

December 4, 2011

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

Dear Longmeadow CPC:

This is a request for funding for a creation of a general plan for the preservation of town records, and written artifacts found in town hall dating from the 18th and 19th centuries and the immediate care and treatment of the oldest records to prevent further deterioration. The approximate cost of this project will be \$10,121.00 (see description below, plus an attached proposal from the Northeast Document Conservation Center).

Goals: The primary goal of this project will be the preservation of unique historic documents that contribute to the historic character of Longmeadow and are irreplaceable historic resources.

Records and books from the early years of the town of Longmeadow were found in the vault in the basement of town hall. They were found placed in piles with modern records and the documents were not placed in protective materials to mitigate further deterioration. Some of the books show evidence of red rot and mold.

- Using CPC grants from 2007 and 2010, Town Clerk Kathy Ingram has begun the process of preserving marriage, birth, death, and tax assessment records (the town clerk's grant is also to be used to put tax records on Microfilm). The Town Clerk is obligated by Commonwealth of Massachusetts Regulations to hold on to many of these records forever - implied in this is also to protect them so that they can be accessed by the general public.
- These records and written artifacts are separate from the records that Ms. Ingram is preserving. The vital records found in the vault have been given to the Town Clerk to process. A list of the items found in the basement vault is attached. Included are a pre-revolutionary war law book and the legal file involving the separation of Longmeadow and East Longmeadow.
- Susan Hall from the Historic Commission has inventoried all the records and written materials. She has also worked with the Historic Society and Storrs Library to begin a central registry listing of all the historic documents in town.

Community Need:

The documents in question are of historical importance to the town. Longmeadow has long committed to protecting and preserving its historic resources. The most recent strategic plan for Longmeadow stated that one of its 3 priorities was to "...protect assets and resources."

While the direct reference in the plan was to buildings, the plan also states that part of its mission is to preserve the historic character of Longmeadow. These documents include records of property, of service records during wartime, and census items including details and minutiae of the daily lives of the people of Longmeadow. These details will be impossible to replace or even imagine if these documents are lost to further neglect.

Community Support:

The entire Historical Commission has met with members of the Longmeadow Historical Society and both groups expressed their support of this initiative (see attached letter from Elizabeth Hoff, Chair, Longmeadow Historical Commission). Additionally, this approach to the preservation of our oldest town records and written artifacts has been recommended by Linda Abrams of the Historic Society, Kathy Ingram, the Town Clerk, and Marie Angelides, select board.

Action Plan & Timetable:

The Historic Society and Historic Commission met jointly and decided to request a formal consultation from a document archivist. There are many different types of written artifacts and documents in the vault which have been preserved and bound by various means throughout the years, with varying degrees of success. The town needs to have an expert create a strategic plan on the restoration and preservation of the numerous records as well as where these records and artifacts should be kept. Attached is an initial quote of \$5121.00 from the Northeast Document Conservation Center regarding the cost of a consultation for a strategic plan.

- If the grant is allowed, an expert from the NDCC will come to Longmeadow, evaluate the condition of all the records and written artifacts. The recommendations will be shared with the Town Clerk, Storrs Library, and the Historic Society. The oldest records will be treated and preserved immediately. Those records that are waiting for binding and preservation serves under the Town Clerk's CPC grant will also be treated and preserved. The binding and preservation of the vital records has taken several years and care of the oldest records requires an urgent response.
- In addition to the cost of this consultation, this grant proposal is also requesting funds to begin immediate to preservation of these historic Longmeadow records and books. Due to the possible existence of red rot and mold, items must be separated, and treatment must begin immediately to prevent irreversible damage to our historic artifacts.

- An accurate and complete cost estimate for this work cannot be completed until the work by the Northeast Document Conservation Center is completed, but an initial estimate of \$5,000 was considered to be a reasonable estimate at this time.
- Total request: \$5,121.00 + \$5,000.00 = \$10,121.00

Due to the deteriorating and fragile condition of the documents, we request that this work be started as soon as is practicable.

Maintenance and Preservation:

Once the documents have been preserved and stabilized, it is intended that they be kept in appropriate conditions and available for reference. Until the documents have been assessed and a determination of their condition has been completed, though, we cannot know exactly what will be required for their preservation. There are several options for storage under discussion and recommendations will be made at a later date.

If you have any questions please feel free to contact me; thank you for considering this application.

