

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.*

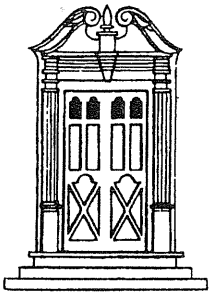
Application Form

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

Applicant Information

Project Title: <u>Vital Record Preservation</u>		
CPA Funding Request: \$ <u>7,467.00</u>	Total Cost of Proposed Project: \$ _____	
Applicant Name: <u>Katherine Ingram Town Clerk</u>	Contact Name: <u>Katherine Ingram</u>	
Mailing Address: <u>20 Williams St.</u>	Community Preservation Act Category <i>Please check all that apply:</i>	<input type="checkbox"/> Community Housing
City, State, Zip Code: <u>Longmeadow, MA 01106</u>		<input checked="" type="checkbox"/> Historic Preservation
Phone/Fax: <u>413-565-4103 / 413-565-4130</u>		<input type="checkbox"/> Open Space
Email &/or Website: <u>kingram@longmeadow.org</u>		<input type="checkbox"/> Recreation

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



Office of
Town Clerk
Town Of Longmeadow
20 Williams Street • Longmeadow, MA 01106



Katherine T. Ingram, Town Clerk
kingram@longmeadow.org

Telephone: (413) 565-4103

Jacqueline Sullivan, Assistant Town Clerk
jsullivan@longmeadow.org

Fax: (413) 565-4130

November 30, 2007

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

Dear Longmeadow CPC:

I am writing to request funding for the preservation of the Town Marriage, Birth and Death indexes. As you may be aware, these records date back hundreds of years and are in important Historical record of the earliest residents of this community. These records are in jeopardy of being lost due to pages that are becoming brittle and breaking as well as bindings that are breaking and pages are in danger of falling out.


In October 2007 I received a visit from Joe Degnan of Brown's River Records Preservation Services located in Essex, Vt. I have talked to other Town Clerk's who have used this company and they have been very happy with the work that has been performed on their vital records. At the time of his visit, I considered the records that we have in the Town Clerk's vault as being the most commonly used and therefore the ones we should look at immediately repairing.

However, in the Town's basement vault there are additional books that should be considered equally important and should also be looked at for future restoration. These include records of Town Meetings and Elections. It would also benefit the Town to look into purchasing a storage unit of some sort that would store these in an environment that will help to preserve these documents. The current location in which these are stored is damp and musty and not a proper storage location for preserving such important documents.

As I stated, I am only looking for the funding to begin this project with the attached proposal from Brown's River and for future funding, I will look into restoring the records in the basement.

If you have any questions, please feel free to contact me at the above number. Thank you for your consideration.

Sincerely,


Katherine T. Ingram
Town Clerk

**BROWN'S RIVER
RECORDS PRESERVATION SERVICES**

October 11, 2007

Town of Longmeadow
Kathy Ingram, Town Clerk
20 Williams St.
Longmeadow, MA 01106

One Allen Martin Drive PO Box 8501
Essex, VT 05451
800-639-3027 802-878-3335
Fax: 802-878-0932

Dear Kathy:

It was a pleasure meeting with you to discuss your preservation needs.

Brown's River has worked with over 1200 municipal and county governments in developing records preservation programs often funded by an annual line item. Establishing such a program will ensure that the conservation of your invaluable, permanent records will be accomplished within a reasonable number of years.

Please find enclosed the results of our survey of your records with reference to deacidification and conservation.

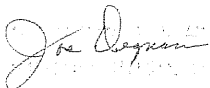
Our recommendations for the conservation of your records include deacidification, mending and reinforcement of paper as necessary (with repair or replacement of index tabs where indicated) resewing, rebinding or Mylar encapsulation, as appropriate. The deacidification process, which halts the inevitable self destruction of acidic paper, should be considered whenever conservation or even long term storage of unique records is evaluated.

Deacidification is performed with non-aqueous magnesium oxide (Bookkeeper). All pressure sensitive materials are removed. Mending is done using Japanese tissue and reversible adhesives. Books are re sewn with linen thread and bound in goatskin or other cover material of choice using acid-free materials and easily reversible adhesives. Where appropriate, Mylar encapsulation with placement of materials into custom post binders replaces rebinding.

A silver base master copy of 35mm microfilm can be provided for each item. There is a \$125.00 charge for this service.

We appreciate the opportunity to offer our services to your community and hope you will call with any questions or comments.

Sincerely,



Joe Degnan

Conservation Proposal
Longmeadow, MA

Births Vol. 3, 1854-1923	\$875.00
Deaths Vol. 3, 1854-1923	801.00
Deaths Index 1924	
Births Index 1924	
Marriage Index 1924	
combine above two vols.	893.00
Marriage Index 1843	
Birth Index 1843	
Death Index 1843	
combine above three vols.	715.00
Marriages 1924	776.00
Deaths Vol. 1, 1784-1844	550.00
Marriages Vol. 3, 1854-1923	677.00
Births Vol. 1, 1784-1844	619.00
Records 1926	860.00
Book of Families up to 1882	701.00