

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
February 1, 2012**

Present: Mark Gluesing – Chairman, Janet Carter Bernardo – Vice Chair,
Carol Boulris, Reg Foster, Mike Retzky, Sam Warner, Lita Young

Absent: Patricia Carey – Staff Liaison, Jane Howard

Town Staff: Nicole DiCicco – Recording Secretary

The meeting convened at 7:35 PM in the Charles River Conference Room located in the Public Services Administration Building (PSAB).

Review and Acceptance of Minutes of Meetings – January 25, 2012: Mr. Warner made a motion to approve the minutes of the January 25, 2012 meeting. The motion was seconded by Ms. Bernardo and was approved unanimously.

Chairman Updates: Mr. Gluesing was able to speak with Kate Fitzpatrick, Needham Town Manager recently and gave her an update on recent Committee decisions. They plan to hold five warrant articles for May Town Meeting, but if a property does not become available for purchase of Open Space, it will be withdrawn.

Mr. Gluesing, Ms. Bernardo and Ms. Carey also have meetings scheduled with both the Board of Selectmen and Finance Committee after the upcoming project presentation meetings to get input prior to the public hearing. He will provide those dates to the Committee once they have been scheduled.

Schedule Update: The February 8th presentation meeting has been moved to Town Hall in order to better accommodate the three groups that will be coming in for presentations.

- Project Presentations for FY2012-4, FY2012-3 and FY2012-1 - **Wednesday, February 8th, 7:30pm, Town Hall: Highland Conference Room**
- Project Presentations for FY2012-2 and FY2012-5 - **Wednesday, February 29th, 7:30pm, TBD**
- Public Hearing - **Wednesday, March 14th at 7:30pm, Town Hall: Highland Conference Room**

Topics for Future Agendas: None.

Application Review:

FY2012-02: Charles River Center – South Street Home: Mr. Warner was able to get answers from Maria McTernan of the Charles River Center (CRC) to the questions brought up at the February 1st meeting. (*See Addendum 1 for details.*) At this time, the Committee has no further questions for the CRC until their scheduled presentation on February 29th.

FY2012-05: Town Manager – Preservation of Open Space, Purchase of Land:

No additional information at this time.

7:55 PM - At this time the two present Historical Society Board member, Mr. Gluesing and Ms. Boulris, exited the meeting for conversations on the Historical Resources applications. (Ms. Howard, the third Historical Society Board member, was absent from the February 1st meeting.)

Present Quorum: Janet Carter Bernardo – Chairman in the absence of Mr. Gluesing, Reg Foster, Mike Retzky, Sam Warner, Lita Young

FY2012-01: Needham Historical Society – Artifact Storage Upgrade: Ms. Bernardo was able to get answers from Gloria Greis of the Needham Historical Society, to the questions brought up at the February 1st meeting. *(See Addendum 2 for details.)* Several members of the Committee had questions about the changes in both the projects description and usage of the funds and created a list of additional questions for Ms. Greis, including: How many artifacts does the Historical Society actually own and keep in “room 19” that is continuously mentioned? How many people are currently on the Historical Society staff and what do they do? What is the 3-5 year goal and long term goal of this project? Ms. Bernardo will provide Ms. Greis with these questions in advance for her to answer during her presentation at the February 8th meeting.

FY2012-03: Needham Historical Commission – Heritage Project, Historical Inventory: Mr. Foster was able to get answers from Rick Hardy, Chairman of the Needham Historical Commission, to the questions brought up at the February 1st meeting. *(See Addendum 3 for details.)* At this time, the Committee has no further questions for the Historical Commission until their scheduled presentation on February 8th.

FY2012-04: Town Clerk – Preservation of Historical Records: Mr. Retzky was able to get answers from the Needham Town Clerk Tedi Eaton, to the questions brought up at the February 1st meeting. *(See Addendum 4 for details.)* At this time, the Committee has no further questions for the Town Clerk until her scheduled presentation on February 8th, though they have requested that she present examples of the type of documents she is hoping to preserve with this project for the Committee to see.