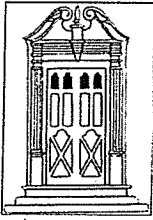
Sincerely,

Timothy G. McKenna, AIA
Member, Longmeadow Historical Commission

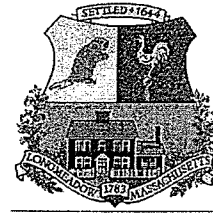
197 Farmington Rd.
Longmeadow, MA 01106

(413) 567.1349

tgmckenna1@gmail.com



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 # 2012-7
Received on: / / Received by:
Reviewed on: / / Determination:

Applicant Information

Project Title: <u>LONGMEADOW HISTORIC DOCUMENTS PRESERVATION</u>													
CPA Funding Request: \$ <u>10,121.00</u>	Total Cost of Proposed Project: \$ <u>10,121.00</u>												
Applicant Name: <u>LONGMEADOW HISTORICAL COMMISSION</u>	Contact Name: <u>TIMOTHY MCKENNA</u>												
Mailing Address: <u>20 WILLIAMS ST.</u>	<table border="1"> <tr> <td>Community Preservation Act Category</td> <td><input type="checkbox"/></td> <td>Community Housing</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/></td> <td>Historic Preservation</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Open Space</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td>Recreation</td> </tr> </table>	Community Preservation Act Category	<input type="checkbox"/>	Community Housing		<input checked="" type="checkbox"/>	Historic Preservation		<input type="checkbox"/>	Open Space		<input type="checkbox"/>	Recreation
Community Preservation Act Category		<input type="checkbox"/>	Community Housing										
		<input checked="" type="checkbox"/>	Historic Preservation										
		<input type="checkbox"/>	Open Space										
	<input type="checkbox"/>	Recreation											
City, State, Zip Code: <u>LONGMEADOW, MA 01106</u>	Please check all that apply:												
Phone/Fax: <u>413-567-1349</u>													
Email &/or Website: <u>TMCKENNA1@GMAIL.COM</u>													

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!

LONGMEADOW HISTORICAL COMMISSION

20 Williams Street, Longmeadow, MA 01106

December 2, 2011

Longmeadow Community Preservation Committee
20 Williams Street
Longmeadow, MA 01106

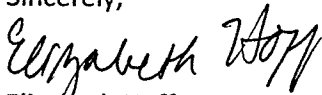
**RE: Application for Community Preservation Act Funding
Evaluation and Preservation of Town Records**

To Members of the Community Preservation Committee:

The Longmeadow Historical Commission strongly supports this application for evaluation of the historic town records which are stored in the Longmeadow Town Hall. These original documents date from the eighteenth century through the twentieth century and together they present an important record of the history and development of the Town. While some of the documents are in fair to good condition, others are fragile and in danger of being lost.

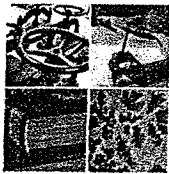
A member of the Historical Commission has made an inventory of the contents of the Town Hall vault where the documents are currently being stored. However, we do not have the expertise locally to determine which documents are most important to save or how to best preserve them. A professional archivist is needed to properly evaluate the vault contents and to advise the Town as to proper preservation measures that are needed.

Sincerely,



Elizabeth Hoff

Chair of Longmeadow Historical Commission



**NORTHEAST
DOCUMENT
CONSERVATION
CENTER**

100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

November 2, 2011

Mr. Crawford Lincoln
The Longmeadow Historical Society
697 Longmeadow Street
Longmeadow, MA 01106

Dear Mr. Lincoln,

The Northeast Document Conservation Center (NEDCC) would be pleased to provide a general preservation assessment of historic records in the Longmeadow, Massachusetts Town Hall and Hafer Genealogy Room at Storrs Library. The assessment will:

- Assess possible risks to records from building- and environment-related problems;
- Address fire protection and security concerns, including emergency preparedness;
- Evaluate institutional policies and procedures as they apply to preservation; and
- Recommend improvements to storage and handling practices.

The consultation will consist of a one-day site visit and a written report that will present our observations and recommendations, and that can be used as a planning document. The assessment will identify short-, medium-, and long-term preservation priorities in the context of your institution.

The cost of this consultation would be as follows:

CONSULTATION:

\$1,000/day: 1 day on site, 4 days writing report \$5,000.00

ESTIMATED TRAVEL EXPENSES:

Mileage, Andover, MA to Longmeadow, MA (200 mi. @ \$.505/mi.) \$101.00

Tolls \$5.00

Meals (1/3 day @ \$45/day) \$15.00

TOTAL: \$5,121.00

NEDCC would be pleased to work with the Town of Longmeadow to plan for the preservation of its historic records. I have included my résumé; additional information about the Center and the assessment process is available at www.nedcc.org. If you decide to use NEDCC's services, please contact me soon after you make your decision so I can make the necessary arrangements. Until then, please don't hesitate to contact me if I can answer any questions or provide additional information.

