

LINCOLN PUBLIC LIBRARY
3 BEDFORD ROAD
LINCOLN, MASSACHUSETTS

TOWN CLERK'S OFFICE
16 LINCOLN ROAD
LINCOLN, MASSACHUSETTS

September 12, 2007

Community Preservation Committee
Town Offices
16 Lincoln Road
Lincoln, Massachusetts 01773

Dear Community Preservation Committee,

The Library and Town Clerk's Office are interested in submitting an application for a Community Preservation Grant for the Town Archives Stabilization and Expansion Project.

This project is necessary because the materials in the Town Archives are deteriorating. They will be lost to future generations unless we remedy the problems soon.

Neither the vault at the library nor at Town Offices meets the "Performance Standards of Safes and Vaults" that was issued by the Supervisor of Public Records on May 18, 1995. (This technical bulletin is attached to this letter and can be found on the Secretary of State's web page at: www.sec.state.ma.us/arc/arcrmu/rmutbl/tb11.htm) The problem of most concern for both vaults is climate control. Both vaults are too humid. Furthermore, temperature and humidity fluctuate too much.

The Town Archives Stabilization and Expansion Project would renovate the library vault so it meets the State's standards for safes and vaults.

Sincerely,



Susan Brooks and Barbara Myles
Town Clerk Library Director

- Purpose: Affordable Housing
 Historic Preservation
 Conservation/Open Space
 Recreation

**Town of Lincoln, Massachusetts
 Community Preservation Committee
 Project Submission Form**

*For the FY09 funding submittals, the CPC has instituted a two-step process for submittal of applications. In order to be considered for recommendation at the March 2008 Town Meeting, preliminary "Letters of Interest" and this form must be submitted prior to **September 15, 2007**. Should your submittal be determined eligible for consideration, you shall be contacted regarding submittal of a detailed request information, which will be due prior to **October 22, 2007**.*

Project Name: Town Archives Stabilization and Expansion Project

Submitted by: Susan Brooks, Barbara Myles **Submission Date:** September 14, 2007

Address, Phone, E-mail:

Library: 3 Bedford Road (781) 259-8465 bmyles@minlib.net
 Town Clerk's Office: 16 Lincoln Road (781) 259-2607 brookss@lincolntown.org

Town Committee or Organization (if applicable): Library & Town Clerk's Office

Brief description of the project:

This is an interior renovation project which will address the serious capacity and climate control issues currently confronting the library vault and the vault area. The library vault is the town's primary repository for historical and other materials documenting Lincoln's heritage. The project will include new shelving and the installation of temperature and humidity control and fire suppression systems sufficient to meet archival preservation standards. It will increase the storage capacity of the vault and reconfigure the four rooms adjacent to it.

Time frame for completion of the project:

July 1, 2008 through June 30, 2009

How does this project help preserve Lincoln's character or further its mission?

The documents that are or ought to be stored in the vault are, to paraphrase documentary film maker, Ken Burns, "the DNA of Lincoln." The vault is currently at capacity. The existing air treatment system puts its contents at risk of deterioration to the point of destruction.

What are your funding requirements for this project?

Fiscal Year	Implementation Costs	Maintenance Costs	Total Costs	Other Funding Sources (and \$ amount)	CPC Funds Requested
2008	\$465,097		\$465,097	Grants, Fundraising	< \$465,097
2009					
2010					
Total					

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

Please provide information regarding anticipated future funding requests from the Community Preservation Fund:

Proposed Project	FY2009 Funds	FY2010 Funds	FY2011 Funds	FY2012 Funds	FY2013 Funds
Preservation					
Digitization					

PLEASE ATTACH SUPPORTING DOCUMENTS OR OTHER INFORMATION

GUIDELINES FOR SUBMISSION

1. Is the project consistent with Lincoln’s vision, and its Housing, Open Space and Recreation Plans, and other planning documents that have received town-wide review and input.
2. Does the project have the support of relevant town committees or organizations. (e.g. Conservation, Recreation, Historic, or Housing, etc.).
3. Does the project have other financial support.
4. Does the project help preserve threatened resources or currently owned town assets.
5. Does the project serve multiple needs and populations.
6. Does the project serve a population that is currently underserved.
7. Feasibility: We will pay special attention to whether the project can realistically be accomplished within the time frame and budget that is proposed.
8. Urgency: We will be interested to know the impact of a delay in initiating this project.

Please keep in mind also that there are legal limitations on the uses of CPA funds. If you have any doubt about your project's eligibility, please submit it so we have the opportunity to review it. Thank you.