Adjournment: Ms. Young made a motion to adjourn the meeting at 8:35 PM. Mr. Warner seconded the motion. The motion was unanimously approved and the meeting was adjourned at 8:35 PM.

Respectfully submitted,

Nicole DiCicco
Recording Secretary

From: Sam warner <sambass@mit.edu>
Subject: **Charles River Center**
Date: January 30, 2012 5:05:17 PM EST
To: patricia carey <PCarey@needhamma.gov>
Cc: lee newman <LNewman@needhamma.gov>

Dear Patty,

I have some of the details you all wanted after talking with Ms. McTernan this afternoon. She was to send me a formal timeline sheet but it hasn't arrived.

The estimate for Wayland is \$800,000, start time March.

John Grugan has met with Lee Newman and Debora Bailin and they have reached some understanding. Maybe Lee will tell me if they opted for 40B or not.

They have started the bond process with the Mass. Development Bank and the Bank of America who is their backup. These applications are due in June. The money is supposed to be available in July 2012.

Also applying for a low-interest bond program of HUD.

They see the Needham permitting process as July, Aug. Sept. Start building in October

Hope this helps.

Best Regards,
Sam

From: "Lee Newman" <LNewman@needhamma.gov>
Subject: **RE: ZBA & T Szold**
Date: January 31, 2012 8:04:43 AM EST
To: "Sam warner" <sambass@mit.edu>

Sam,

We met with the applicant on the Charles River Center's housing proposal. We had recommended that they proceed using the Dover amendment and proceed under the zoning by-law as an as of right use. It is my understanding that this is the option they intend to use. They were instructed to meet with the Building Inspector to work out the details of the submittal.

Lee

From: Sam warner [<mailto:sambass@MIT.EDU>]
Sent: Sat 1/28/2012 3:07 PM
To: Lee Newman
Subject: ZBA & T Szold

Dear Lee,

My colleagues on the CPA are anxious for news about the Charles River Center's housing proposal. They asked me to ask you what sorts of limitations on such a project the ZBA would normally require. I heard that you and Debra have been talking to them. Could you tell me Monday (phone or Email) what I might pass on to the CPA group? For instance is this going to be a 40B or an Educational exception to the zoning?

I have a nice note from Terry Szold. She is looking forward to talking with you. There seem to be good vibes here.

Best Regards,
Sam

From: "Maria McTernan" <mmcternan@charlesrivercenter.org>
Subject: **information request about group homes**
Date: January 30, 2012 1:54:33 PM EST
To: <sambass@mit.edu>
Cc: "Lita Young" <litashoes@aol.com>
▶ 2 Attachments, 71.0 KB

Hi Sam,

Hopefully, this information will answer your questions.

Attached are the estimated costs and timelines. Please note that the bottom line estimates for Wayland and South St. will be similar but may have different features.

We will be applying for a HEFA Bond in May/June. John has already started the application process and has talked to Mass. Development and the Bank of America. The HEFA Bond will not be enough to cover all our costs and we hope to make up the difference through grants and fundraising. I am currently researching those foundations that will provide support.

You also asked if this was a 40B Development. It is not a 40B Development since we are exempt from those requirements but each of our units (each person in the home) qualifies as affordable housing.

I know that you have a meeting scheduled for February 29th. We will get you additional information for that meeting.

Thank you so much,

Maria

Maria McTernan
Director of Development
The Charles River Center
59 E. Militia Heights Rd.
Needham, MA 02492
781-972-1001
781-444-5146 (fax)
www.charlesrivercenter.org
mmcternan@charlesrivercenter.org

As you plan your end-of-year contributions, please consider a gift to The Charles River Center! All contributions help us improve programs and services for children and adults with developmental disabilities.

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Pert chart W....xls (40.5 KB) Needham - S....xls (30.5 KB)

South Street Project Costs (Estimate)

Tasks:

Architectural:

Site planning, demolition, and tests

Contractor:

Framing, trusses, roofing, and siding:

Windows & entrance doors

Exterior trim, gables and detail

Insulation, interior doors, board & plaster/sheetrock

Kitchen installation

Subcontractors:

Electrical

Plumbing fixtures and bathrooms

Gas piping

Flooring

Tile

Painting

HVAC

Sprinkler and fire alarms

Site Work:

Septic, foundation, driveway prep., drywells, walkway prep.