Sincerely,

Angelina Altobellis
Preservation Specialist
aaltobellis@nedcc.org

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Copy of Town Tax made by Subscribers		Jan. 18, 1814	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy Minister Tax made by Subscribers		Jan. 18, 1814	poor	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy State & County Tax made by Subscribers		1815	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy School District Tax made by Subscribers		Jan. 18, 1815	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy Minister Tax made by Committee to Olive Dwight		Jan. 18, 1815	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Town Tax made by Subscribers		Jan. 18, 1815	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Minister tax made by Subscribers		Jan. 4, 1816	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Town Tax made by Subscribers		Jan. 9, 1816	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State and Town Tax made by Subscribers		May 24, 1816	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of County Tax made by Subscribers		March 15, 1816	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State Tax made by Subscribers		Jan. 9, 1816	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of School District Tax made by Subscribers		Nov. 12, 1817	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of County & Town tax		July 7, 1817	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State, County & Town Tax made by Subscribers		July 7, 1817	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Minister tax made by Subscribers		Aug. 18, 1817	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Minister tax made by Subscribers		Aug. 25, 1817	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Minister & Meetinghouse Tax		June 29, 1818	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State, County & Town Tax made by Subscribers		June 29, 1818	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Minister tax made by Subscribers		May 21, 1819	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State, County & Town Tax made by Subscribers		May 21, 1819	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Copy of State, County & Town Tax made by Subscribers		June 15, 1820	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Parish Tax made by Subscribers		Sept. 12, 1820	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State, County & Town Tax made by Subscribers		June, 1821	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Parish Tax made by Subscribers		June 30, 1821	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Parish Tax made by Subscribers		June 28, 1822	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Parish Tax made by Subscribers		June 17, 1823	fair	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of State, County & Town Tax made by Subscribers		1823	poor	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
Copy of Town Tax made by Subscribers		June, 1823	poor	handwritten, alphabetical by surname, includes poll tax, real estate tax, personal estate tax, income tax	
packet of State, Town Tax records made by Subscribers		1780	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1784	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1785	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
3 packets, as above		1786	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1787	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1788	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
3 packets, as above		1789	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1791	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1792	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
packet of State, Town Tax records made by Subscribers		1793	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
2 packets, as above		1794	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
2 packets, as above		1795	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1797	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1798	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1799	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
2 packets, as above		1800	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1802	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1803	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1804	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1805	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
packet of State, Town Tax records made by Subscribers		1806	poor	handwritten, several folded individual sheets bound by a string - I was afraid to unfold as they might fall apart	
Selectman's Orders		1890-1896	fair	handwritten, hardbound book of what appears to be town expenses paid	All of the above are fragile, loose papers. At the very least they should be stored in acid free archival quality sleeves and boxes for preservation
Selectman's Orders		1896-1905	fair	handwritten, hardbound book of what appears to be town expenses paid	
Selectman's Orders		1912-13	fair	handwritten, hardbound book of what appears to be town expenses paid	
Selectman's Orders		1913-14	fair	handwritten, hardbound book of what appears to be town expenses paid	
