program Manager,
City of Newton Planning & Development Department, 1000 Commonwealth Ave., Newton, MA 02459
aingerson@newtonma.gov 617.796.1144

You may adjust the space for each question, but the combined answers to all questions on this page must fit on this page.

Project TITLE	A Strategic Plan for Newton's Archives and Records		
Project LOCATION	Full street address (with zip code), or other precise location. 1000 Commonwealth Avenue, Newton Centre, MA 02159		
Project CONTACTS	Name & title or organization	Email	Phone
Project Manager	David Olson City Clerk	dolson@newtonma.gov	617-796-1203
Other Contacts	Nancy Kougeas City Archivist	kougeas@newtonma.gov	617-796-1399
Project FUNDING	CPA funds requested: \$20,000	Other funds to be used: 0	Total project cost: \$20,000
Project SUMMARY	Summarize the project's main tasks, components or features, and explain why it is eligible for CPA funds. You may provide more information in attachments, but your SUMMARY MUST FIT IN THE SPACE BELOW.		
<p>Archives and records are currently held at locations throughout the City. Major collections are held by the Fire, Police & School departments; the Newton Free Library; the Jackson Homestead; the City Archives; and in various storage rooms and vaults in City Hall. With few exceptions, historical materials and records crucial to understanding the past or necessary for functioning are being stored in areas that are not climate controlled and do not have appropriate security and fire alarm or suppression systems. These materials are stored in many media including paper, digital, audio tapes and CDs and in formats that range from standard size paper documents to oversize books and maps. A strategic plan is needed to determine the needs of these departments and the options available to meet these needs.</p> <p>A consulting archivist will be hired to meet with representatives of the archives and records repositories named above, and with a representative of the Building Department. It is anticipated that 4 meetings will be held over a course of a month to determine how to move forward. Issues addressed will include: should separate storage areas be maintained, as is now the case, or should a consolidated facility be found. Issues of climate control and security will be examined. The archivist will write a report that summarizes the findings of the meetings and makes recommendations. The total length of the project will be four months.</p>			

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Project TITLE		A Strategic Plan for Newton's Archives & Records			
USE of CPA FUNDS		HISTORIC RESOURCES	OPEN SPACE	or	RECREATION LAND
Check all that apply.	acquire				COMMUNITY HOUSING Contact staff for separate form.
	create	not allowed			
	preserve	X			
	rehabilitate/restore		Consult staff.		
COMMUNITY NEEDS	<p>From at least 2 of the community-wide plans linked to <i>Guidelines & Forms</i> from www.newtonma.gov/cpa, provide the plan title, year, page number and a brief quote showing how this project meets needs already recognized in these plans. You may also list other community benefits not mentioned in any plan.</p> <p>As noted in <i>The City of Newton: A Survey and Inventory of its Historical Records</i> [December 2011, p. 10] "The City of Newton needs to begin planning to create climate controlled, secure storage space for its archives and departmental records. The archives in the Newton Free Library is full." The report goes on to detail that there are "currently more historical records held by City departments than are in the City Archives...given the current conditions, it is only a matter of time before there is a devastating loss—not only of historical records but also the records that departments need to function."</p> <p>The Comprehensive Plan adopted for the City of Newton in 2007 encourages the City to plan for and with history [Page 9-2]; the historical materials stored throughout the City are vitally important in achieving this goal.</p>				
COMMUNITY CONTACTS	List 3 Newton residents or organizations that can comment on the project and its manager's qualifications. No more than 1 of these contacts should be a Board member, supervisor, employee or current work colleague of the project manager. Formal letters of support may also be attached but are not required.				
Name & title or organization		Email	Phone	Mailing address	
Philip McNulty Director Newton Free Library		pmmcnulty@newtonma.gov	617-796-1403	330 Homer Street, Newton, MA 02159	
NON-CPA FUNDING	Source of funds		Amount requested	Date of funding decision (confirmed or expected)	

