City of Newton

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 617.796.1144

Date submitted: 15 October 2010

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

Project CONTACTS	***Name & title / affiliation,*** *mailing address, email, daytime phone, & any other way we should contact you (fax, mobile phone, ...) Star (*) name of the project manager, who will track budget & submit updates.*
Thomas Daley, Commissioner of DPW Newton City Hall 1000 Commonwealth Avenue Newton, MA, 02459	Darrell Azure, Engineering Archivist Newton City Hall 1000 Commonwealth Avenue Newton, MA, 02459

Project TITLE	***Engineering Plan & Map Preservation Project***		
LOCATION	*Full street address (with zip code) or other precise location.* 1000 Commonwealth Avenue, Newton, MA 02459		
BUDGET ATTACH DETAIL SEPARATELY.	*CP FUNDS REQUESTED:* **$1,903,000**	*OTHER FUNDS TO BE USED:*	*TOTAL PROJECT COST:* $2,241,534

SUMMARY *Summarize goals & benefits in NO MORE THAN 300 WORDS (staff will edit longer summaries to fit that limit).*

The Engineering Plan and Map Preservation Project will preserve and restore the integrity of the city's collection of Engineering plans and documents, making digitally accessible approximately 43, 300 maps/plans, 44 index books, 501 abstract books and 3,048 notebooks, which are the fundamental historical resources documenting the physical development of the City of Newton from the 18th century to the present. These records have legal as well as historical significance; they are among the city's most valuable documentary resources and all are considered permanent records under Massachusetts General Law and City Ordinance.

The documents in this collection trace the history of the City of Newton's infrastructure – water, sewer, roads, etc. Early road plans and subdivision plans define the shape and substance of the city and reveal details of the history of the development of the field of City Engineering and Public Works. This extraordinary collection of one of a kind documents includes plans and maps of street layouts, street takings, sewers, water mains, drains, easements, and subdivisions.

The material in the Engineering Vault provides additional details that are not found in the city atlases that have been preserved through a previous CPA grant. Currently this unique resource has no back-up and is at risk for further damage as the maps must be constantly handled in order to access them. The overall goal of this project are: to stabilize, restore and encapsulate approximately 17,300 of the oldest and most damaged maps and plans; to scan and microfilm all of the 43,300 maps and plans to aid in their preservation and to provide better access; to create both microfilm and digital back up for these original, one-of-a kind, documents so that should disaster occur, the information will not be lost; to make the maps/plans available to the FM/GIS system; and to make the editing of the current plans more efficient by scanning the plans into raster format. The current request is for funds to preserve, restore, digitize and microfilm the 17,300 oldest and most damaged maps/plans in the collection.

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

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 maps and plans housed in the Engineering Vault provide the basis for many of the activities outlined in the City of Newton's Comprehensive Plan. From Land Use to Transportation, to Housing and to Facilities and Services, all of these activities are predicated on a knowledge and understanding of the infrastructure of the City. The records of the city's infrastructure are the maps/plans that we seek to preserve and digitize. Many of the activities that the CPC will recommend for funding including housing, open space, and recreation will rely on information about the city's infrastructure that are contained in the engineering plans and maps.

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.)*

Staff time in the Engineering Division will be dedicated to maintaining and improving the archives.

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*

Michael Feldman	40 Judith Road	Land Surveyor	mfeldman@harryfeldman.com
Jason Rosenberg	246 Walnut Street	Attorney	jrosenberg@RFGlawyers.com
Stephen Buchbinder	1200 Walnut Street	Attorney	sjbuchbinder@sab-law.com

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

Project TITLE:				
STEPS *BIG steps, SHORT descriptions!*	**ASSISTANCE REQUIRED** *from other organizations or City depts. (raise funds, issue permits, etc.)*	**START** *season/ year*	**FINISH** *season/ year*	**COST** *estimate*
1 Segregate the 17,300 maps/plans to be included in this part of the project.		January 2011	June 2011	$
2 Create and distribute RFP for project.	Purchasing Department	July 2011	August 2011	$
3 Identify successful bidder and arrange for material pick-up		August 2011	September 2011	$
4 Successful Bidder preserves, restores, scans and microfilms material in batches.		September 2011	June 2012	$1,730,000
5 Scans are loaded into city computer systems	Information Technology Department	October 2011	July 2012	$
6				$
7				$
8				$
9				$
10				$

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

List of Attachments Provided.