Selectman's Orders		1914-15	fair	handwritten, hardbound book of what appears to be town expenses paid	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Selectman's Orders		1915	fair	handwritten, hardbound book of what appears to be town expenses paid	
Selectman's Orders		1916	fair	handwritten, hardbound book of what appears to be town expenses paid	
Selectman's Orders		1917	fair	handwritten, hardbound book of what appears to be town expenses paid	
Selectman's Orders		1918	fair	handwritten, hardbound book of what appears to be town expenses paid	
Ledger of Sidewalks & other Changes by Selectmen		Dec. 1, 1910	fair	bound ledger book of expenses	
True Photostatic Copy of Act to Incorporate Town of Longmeadow		Oct. 13, 1783	good	approx. 16" X 20" photostatic copy with letter of authenticity of Secretary of the Commonwealth	Copy was made in modern times, no date
Water & Sewer receipts		1977-78	good	bound, handwritten ledger	
Marriage Intentions Ledger		Dec. 1976	good		
Untitled Ledger		1941-47	good	appears to be a record of assessment & payments	
Ledger Taxation Certification		1917-1935	good		
Ledger Property taxation		1932-1945	good		
Marriage Intentions Ledger		Nov. 1962-			
Untitled Ledger		Nov. 1959	good		
Marriage Intentions Ledger		1929-1945	good	appears to be property taxation records	
Marriage Intentions Record		1945-1952	good		
Marriage Intentions Record		1936-1945	good	ledger book	
Marriage Intentions Record		1916-1936	fair	ledger book	
Marriage Intentions Record		1959-1965	good	ledger book	
Acts & Laws passed by the Great & General Court or Assembly of His Majesty's Province of the Massachusetts Bay Colony in New England		1736-1773	poor	book of laws, no cover, machine printed, water damaged	This seems special enough that, at least, it should be stored in archival materials.
Selectboard minutes		Jan. 3, 1949-			
Selectboard minutes		12/1950	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1945	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1953	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1951-May 1953	good	bound copies of handwritten meeting minutes	
Selectboard minutes		May 1953-April 1956	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1940	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1935	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1938	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1942-1945	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1956	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1915	good	bound copies of handwritten meeting minutes	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Selectboard minutes		1935-1937	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1929	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1958	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1946-1948	good	bound copies of handwritten meeting minutes	
Selectboard minutes		1932-1935	good	bound copies of handwritten meeting minutes	
The Art Of Writing	Jenkins	1813	poor	textbook of penmanship	Should this be given to Schools?
Untitled Ledger		4/1/1909-4/1/1910	fair	records of inspections of newly installed plumbing fixtures	
Untitled Ledger		10/1/1911-3/31/1912	fair	records of inspections of newly installed plumbing fixtures	
Journal Inspectors Book	Water Dept.	1906-1907	fair	records of inspections of newly installed plumbing fixtures	
Record of Inspection of Water Fixtures	Water Dept.	1911	poor	same as above	
Journal	Water Dept.	1908	fair	untitled but appears same as above	
Town of Longmeadow Water Commissioners ledger		1910-11	fair	water fixture inspection records, same as above	
Water Fixture Inspectors Ledger		1912	fair	same as above	
Ledger of Schoolhouse					
Repairs & Teacher's wages		1885-1893	poor		
Record of Insurance		1945-46	good		
Memorandum of Liquor Sales		1855-56	poor		
Record of Water & Sewer Commissioners Meetings		1932-1952	good	meeting minutes	
Tax Collector Notices & records of payments		1934-1972	fair	contains newspaper clippings that have been cut out and pasted onto pages of the ledger book, along with handwritten payment records	
Town Meeting minutes		1916-1924	good	ledger book, includes town Bylaws 1921 and Building and Zoning bylaws 1922	
Town of Longmeadow General Journal		1919	fair		
Ledger	Water Dept.	1895	fair	record of accounts inspection records	
Town of Longmeadow Tax Records		1934-1944	good	poll, personal, Real & Excise tax records	
Ledger Selectmen's Records		4/1901-2/1915	fair	handwritten Selectmen's notes, including letters dated 1909 from and to United Electric Light Co. asking for permission to run 2 electric wires along Longmeadow St. "for supplying electricity to those residents of the town who care to use electric light." Town response was to recommend underground wires	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Ledger Book of Town Records				handwritten. Included "An Act to incorporate the Second Parish in Springfield, called Longmeadow, into a Town by the name of Longmeadow" signed and dated 13 day of November, 1783	This in itself is very historically significant
Copy of Town Records from Precinct Book		1783-1841	fair	Typed copy of above	notes that this was done as a WPA project
Untitled Ledger		1783-1841	good		