Concrete slab & walkways

Paving and marking

Fill

Hydroseeding and landscaping

General:

Project supervision

Contractor's general expenses

Contractor's profit

Total

Costs:

\$	25,000
	129,800
	34,400
	21,900
	75,200
	29,900
	56,000
	34,000
	3,500
	12,000
	16,000
	10,500
	29,000
	22,500
	144,400
	19,000
	21,000
	8,500
	29,400
	30,000
	8,000
	<u>40,000</u>
\$	<u>800,000</u>

[illegible]

[illegible]

FY2012-1, Needham Historical Society: Artifact Storage Upgrade

Expecting \$25,000 for entire project, how did you determine requested fund value? Are you using the entire amount for personnel, or does it also cover equipment, supplies, storage, etc.

The budget includes both personnel costs and supplies; a summary budget is attached, and a detailed supply list is available on request. The choice of supplies is based upon the standards of practice for small museums, and on the estimated size of the collections. The salary budget is calculated as a percentage of 1 FTE at the current expected rate. If we hire a newly-qualified professional, this rate might be less.

Will staff position be a temporary placement? If not, how will the person be funded in future years?

This will be a temporary, part-time placement. The need is for a staff person who can be dedicated to this task him/herself, and as a supervisor/trainer of volunteers, for the estimated 6-month period. Once the intensive work is completed, maintaining the database/storage is incremental and can be done by regular staff/volunteers.

Is there a known person to hire as collections handler or do you need to search for one?

We will conduct a search.

Which artifacts, what is the significance?

The artifacts in our main storage room ("Room 19"). These are mixed in period, material and importance. One of the priorities of inventory will be to unmix these categories. Overall, however, they represent the commercial and social history of Needham – trade goods and tools, clothing (plain and fancy), iconic artifacts like the first "mailbox", samplers, paintings, etc etc. There are also objects of particular cultural, social or scientific value that are relevant beyond Needham – Timothy Otis Fuller's illustrated bird journals, or the early 19th century natural history collections by Josiah Noyes, to name a few. More information relevant to this question is below ("public and scholarly access").

How long will this project take?

We are estimating 6 months at half time (approx. 20 hours per week) for one trained curator, with the assistance of 1-2 volunteers.

Are there any plans to raise money for this project or any other sources of funding?

The Historical Society will cover any charges over the requested amount, if they occur. There are no current plans for additional fundraising at this time. Although there are federal programs for large-scale conservation/storage grants, there is very little available for small-scale projects. The need used to be filled by state/local cultural council and community foundation funds, but recent restructuring has redirected most of this funding into other channels.

Does the Historic Commission endorse your funding request?

The Historical Commission has not had an opportunity to discuss the request. It is on the agenda for the next meeting, scheduled for mid-February.

What type of public and scholarly access is provided to the artifacts, including Internet access.

There are two parts to this answer – inventory and access.

Inventory: Right now, I am sorry to admit, the Needham Historical Society does not have a comprehensive catalogue of holdings. There are several reasons for this, but the main one seems to be the inadvertent destruction of the card catalogue system that was maintained until the 1980s. We have been attempting to reconstruct collections provenances through the paper records, with mixed success. The database aspect of this project would consist of a physical inventory of the collections stored in the main (2nd floor) storage room (known as “Room 19”), and would include the physical description, assignment of a new catalogue number, photography, and entry into an electronic database (PastPerfect). The types/materials of the artifacts stored in Room 19 are various (works on paper; objects of wood, cloth, metal; composite materials) but overall they are both more sensitive to climate and more likely to be requested than the collection stored in the basement. Once entered, the objects can be identified generically by type/function/time period (“a Civil War canteen”) and then linked if possible to the recovered donation records.