1. Analysis of Historical Significance and Description of Historically Significant Features
2. Description of Proposed Treatment
3. Budget
4. Photographs
5. Letters of Support

Historical Significance and Significant Features

Each town and city in the Commonwealth of Massachusetts has its own unique history and Newton is no exception. Although there are no known maps or plans from the seventeenth-century, written records begin in 1679 and the earliest plans recorded in the city's engineering collection dates from 1702. Newton's earliest town map, begun in 1714, amended in 1755 and 1772, is extremely rare and will soon go on display at the Jackson Homestead. This map has been in the Archives for many years, but other plans and records from the seventeenth and eighteenth century, starting in 1702, are part of the engineering collection as a whole and in active use. The historical importance of this collection can not be underestimated as it is the repository of legal land holdings in the city and a rich and complex record of the physical development of the community. Nineteenth-century highlights include layouts for Walnut Park, the first subdivisions created by William Jackson in 1845 in response to the initiation of the first suburban railroad service in the Commonwealth; subdivision plans for Kenrick Park, Sylvan Heights and many others. Plans for Oak Hill Village and the Oak Hill Veterans Park preserve the history and development of landmark twentieth-century projects.

Plans of three ancient burial grounds, a hand drawn colored Plan of Farlow Park, 1884, (designed by local architect George F. Meacham); plans for the Newton Centre Playground (designed by Fredrick Law Olmstead); and plans for Commonwealth Avenue, designed, not by Olmsted, but by Newton City Engineer Albert F. Noyes, a man in the forefront of the emerging engineering profession, who had a hand in designs for much of the city's infrastructure during his tenure, all reflect the community's interest and progressive approach to the development of the Garden City.

These highlight are backed up by an impressive collection of plans and drawings for vast collection of city-wide projects – for sub-divisions and open space, for streets and water-ways, for old street car lines and the railroads – as well as a host of less colorful, but no less important plans for sewers, gas lines, pole locations etc. The history of Newton is the sum of many parts – this collection is the bedrock for that story.

NATURE AND SCOPE OF CONSERVATION AND REMEDIAL TREATMENT

1. Condition log will be created noting: Original file number of maps or series of maps, title of map, type of substrate (e.g., hand drawn in ink, blueprint, whiteprint, printed), physical condition, presence of pressure sensitive tape or other previous repairs or mounting materials, presence of surface dirt, presence of stains and other unique characteristics of the individual maps as appropriate.

2. Surface cleaning will be performed where necessary and effective use of erasers, eraser crumbs, brushes or scalpels as appropriate. In general, chemical reduction of stains should not be performed.

3. Flattening: Method should be determined by potential solubility of image.

4. Removal of old mounting materials and adhesives will be performed for the following reasons: Backing is highly acidic, stained, torn, weak or is an inappropriate material such as Kraft paper or heavy board. Removal of backing will be done either aqueously using water or steam or performed manually followed by physical reduction of old adhesive if the image is potentially water soluble. Old backing will not be removed if it is in good condition and causing no harm to the map or if removing it would cause harm to the map.

5. Removal of pressure sensitive tape should be performed dependent upon the type of tape, condition of the map and presence of potentially soluble media. The primary method should be immersion in a solvent bath. Alternatives when this method cannot be used are local application of solvent, mechanical removal of tape followed by erasing of adhesive residue or application of heat. In some cases, tape may not be safely removed and will be allowed to remain.

6. Removal of water soluble repairs will be done using water or steam, if possible, or mechanical methods, if not. Previous repairs that cannot be removed safely will remain.

7. Weak, brittle or badly torn and fragmented maps will be mounted on Japanese tissue.

8. Mending of mildly torn maps will be performed using either Japanese tissue and ethyl cellulose paste or Crompton tissue.

9. Trimming of edges as necessary and appropriate should be minimal and by hand using scissors or using board shears. No area containing an image should be trimmed.

10. Deacidification of maps on acidic paper should be performed using magnesium oxide. Images should be tested prior to treatment to determine compatibility of image media with the process.

11. Oversize maps may be sectioned to fit envelopes or may be encapsulated separately.

12. Encapsulation should be in 4 mil Archival Grade polyester envelopes with infrared welded seals. Envelopes should be sized as requested to fit storage medium. Envelopes should be sealed

on four sides as desired. Maps may be attached to acid free divider sheets if necessary for physical or visual separation.

13. Final treatment reports will be provided.

Budget

Restoration/Preservation/Encapsulation

Condition	Estimated Plats	Cost per plat	Total
Good	8000	$30.00	$240,000.00
Bad	4000	$70.00	$280,000.00
Ugly	5300	$200.00	$1,060,000.00
		Total	$1,580,000.00
Digitization/Microfilming	17,300		$150,000.00
		Subtotal	$1,730,000.00
10% contingency			$ 173,000.00
		Total Request	**$1,903,000.00**