Town Clerk's Ledger of poll results		1884-1888	poor	handwritten. Appears to be alist of town residents for board at Northampton Hospital and with private citizens	
Town Clerk's Ledger of poll results		1938-1990	fair	Precincts A & E	
Town Clerk's Ledger of poll results		1938-1990	fair	Precinct B	
Records of Board of Registrars		1938-1990	fair	Precinct C and D and B	
Book of Record of Paupers		1917-1935	fair	voter registration records	
Ledger Longmeadow Conveyances		1893-1893	poor	handwritten records of support and lodging	
Ledger Assessment Records		1909	fair	handwritten record of property and transfers	
Record of Fires in Longmeadow		1921-1929	fair		
Longmeadow Sesquicentennial Guest Book		1884-1897	fair	handwritten	
Town of Longmeadow Book of Records		1933	good	record of attendees in original box	
Insurance Survey prepared for R. S. Storrs Library		1867-1876	fair	includes Selectmen's orders, abatement of taxes, assessors and overseers of the poor records	
Record of Meetings of the Water Commissioners		1941-43	good		
Evidence and Arguments Given Before the Committee on Towns to the General Court on the Petition for the Division of the Town of Longmeadow		1902-1931	fair	handwritten	
Ledger Property Transfers		1893	poor	handwritten intro, then typed records	This in itself is very historically significant as it is verbatim testimony about splitting East Longmeadow from Longmeadow
Ledger Selectmen and Town Meeting records		1910-1912	fair	handwritten	
Mortgage Ledger		1876-1896	fair	handwritten	
Mortgages of Personal Property Ledger		?	good	blank book -no entries	
		?	good	blank book -no entries	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Book of Mortgages of Personal Property		1836-1894	poor		
Town Valuations		1859-1860	poor	handwritten assessments	
Town Valuations		1858	poor	assessments	
Town Valuations		1860	poor	assessments	
Town Valuations		1839, 1841, 1852	poor		
Ledger of Collector of Taxes		1863-1895	fair	assessments - loose pages	
Treasurers Account Ledgers - 5 volumes		1890 -1894; 1895-1900; 1901-1907; 1907-1910; 1911	fair		
Box of Misc. Records labelled "box 1"		various	fair	handwritten Public Works 1894-95; Board of Health 1898, 1909, 1913, 1899-1900, 1904; Registrar of Voters 1838; Welfare 1801, 1860, 1881; School Dept. 1881, 1920; County Commissioners 1833-1882, 1857, 1866, 1876, 1880-1884, 1884-1890, 1898	These are stored in individual folders inside a dented archival box. Should be better preserved in appropriate archival sleeves and boxes.
Misc. Loose packets of Assessor and Tax Records		1813, 1821, 1827, 1828, 1829, 1830, 1831, 1832, 1846	poor		historically significant; in need of better archival storage
Insurance upgrade recommendation report		1924	poor	loose handwritten packets	
Town of Longmeadow Water Works Accounts		1894-95	poor	handwritten	
Selectmen's Book of Orders		1821-1845	poor	handwritten	
Longmeadow Treasury Dept. Ledger		1961-1965	good		
Longmeadow Town Records Ledger		1842-2876	fair	handwritten	
Ledger of Selectmen's meeting records		1909-1924	fair		
Ledger of Real Estate Transfers		1913-1914	fair		
Selectmen's Orders - 10 volumes		1890-1896; 1896-1905; 1905-1912; 1912-1913; 1913-1914; 1914-1915; 1915; 1916; 1917; 1918	poor		
Town Clerk Correspondence		1902-1913	poor	carbon copies of letters	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Old Age Assistance Ledger		1931-1934	good		
Selectmen's Dept. Misc. Accounts Receivable		1912-1915	fair	handwritten ledger	
School Committee Orders		1907-1916	fair	handwritten	
School Committee Orders		1917-1918	fair		
Mortgages and Assignment Ledger		1894-1920	fair	handwritten recordings of deeds	
Selectmen Ledger		1909-1936	fair	records of agreements with NE Telephone & Telegraph	
Compendium of the Enumeration of the Inhabitants and Statistics of the United States		1841	poor	printed U.S. census information	
Town Clerk Ledger		1874-1894	fair	handwritten personal property tax records	
Selectmen's Ledger		1912-1936	fair	handwritten recordings of agreements with United Electric Light Company	
Treasurer's Cash Book		1916-1919	good	town collections ledger	
Misc. Accounts Record		1915-1919	fair	Water Dept. records	
Tax Collector & Treasurer's Cash Book - 3 volumes		1919-1920; 1920-1923; 1923-1925	good	Town Collector's ledgers	
Misc. Charges		1920-1925	good	Water Dept. records	
Bills Receivable Ledger		1962-1985	good	Water Dept. records	
Misc. Accounts Record		1912-1914	good	Water Dept. records	
Applications for Water ledger		1894-1903	fair.		
Applications for Sewer ledger		1898-1903	fair		
Misc. Charges		1926-1933	good	Water Dept. records	
Misc. Charges		1934-1936	good	Water Dept. records	
Water Meter Readings ledger		1965	good	handwritten	
Register of Voters ledger		1926-1940	fair		
Index - Grantees/Grantees		1899-1954	poor	mortgage records	
Register of Birth, Marriage, Deaths and Dog Licenses Records		births-1844-52; marriages 1843-1854; Deaths 1843- 1852; Dogs 1858- 1889			should be preserved
Pauper Register		1874-1875	poor	handwritten ledger	
Register of Voters ledger		1884-1892	fair	handwritten ledger	
General Register of Voters		1884-1924	good	handwritten ledger	
General Register of Voters		1884-1908	fair		
General Register of Voters		1884-1909	fair		