Access: All artifact use (research, exhibit, photography, etc) causes damage, but by the same token it is pointless to keep the collections so inaccessible that no one can enjoy them or learn from them. Stable storage helps preserve the artifacts, making them available for visitors and researchers now and in the future. So, by definition, improved storage makes the collections more accessible, because handling and use are safer.

Our current policy is to make our collections available at request for scholarly researchers and for any member of the public who has an interest. We also make the objects accessible through exhibit as relevant. Better control of the inventory will allow us to make more thorough and comprehensive replies to requests for information at all levels. Systematic photography will allow us to answer questions (local and remote) by photo first, establishing the relevance of the object to the request before the object itself is handled (especially important for fragile objects that are also unwieldy, such as clothing).

Finally, PastPerfect includes an Online module that, in conjunction with the MultiMedia module, would allow us to put the collections information into a searchable online database. We are requesting the Multimedia module in the grant application, but not the Online module at this time since it is time-bound (annual hosting fee) and priced by record volume (unavailable pending inventory). The Historical Society will purchase this module at the completion of the inventory.

FY2012-1, Needham Historical Society: Artifact Storage Upgrade

Summary Budget = \$24,150

Salary = \$12,000

@\$23/hr (based on industry standard \$45,000/yr full time) @ 20 hrs/week for 6 months

Supplies (University Products) = \$8600 (itemized list available)

archival supplies and equipment, incl \$200 est. shipping

Computers and Equipment = \$3550

equipment needed for database data entry, management, documentation, data backup;
products below given as examples, currently available prices

- laptop (Lenovo Ideapad, 4G RAM min) = \$6-800
- 1 terabyte backup drive(HP SimpleSave) = \$160
- digital camera = \$5-600 (Canon EOS Rebel DSLR, 10-12mpx)
- database software = \$1935 (Past Perfect version 5, First Year support and training, multimedia module, inventory module)
- digital editing softwear (Photoshop Elements) = \$150

Final

**Community Preservation Committee
Application FY2012-3 for CPA Funding,
Needham Historical Commission: Heritage Project, Historical Inventory**

Questions and Answers

1. How did you determine requested funding value of \$25,000?

Based upon our experiences with the costs of the previous inventory, the cost of research per house was approximately \$400.00 per property. \$25,000 would translate to approximately 62 properties. We will bring more information at our February 8 presentation to the CPC.

2. How many homes do they plan to catalog with the \$25,000?

At the present moment, we have approximately 55- 60 potential properties on our target list.

3. Is there a known professional or do you need to search for one?

There are a number of consultants who do this work, including the one that the NHC used for their previous project. The NHC is subject to State/Town procurement regulations, so if the CPA funds are awarded, a RFP will be put out to bid.

4. What is the status of the previous inventory project that was funding by the CPA?

45 additional owners elected to add their house to Needham Historical Inventory. The CPA funds were used to hire a consultant to prepare the Form B Inventory forms, which contain detailed information and pictures of each property. The Form "B" inventory forms were also forwarded to the Massachusetts Historical Commission as required by the Commonwealth. The MHC requires all properties listed as "historic" in the Commonwealth to be included in the state archives. The NHC provided the CPC with a copy of the completed inventory which was presented to the CPC last year.

5. Where does current list/inventory live? Is it available for public view or Internet access?

The current inventory is available to the public at the library, Town Hall and at the Historical Society building. The following boards and departments also have a copy: Selectmen, Planning Board, ZBA and the town manager's office and the CPC.

The NHC also provides assistance to the Needham Channel cable TV "Hose Stories" show, which features home tours of properties on the Historical Inventory.

Finally, the recently completed inventory of 45 properties was prepared in digital format. The NHC is working with the Town Manager to add the Needham Historical Inventory to the town web site, in searchable form. A future project will be to integrate the inventory with the Town's GIS project, which will show all Town geographic information on overlay maps: Planning, ZBA, Conservation, etc.

