

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

**Minutes of Meeting
February 8, 2012**

- Present:** Janet Carter Bernardo – Vice Chair, Reg Foster, Mike Retzky, Sam Warner, Lita Young
- Absent:** Mark Gluesing – Chairman, Carol Boulris, Jane Howard
- Town Staff:** Patricia Carey – Staff Liaison
Nicole DiCicco – Recording Secretary
- Guests:** Theodora K. Eaton, Needham Town Clerk
Gloria Greis, Needham Historical Society
Rick Hardy, Needham Historical Commission

The meeting convened at 7:35 PM in the Highland Conference Room located in Needham Town Hall.

Project Presentations:

a. FY2012-04: Town Clerk – Preservation of Historical Records:

Town Clerk Tedi Eaton brought in samples of several vital records books, both original 19th century and rebound, preserved 18th century copies, for the Committee to handle along with answers to their project questions, photos of current storage facilities and information from the company contracted to handle the preservation. *(See Addendum 1a and 1b for details.)* She gave some background to the project, explaining that with any remaining money from her department budget each year she tries to have as many records as possible rebound and preserved, but currently has only been able to complete 10 volumes. The vital marriage, birth and death records that would be included in this project are the loose records that were found during the Town Hall renovation move, and it is these deteriorating records that she is hoping to have preserved as part of this project. The bound copies of other old records have been well taken care of over the years, and though she intends to rebound and preserve those, they are already being taken care of in such a way that they will not deteriorate drastically over a few more years.

b. FY2012-03: Needham Historical Commission – Heritage Project, Historical Inventory:

Historic Commission Chairman Rick Hardy introduced this project as the second of a two-part project, and the CPC had already funded the completed first phase. Background of the inventory was given, and copies of both an original inventory

completed in 1978 and the more recent 2009 inventory (*See Addendums 2a and 2b for details.*) were provided for the Committee to review.

Besides providing the inventory to the Town and its residents, the goal of this project is to make the information available on a larger scale, through electronic storage and online posting of information. Mr. Hardy estimates that each home will cost \$400.00 to complete an inventory and that there are between 60 and 65 new properties to add to the inventory, along with about the original 1978 inventory that needs to be converted to updated forms and have new photos taken. This project will unify information that is currently available through several different services and provide the public with more detailed information about the historical properties.

c. FY2012-01: Needham Historical Society – Artifact Storage Upgrade:

Historical Society Executive Director Gloria Greis provided the Committee with the answers to their questions from the February 1st meeting and reviewed her answers to these questions to better explain the proposed project. (*See Addendum 3 for details.*) The goal is for everything currently housed in Room 19 at the Historical Society to be documented, archived and stored in a more modern and effective system than currently exists. The database will aid in both the storage and finding of items and will modernize the Historical Society and establish it as a small museum. This archival system will also make items in the Historical Society's care readily available to the public through an online viewing system as well as printed or electronic documents available in Town Hall and the Library. Ms. Greis sees this project to be more of a public service than just a catalog of items.

Several Committee members voiced concern over this project taking longer than the Historical Societies projected timeline. Ms. Greis explained that the time she has allotted for this project will provide enough working time to get close to all of the Historical Society's archives documented and to properly train the current staff and volunteers how to properly document any remaining items. Training volunteers and employees is an important part of this project because those people will be responsible for processing all incoming items after the professional's work is complete.

Ms. Young asked if there were any grants available and if the Historical Society had done any research into receiving funds through a grant for this project. Ms. Greis is currently aware of two small grants through the Massachusetts Cultural Council and Humanities Council that assisted Historical Societies with similar projects in the past, but in recent years they have changed direction in the organizations they assist and no longer have funds available for project like this. She has also looked into banks and community organizations that can be consulted for donations, but those would be collected in very small increments. This would leave the Historical Society sitting on an account of multiple small donations until they could solicit enough charitable organizations to fund the project.

Adjournment: With no further discussion necessary for any of the historical preservation projects, Ms. Young made a motion to adjourn the meeting at 9:15 PM. Mr. Retzky seconded the motion. The motion was unanimously approved and the meeting was adjourned at 9:15 PM.

Respectfully submitted,

Nicole DiCicco
Recording Secretary

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..

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..

Papers 1890

Birds 1904
Birds 1903
Birds 1901

Charles from
Jan 1901
to Jan 1902

Papers 1904

use of placing names on the Register of Voters
and of correcting the Voting List.