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Longmeadow Treasury Dept. Cash Ledger - 8 volumes		1925-27; 1928-29; 1930-31; 1932-33; 1934-36; 1937-42; 1942-47; 1952-57	good		
Longmeadow Assessors Valuation Listings - numerous ledgers		1824 - 1 volume 1831 - 1 volume 1833 1 volume 1834 - 2 volumes 1835 - 2 volumes 1836 - 2 volumes 1837 - 2 volumes 1838 - 2 volumes 1839 - 2 volumes 1840 - 2 volumes 1841 - 2 volumes 1842 - 2 volumes 1843 - 2 volumes 1844 - 3 volumes 1845 - 2 volumes 1846 - 3 volumes 1847 - 2	poor	Each ledger is handwritten, listing head-of-household property holdings, inventories and valuations, including buildings, land, livestock, cash shares and stock holdings.	historically significant; in need of better archival storage

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
5 pullout metal drawers, labeled, containing loose documents as follows: Town of Longmeadow Paid Notes & Bonds 1900-1937 Militia Roll 1893-1936 Appropriations Committee Reports 1902-1939 Liquor Licenses 1934-1949 Burial Permits 1920-1953			fair to good	loose papers	in need of archivally appropriate storage
Longmeadow Assessors Valuation Listings - numerous ledgers		1 volume for each: 1861-1865 1866-1870 1871-1875 1876-1880 1881-1885 1886-1889 1890-1893 1894-1898 1899-1904 1905-1908 1909-1912 1911 1913-1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 etc. up to 1967	fair to good		These books are particularly significant historically because some town records burned in 1919, wiping out other records of new construction from the late 1800's to the 19-teens. As a result the current Assessor's valuation card use estimated default build dates, usually 1900 or 1919. These books contain documentation of much more specific build dates for many of these homes.
Personal Property Real Estate Commitments ledgers-12 volumes		One ledger each for dates: 1959-1971 with 1964 missing	good		
Town of Longmeadow Tax Commitment ledgers		1 volume/year for 1915-1958 contiguously	fair to good		
Archival Storage Box #7		1798, 1864, 1888, 1908	poor	misc. receipts, handwritten, some falling apart	stored in an archival box, but poorly preserved

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Archival Storage Box #2 "Marriages"		1847; 1851-1879; 1882; 1887-1890	fair	box contains file folders with handwritten original marriage certificates	Although stored in an archival box, not in archival sleeves. These are historically significant. Have they been digitized along with some of the other town Marriage, Death and Birth records that were done with a CPA grant a couple of years ago?
Archival Storage Box #8 "Assessors' Misc."		1807; 1886; 1888; 1894; 1789-1797; 1830; 1837; 1848; 1845; 1885-1889; 1911; 1915; 1916; 1917	poor to fair	box contains file folders with handwritten Tax and taxpayer lists for the aforementioned dates	historically significant; in need of better archival storage
Archival Storage Box "Valuation Lists"		1789; 1795; 1825-1833	poor	box contains file folders with handwritten valuation information for the aforementioned dates	historically significant; in need of better archival storage
Archival Storage Box #10 "Selectmen"		building meeting house 1766, 1768 per ambulation of town boundaries 1857-1900 division of Longmeadow and East Longmeadow 1863-1894 police warrants against town 1860-1894	poor to fair	Various original documents, handwritten and brittle. Some of the originals have more recently been typed	historically significant; in need of better archival storage

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Archival Storage Box #6 "Clerk"		deeds to property 1736-1826 original deed 1736 Nathaniel Burt signed by John Pynchon church records 1718-1742 applications for naturalization 1886-1900 mortgage records 1855-1894	poor	handwritten, brittle - very historically significant	historically significant; in need of better archival storage
Archival Storage Box #14 "Miscellaneous"		Table of Post Offices in the U.S. 1817 expanding the cemetery 1948 misc. correspondence 1908-1930	poor to fair	handwritten, brittle, some typed	historically significant; in need of better archival storage
Archival Storage Box #9 "Selectmen"		selectmen purchase orders 1785-1800 petitions to selectmen 1897-1921 petitions and town meeting warrants 1785; 1861-1899 petitions for street lights 1905-1929	poor to fair		historically significant; in need of better archival storage
Archival Storage Box #3 "Deaths"		1881, 1884, 1885-1900	fair	folders of death certificates	historically significant; in need of better archival storage historically significant, have these been digitized?