- The Community Preservation Committee

Please submit 11 copies of your application to Anita Scheipers, Assistant Town Administrator,

MISSION STATEMENT OF THE COMMUNITY PRESERVATION COMMITTEE

In alignment with the Town of Lincoln's Vision Statement, the Community Preservation Committee mission is to:

- Preserve Lincoln's historic resources and structures;*
- Preserve and enhance Lincoln's open space for both conservation and recreation; and*
- Preserve and increase Lincoln's affordable housing in order to foster economic, racial/ethnic and age diversity among its citizenry.*

Vault Cost Estimate

Storage Cost Estimate

Cost to Move Out	\$2,669
Cost to Return	\$1,895
Storage Fees (6 months)	\$663
Total	\$5,227

Architectural Services*	\$27,500
RHSA's Total Cost Estimate	\$390,088

Subtotal \$422,815

10% contingency \$42,282

Total \$465,097

*Bidding Phase and
Construction Administration

9/13/2007



**R E D H A W K S T U D I O
ARCHITECTS, INC.**

18 Main Street
Concord
Massachusetts
01742

978 369 2340 ph
978 369 2101 fx

August 23, 2007

Lincoln Public Library
3 Bedford Road
Lincoln, MA 01773

Attn: Mr. Peter Sugar

Re: Budget Items for the
Historical Vault Renovation Project

Dear Peter:

Per your request I have analyzed the cost escalation to be applied to the current cost estimate dated March 30, 2007. The bid date was assumed to be in Qtr 3 of 2007 with a construction period assumed to take four (4) months. The current estimated bid price of \$325,629 was based on the original estimate date of Sept. 20, 2006 which was escalated to the mid-point of construction (Qtr 4 of 2007) at the rate of 8% per year. It is my understanding that the Library now plans to put the project out for bid in Qtr 3 of 2008 following the 2008 Spring Town Meeting. The mid-point of construction would then be in Qtr 4 of 2008. Thus the escalation period to be applied to the March 30, 2007 estimate would be exactly one (1) year. According to our consultant, D.G. Jones International, Inc., the current construction cost escalation rate is 7% per year.

	March 30, 2007 Cost Estimate	Current : Escalate 1 yr @ 7%
Estimated bid price	\$325,629	\$348,423
Add Alternate No. 1 - Add Environmental Control Unit-2	\$14,439	\$15,450
Compact shelving and library shelving from Systematics through state contract	<u>\$24,500</u>	<u>\$26,215</u>
Total	\$364,568	\$390,088

You also requested a proposed architectural services fee for the Bidding and Construction Administration phases. We propose a fee of \$30,000 including the related services of the

Lincoln Public Library Historical Vault Renovation
August 23, 2007
page 2 of 2

electrical, mechanical, and electrical engineers. Services related to removal of asbestos containing materials are not included.

I look forward to seeing the project proceed with bidding and construction. As always, please let me know if you have further questions or need for assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Karle Packard", is written over a light gray, textured rectangular background.

Karle Packard, AIA
Red Hawk Studio Architects, Inc.

Cc: Barbara Myles

**LINCOLN PUBLIC LIBRARY - ARCHIVES
PACKING & STORAGE COST ANALYSIS**

NLR Responsibilities – Vault Area:

- Pack & transport approximately 167 linear feet of archival collections consisting of book and acid free cartons.
- Wrap pictures for transport.
- Stabilize map drawers and file cabinet drawers for transit.
- Deliver materials to storage at NLR's Three Rivers Warehouse.

Cost Out\$ 1,719.00
 Cost Return.....\$ 1,095.00

NLR Responsibilities – History Room:

- Pack approximately 103 linear feet of collections into acid-free lined cartons.
- Wrap pictures for transport.
- **NOTE:** Must be done in conjunction with Vault Area for pricing to be valid. Otherwise, the dispatch of another truck will be required at additional cost.

Cost Out\$ 950.00
 Cost Return.....\$ 800.00

Storage Fees:

Vault Area: \$ 85.50 / month
 History Room: \$ 25.00 / month

Lincoln Public Library Archives - Staff Responsibilities:

- Pack loose items into archival boxes in designated areas.
- Measure collections and plan layout for newly renovated area.
- Identify any archival boxes containing glass negatives or fragile items.
- 99% isopropanol wipe of materials that appear to have mold issue. Must be done prior to packing in order for materials to dry properly.

Terms: Net 30 upon completion of each phase.
 Storage fees are billed monthly, unless customer prefers to pre-pay (quarterly, half-year, year):