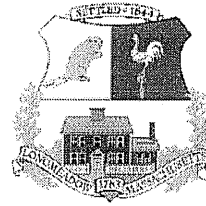


Town of Longmeadow
Massachusetts
Community Preservation Committee



Telephone 413-565-4110
Fax 413-565-4112

20 Williams Street
Longmeadow, MA 01106

www.longmeadow.org

Application for
Community Preservation Act Funding

Instructions

1. Review attached Community Preservation Act (CPA) funding eligibility, selection criteria (Appendix), and application.
2. Prepare and submit 10 typed and double-sided copies of the application form and project description to the CPC, c/o the Town Clerk's Office, Town Hall, 20 Williams St., Longmeadow, MA 01106.
3. The Community Preservation Committee (CPC) will accept project proposals through the **first Monday in December** for possible consideration at the following Annual Town Meeting.
4. The CPC will review all applications by December 31 and schedule a meeting with each applicant to discuss its proposal.
 - a. The CPC may ask for more information before deciding to recommend the proposal for funding.
 - b. The CPC may request that you present your proposal at a public hearing.
5. If the project is selected for a funding recommendation, the CPC will submit it to Town Meeting.
6. Town Meeting has the sole authority to fund projects.

** Please note that the Committee reserves the right to modify these procedures and timeframe. Emergency applications will be accepted at the discretion of the CPC. The committee reserves the right to reject applications that are incomplete or late.*

Application Form

For CPC Use: Project # _____
Received on: ___/___/___ Received by: _____
Reviewed on: ___/___/___ Determination: _____

Applicant Information

Project Title: HISTORICAL IMAGES OF LONGMEADOW	
CPA Funding Request: \$ 84,336	Total Cost of Proposed Project: \$ 84,336
Applicant Name: LONGMEADOW HISTORICAL SOCIETY	Contact Name: JOHN ROBBINS
Mailing Address: 697 LONGMEADOW ST.	Community Preservation Act Category <input type="checkbox"/> Community Housing <input checked="" type="checkbox"/> Historic Preservation <input type="checkbox"/> Open Space <input type="checkbox"/> Recreation <small>Please check all that apply:</small>
City, State, Zip Code: LONGMEADOW, MA 01106	
Phone/Fax: 413-567-3600	
Email &/or Website: LONGMEADOWHISTORICALSOCIETY@VERIZON.NET	

Please attach a project description and budget, as indicated on page 2.

Project Description

Proposals must answer the following questions. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project important? How does it meet the objectives outlined in existing town plans?
3. **Community Support:** Describe the community support for this project. Include letters of support, if any.
4. **Action Plan & Timeline:** What is the schedule for project implementation, including start and completion dates?
5. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
6. **Preservation:** CPA projects may require deed restrictions. For more information, please see the Community Preservation Coalition website at <http://www.communitypreservation.org/index.cfm>. If applicable, attach a copy of the proposed deed restriction language.

Additional Information

Provide the following additional information, as applicable:

- A. Documentation that you have (or will have) control over the site, such as Purchase and Sale Agreement, option or deed.
- B. Evidence that the project does not violate any zoning ordinance or any other laws or regulations.
- C. Evidence that the proposed site is free of hazardous materials or that there is a plan for remediation.
- D. Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed.

Budget

1. **Budget:** What is the total budget for the project? All expenditures must be clearly identified.
2. **Other funding:** Specify what additional funding sources (public/private/in-kind) and amounts are available, committed, or under consideration. Include commitment letters, if available, and describe any other attempts to secure funding for this project.

Please send Application Form and Project Description Proposal, by the first Monday in December, to:

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Thank you for your proposal!

Historical Images of Longmeadow

Project Description

This project, Historic Images of Longmeadow, will preserve 300 historic glass images that are owned by the Longmeadow Historical Society. These images, which are currently stored in the basement of the Storrs House, were taken by Mr. Emerson, a resident of Longmeadow, during the period 1910 to 1925. While the majority of the glass images are of Longmeadow, other images (of the building of the Panama Canal and of other sites in the Commonwealth) are also of historical significance. There are over 1,000 photographs in the collection, of which approx. 300 are of interest and are included in this project request.

It is urgent to preserve these images now. Most of the glass plates are currently in satisfactory condition. However, the chemicals on some of the plates have already become unstable and the images on these plates have been lost. To prevent further loss, and deterioration of the quality of the photographic images, it is critical that we act quickly.

We plan to preserve the images by digitally scanning the glass negatives, perform minor retouching to improve image quality and then transfer onto high resolution film negatives.

Once the glass negatives are preserved, lower resolution digital images would be made available online through the Longmeadow Historical Society Website via the software add-on to Past Perfect. In addition, Longmeadow schools and the Storrs Library would receive electronic copies of the photos.

A grant is requested from the Community Preservation Act (CPA) funds in the amount of \$84,336 to pay for the digital preservation of the negatives and conversion of the negatives into photos along with a software add-on to allow display of the photos over the internet.

The Longmeadow Historical Society purchased PastPerfect museum collection software to inventory the entire museum collection, including photographs. This grant requests a software Add-on that will allow us to make these photographs easily available to the public via a website.

1. **Goals:** The primary goal of the project is to preserve these historic images so that they are not lost. These images are a significant historical resource to the Town of Longmeadow because they visually document life in Longmeadow during the period from 1910 to 1925. As mentioned above, some of the images in the collection have already been lost to deterioration of the chemicals on the glass. Digital copies of the images would be stored in multiple locations, thus increasing

the likelihood of their preservation should the original glass plates be someday inadvertently destroyed.

A secondary goal of this project is to provide greater access to the images that are contained on the glass plates. Currently, few citizens even know that these images exist. Even those who are aware of their existence have restricted access to them because the Storrs House, where the images are stored, has limited hours of operation. Preserving these images in a format where they can be easily accessed on the Web, at school, and at the Storrs Library would benefit everyone.

Another goal of this project is to further educate the citizens of Longmeadow as to the Town's history. The cliché, "A picture is worth a thousand words," is at play here. These images, which would be available to the public on the Web and through Storrs Library, would help people better envision life in Longmeadow a century ago. Teachers would be able to utilize the photos with the history curriculum to augment lessons on Town or Commonwealth history. An informed citizenry better appreciates the Town's history and it, consequently, is more interested in preserving the historical resources of the Town.

2. **Community Need:** The project is consistent with The Longmeadow Long Range Plan (April, 2004) in that it will promote efforts to educate Town residents about the importance of protecting the historical nature of the Town. It is consistent with the Community Preservation Act in that it will preserve significant historic resources of the Town of Longmeadow.
3. **Community Support:** This project has the support of both the Longmeadow Historical Society, which owns the glass plate negatives, and the Longmeadow Historical Commission.
4. **Action Plan and Timeline:** It is anticipated that the negatives will be able to be digitally preserved within 6 months of receiving these CPA funds.
5. **Maintenance:** No ongoing maintenance for this project will be required.
6. **Preservation:** No deed will be required for this project, so no deed restriction will be necessary.

Budget

1. **Budget:** The total budget for the project will be \$84,336. Anticipated expenses are as follows:
 - A. \$280 per Negative, this includes transferring to digital format, touching up the photo and then transferring the digital image to 4"x5" RES-80 LTV film format.
 - B. PastPerfect Collection Software Add-on – Virtual Exhibit @ \$336.

We have based this budget on a quote received from Panopticon Imaging, Inc., a company in Hingham, Massachusetts that has many years experience in historical image preservation. The software quote is from the American Association for State and Local History (AASLH).

2. **Other Funding:** No other funding for this project has been secured.