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Box containing 21 boxes of microfilm					This seems like a random collection of unrelated items to have been put on microfilm. Why? Who did it? Especially the S.W. diaries are hugely significant. Does anyone know that these microfilms exist? Were they made of the original handwritten diaries or of the WPA typed copies?
Metered Water ledgers 8 volumes		2002	good	2 boxes - Stephen Williams diaries; 8 boxes Engineering drawings, 11 boxes Assessors cards	
Water Dept. Orders ledger		1943-1950	good	water meter readings	
Water Dept. Orders ledger		1906-1910	fair	handwritten	
Motor Vehicle Excise Tax Commitments ledger		1910-1912	fair	handwritten	
Motor Vehicle Excise Tax Commitments ledger		1945	good		
Motor Vehicle Excise Tax Commitments ledger		1954	good		
Longmeadow Real Estate Tax ledgers- 1 volume per year		1941-1958	good		
Longmeadow Real Estate Tax ledgers- 1 volume per year		1915-1940	good		
Longmeadow Water Meter ledgers - 6 volumes		1931-1934			
		1935-1936			
		1937			
		1939-1940			
		1941-1942			
Motor Vehicle Excise Tax Commitments ledgers - 4 volumes		1956-1958	good		
		1941			
		1964			
		1965			
Register of Voters ledger		1967	good		
Commonwealth of Mass.		1930-1940	good		
Division of Accounts - Report of Financial Transactions Schedule A		1911-1931			
		1938-1946			
		1951-1952	fair to good		
Loose papers - assorted birth records		1891-1919	fair	misc. records, dates vary	
File Folder containing loose papers		1980-1989	good	various Town Clerk records of Births, Marriages and Deaths.	

INVENTORY - Contents of Town Hall Basement Vault 2011				Notes and/or Additional Comments	Preservation Suggestions
Title	Author	Date	Condition		

Additionally there are a couple of boxes of Veteran's records that were not inventoried as they belong to the Vet. Affairs representative