6. Exactly how will the CPA funds in the current application be used? How does the inventorying process work?

There are several steps to the inventory process:

- a) The NHC already has a list of properties targeted for possible addition to the Needham Historical Inventory.*
- b) The NHC contacts the property owner by letter and follow up calls to discuss the benefits and obligations being added to the inventory.*
- c) If the property owner agrees to being added to the inventory, he/she signs a card to that effect.*
- d) The consultant (being hired with CPA funds) then gathers the information needed to complete each "Form B" historical inventory form, one for each property. The Form B is a state specified format that consists of several pages of detailed description/history, and photos. Copies of completed Form Bs are forwarded to the Massachusetts Historical Commission per state mandate.*

A small portion of the CPA funds will also be used to digitize the approximately 70 Form Bs that are still in handwritten form (in other words, type them into Microsoft Word). This will allow them to also be added to the Town web site for Internet access.

7. How do you come up with your target properties? What is the criteria?

We get suggestions from many sources. Candidates for the inventory are not only private houses, but also commercial buildings, town buildings, bridges, parks, etc. The criteria is that the target be historically significant to the Town in some way. This could include the property's architecture, age, historic significance of former occupants, etc.

8. What are the benefits of being added to the list, to the Town? To the homeowner?

The benefit to the Town is that it imposes a demolition delay "tripwire". If either the owner or developer of property that is on the Needham Historical Inventory files and application for a demolition permit with the town building department to demolish a structure thereon, before their permit can be approved by the Needham Building Department, the application must be reviewed by the Needham Historical Commission. The NHC then has an opportunity to explore whether there are economically feasible alternatives to the demolition of the historic structure.

The benefits to the homeowner is added caché of the property as being historically significant, importance of the property to the town's history, and a possible increase in the value of the property.

9. What are the property owner's obligations if their structures are added to the Needham Historical Inventory?

As stated in the answer to Question #8, the main obligation is that the structures on the property become subject to the Town's Preservation Bylaw (Article 2, Section 2.11.5).

Being listed on the Needham Historical Inventory should not be confused with the declaration of a Historic Preservation District, which imposes significantly more obligations on property owners such as restrictions to changes in the interior, exteriors of the structure to insure historical integrity.

TOWN OF NEEDHAM

COMMUNITY PRESERVATION COMMITTEE

Town of Needham Historical Vital Records Preservation Project for the Town Clerk's Office

Questions:

1. ***Has this been an on-going standard practice to preserve and restore town records and documents of this type in the past?***

We preserve our original vital records (births, marriage, and deaths) each year. These records begin with the year 1919 and are bound annually. I have also tried to restore some of our town record books and vital ledger books out of the Town Clerk's annual budget. To date we have restored approximately 20+ volumes. This was an attempt not to ask for a large sum of money to restore these volumes all at once.

2. ***Briefly describe the documents to be restored.***

The bulk of the records to be restored are mostly original pre-1900 birth, marriage, marriage intentions, death certificates, and pauper records (1800's) that for some reason I am not aware of were never incorporated into annual volumes as well as 1700 – 1800 miscellaneous records found in a wooden box located in the Town Clerk's Office vault

3. ***Is this the standard or best method of document preservation and restoration?***

Brown's River Marotti (name recently changed) is one of the most respected restoration companies in the industry. This firm has been restoring, deacidifying, and binding the Town of Needham's records as well as many municipalities throughout the country. Brown's River Marotti recently restored three large wall maps that were found in the basement vault before the temporary move to the Public Service Administration Building. These maps now hang in the newly restored Town Hall.

4. *Does the price quote provided include organizing and placing these records in a book?*

The quote includes placing specific certificates in volumes as well as filming and scanning. It is my understanding that there will be several volumes depending on quantity of records upon completion of the project. For instance the death certificates would be placed in one volume, marriage intentions and return of marriages will require two volumes, marriage certificates will require two volumes, etc. This process is in line with our annual binding of vital records.

5. *Will the documents be scanned, copied, or photographed for documentation and for record purposes by the vendor performing the restoration?*

Yes. The proposal includes conservation, filming and scanning to CD all those records listed in Brown River's proposal

6. *Has this company been used in the past? If so, was the work performed delivered on schedule and was the work performed to your satisfaction?*

I have used this company for all the Town's binding and restoration projects for the past 25 years. I cannot praise them enough for their quality of work and professionalism of the staff over the years. Please note the company's new name is KOFIL Preservation. You may visit them at www.kofile.us.