Following is an Inventory of the contents of the upstairs vault at Town Hall

Records		1926-1936	good	Town meeting minutes, handwritten and bound	
Records		1896-1915	fair	Town meeting minutes, handwritten and bound	
Deaths Index		1784-1834	fair	alphabetical listing of names, referencing book and page. Handwritten	
Births Index		1784-1834	fair	alphabetical listing of names, referencing book and page. Handwritten	
Marriage Index		1786-1923	fair	alphabetical listing of names, referencing book and page. Handwritten	
Births		2004 -	good	typed records in individual plastic sleeves, bound	
Deaths		2004 -	good	typed records in individual plastic sleeves, bound	
		1969-1973;			
		1976-1980;			
		1980-1985;			
		1985-1990;			
		1990-1994	good	handwritten forms	
Marriage Intentions					
Physician Registration					
Certificates		2003 -	good	handwritten forms	
Marriages		2004 -	good	typed records in individual plastic sleeves, bound	
Marriage Register		1783-1845	fair	handwritten records	
Marriage Intentions		2005-2007	good	handwritten forms	
Town Records		1926-1936	fair to good	loose papers, in labelled folders, inside archival storage box	
Births Volume 1		1784-1844	fair to good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Deaths Volume 1		1784-1844	fair to good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Marriages Vol. 3		1854-1923	fair to good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Marriages Vol. 4		1924-1962	fair to good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Deaths ledger		1924-1958	fair	handwritten records	
Births ledger		1924-1962	fair	handwritten records	
Deaths ledger		1959-1994	fair to good	typed records	
Births ledger		1963-2004	fair to good	typed records	
Marriages ledger		1962-1994	fair to good	typed records	
Deaths Volume 3		1854-1923	fair to good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	fascinating handwritten genealogy records by surname of many of the original Longmeadow settlers
Book of Families		to 1882	fair to good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Births Vol. 3		1854-1923	good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Minutes/Records		1998 -	good	Town meeting and election records, bound	
Minutes/Records		1955-1966	good	Town meeting and election records, bound	
Clerk's Records of Meetings		1937-1954	good	Town meeting and election records, bound	
Clerk's Records of Meetings		1966-1982	good	Town meeting and election records, bound	
Clerk's Records of Meetings		1983-1998	good	Town meeting and election records, bound	
Book of Marriages ledger		1995-2004	good	Town meeting and election records, bound	
Deaths ledger		1995-2004	good	typed	
Marriage Intentions		1965-1969	good	typed	
Assessors ledger		1965-1969	good	typed	
Betterment Assessments		1968-1999	good	typed	
ledger					
Books of Forms for Issuing		1959-1969	good	typed	
Town Notes for money		early 1900s to			
borrowed by town		1981	fair to good	2 dozen+ books of loan certificates and records	
Intentions of Marriage		1887-1915	poor	bindings broken, handwritten	
Town of Longmeadow					
General By-laws		1913-1958	good	includes 1936 town map delineating Precincts A, B & C	
Deposition Births'			poor	handwritten	
Copy of the Church Records		1716, 1741-		Typed by the WPA from original. Also contains records from Rev. Richard Salter Storrs, Rev. Baxter Dickinson	
from the books of Rev.		1768-1782	good	and Rev. Jonathan Condit - 1785-1841	
Stephen Williams					
Index of Births		undated	good	alphabetical listing of names, referencing book and page.	
Index of Deaths		undated	good	alphabetical listing of names, referencing book and page	
Index of Marriages		undated	good	alphabetical listing of names, referencing book and page	
		1716-1784;			
		1784-1844;			
Marriages		1844-1923	good	typed copy from old church records, perhaps WPA project, though not cited	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
Deaths		1675-1784; 1745-1840; 1784-1844	good	typed copy from old church records, perhaps WPA project, though not cited	
Births		1783-1849; 1845-1923	good	typed copy from old church records, perhaps WPA project, though not cited	
Centennial Celebration Town of Longmeadow	R.S. Storrs	1884	good	published book recording the town Centennial proceedings, speeches, family genealogies, photos, etc.	
Index to Marriages		1924	good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Index to Births/Deaths		1924	good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Index to Births/Marriages/Deaths		1843	good	handwritten documents, individually encased in plastic sleeves and newly bound using CPA grant in 2009	
Collectors Cash records of Motor Vehicle Excise		1968-1995	good	8 bound volumes	
Individual Birth Certificates		1988-2011	good	15 individual ledger books containing original birth certificate documents	
Individual Birth Certificates		1920-1987	fair to good	18 individual ledger books containing original birth certificate documents	
Ledger of Affidavit and Correction of a Recorded Birth		1886-2006 random dates	fair to good	each certificate is stored in a plastic sleeve and bound into the ledger	
Individual Death Certificates		1967-2011	fair to good	25 individual ledger books containing original death certificate documents	
Individual Death Certificates Impounded Marriages		1920-1966 1997-2006	fair to good	8 individual ledger books containing original death certificate documents	
Individual Marriage Certificates		1982-2011	fair to good	12 individual ledger books containing original marriage certificate documents	
Individual Marriage Certificates		1920-1981	fair to good	15 individual ledger books containing original marriage certificate documents	

INVENTORY - Contents of Town Hall Basement Vault 2011

Title	Author	Date	Condition	Notes and/or Additional Comments	Preservation Suggestions
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Additionally this vault contains boxes, ledgers and files of current use to the Town Clerk, as well as office supplies, locked election boxes, voter registration records, dump sticker records, etc. These are all modern and were not individually inventoried.

INVENTORY HAFER ROOM
 @ STORRS LIBRARY
 General Categories
 Mass. Cities and Towns

Mass. Counties

Out-of-State Histories

Other States

Census records

Family Genealogies

Misc.

Oversize

Passenger Lists

Description of Contents

includes: Agawam, MA - A Town History; Boston, Ma - Antiques Views of; Lowell - A History of Its People, etc. includes: Barnstable County - History of 1620-1890; Picturesque Berkshire County Part II 1893, etc. includes: Historic Connecticut; Enfield, CT - History of; Hartford Yesterday and Today, etc. includes: Kentucky Court and other records; Columbia County at the End of the Century, etc. Conn., 1790, Maine 1790. Mass. 1790, 1850; etc. Files by surname, Cooley, Allen, Field, etc. includes Jonathan Edwards writings; Richard Salter Storrs writings; History of the Colony Club, Sports in Massachusetts; R.S. Storrs orations; Burt's Illustrated Guide of the Conn. Valley; The Great River; Wallace Nutting book; Deacon Edward Chapin diary transcription; Alexander Medicott journals of Stephen Williams 1775-77; Mayflower Reader, Eulogy on King Philip; William Bradford's history, etc. more genealogies, history books, etc. including Guy McClain's; Mass Tax Valuation Lists of 1771 by Bettye Pruitt
 Guides to ship passenger lists