7. *Approximately how long will this restoration process take from the restorer's receipt of the documents through completion of the restoration process and delivery back to the Town Clerk's office?*

I believe this project will take from 3 – 6 months from start to finish. This is not an unusually long period of time when considering that these documents(because of their age) must be deacidified, mended and reinforced as well as resewing and rebinding or preserved in mylar encapsulation depending on the condition of the documents.

8. *Do you expect any increase or decrease in the estimated/quoted cost for this project?*

Because the original quote on the cost of this project was established in January, 2010, I contacted the company and was advised that there would be a minimal 5% increase above the original quote since the project would not be awarded until the start of Fiscal Year 2013. I will email the revised quote to you.

9. *How and where will these documents be stored after the restoration work has been completed?*

These documents will be stored in the Town Clerk's vault along with all other vital and historical records of the Town of Needham.

10. *Are there more documents in the Town Clerk's office scheduled for future restoration?*

I am not aware of a project of this scope to be done at a later time. I will continue, however, to bind the town's vital records. I hope to also continue restoring one or two volumes or records as done in the past on an annual basis with any remaining budget funds. To date there have been close to 30 volumes deacidified, rebound and restored dating back to 1701..



KOFILE PRESERVATION

January 30, 2012

Town of Needham
Theodora K. Eaton, Clerk
1471 Highland Ave.
Needham, MA 02492

Dear Tedi:

Enclosed is the update you requested based on our proposal from January 2010.

These are permanent records that are currently being kept in "the box". While there are other records in the box, those listed are of the most historical importance. In addition to the material listed you have over 100 small containers of Birth, Marriage, Death and Misc. Records stored in the vault that would benefit from preservation.

Paper was tested with Chlorophenol Red and found to be acidic (below pH 5). Acidity is the major cause of paper deterioration and must be dealt with if the records are to be preserved.

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 resewn 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.

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

Best regards,



Bill Stewart

Conservation Proposal
Needham, MA
January 30, 2012

	<u>Conservation</u>	<u>35mm security film</u>	<u>Scan to CD</u>
Death Certificates 1851-1883	\$1,873.00 Mylar, 2 vols.	\$250.00	\$300.00
Death Certificates 1884-1890	1,533.00 Mylar, 2 vols.	200.00	250.00
Death Certificates 1891-1896	2,043.00 Mylar, 2 vols.	300.00	350.00
Intentions & Returns of Marriage early 1800's			
Intentions & Returns of Marriage 1845-1868			
combine above two vols.	1,023.00 Mylar, 1 vol.	150.00	200.00
Marriage Certificates 1881-1892			
Marriage Certificates 1893-1896			
combine above two vols.	2,575.00 Mylar, 3 vols.	350.00	400.00
Birth Certificates 1881-1896			
Birth Certificates 1899	1,567.00 Mylar, 2 vols.	200.00	250.00
Birth Certificates 1900	1,024.00 Mylar, 1 vol.	150.00	200.00
Birth Certificates 1901	1,024.00 Mylar, 1 vol.	150.00	200.00
Birth Certificates 1903	1,024.00 Mylar, 1 vol.	150.00	200.00
Birth Certificates 1904	1,024.00 Mylar, 1 vol.	150.00	200.00
Pauper Records 1890	1,158.00 Mylar, 1 vol.	175.00	225.00
Pauper Records 1891	685.00 Mylar, 1 vol.	100.00	150.00
Pauper Records 1892	1,024.00 Mylar, 1 vol.	150.00	200.00
Pauper Records 1893	525.00 Mylar, 1 vol.	100.00	150.00
Pauper Records 1894	681.00 Mylar, 1 vol.	100.00	150.00
Pauper Records 1895	749.00 Mylar, 1 vol.	100.00	150.00
Misc. Records c. 1797			
Misc. Records 1789-1870			
combine above two vols.	1,012.00 Mylar, 1 vol.	150.00	200.00
Misc. Records 1896	1,024.00 Mylar, 1 vol.	150.00	200.00