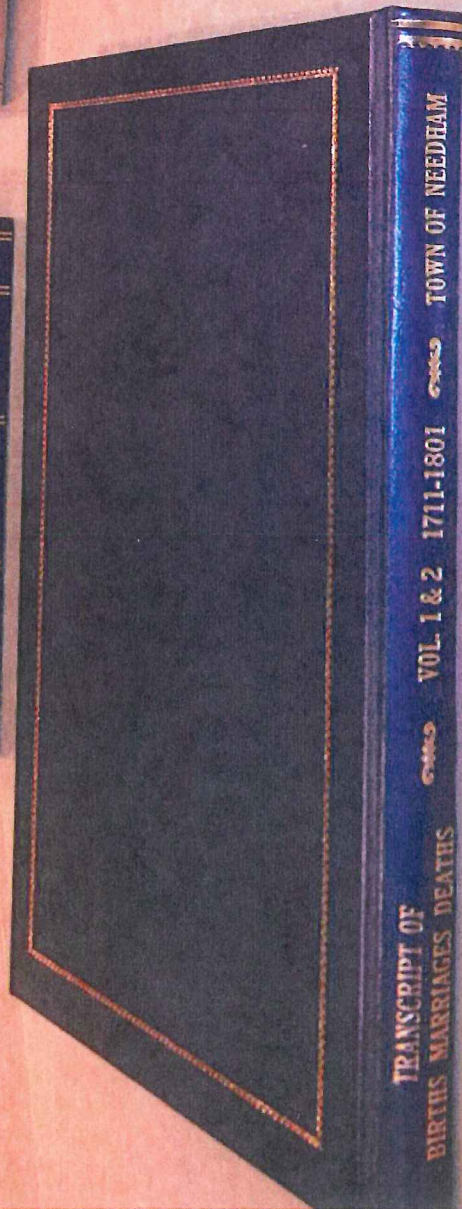
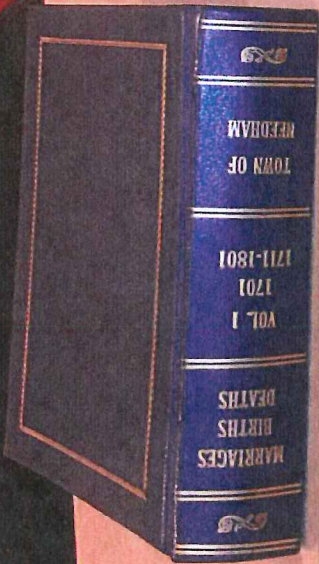
any regulation shall present a tax bill or notice from the collector of taxes
or regulation showing that they have been received by the town on
or before April 1st of each year.

1106











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 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.

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

Best regards,

A handwritten signature in black ink that reads "Bill Stewart". The signature is written in a cursive, flowing style.

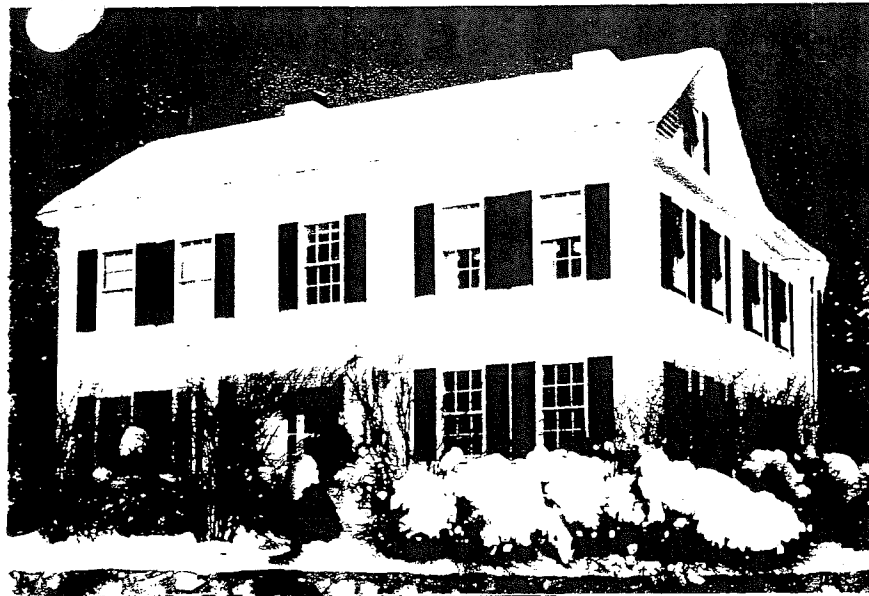
Bill Stewart

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
Death Certificates 1884-1890	1,533.00 Mylar, 2 vols.	200.00
Death Certificates 1891-1896	2,043.00 Mylar, 2 vols.	300.00
Intensions & Returns of Marriage early 1800's		
Intensions & Returns of Marriage 1845-1868		
combine above two vols.	1,023.00 Mylar, 1 vol.	150.00
Marriage Certificates 1881-1892		
Marriage Certificates 1893-1896		
combine above two vols.	2,575.00 Mylar, 3 vols.	350.00
Birth Certificates 1881-1896		
Birth Certificates 1899	1,567.00 Mylar, 2 vols.	200.00
Birth Certificates 1900	1,024.00 Mylar, 1 vol.	150.00
Birth Certificates 1901	1,024.00 Mylar, 1 vol.	150.00
Birth Certificates 1903	1,024.00 Mylar, 1 vol.	150.00
Birth Certificates 1904	1,024.00 Mylar, 1 vol.	150.00
Pauper Records 1890	1,024.00 Mylar, 1 vol.	150.00
Pauper Records 1891	1,158.00 Mylar, 1 vol.	175.00
Pauper Records 1892	685.00 Mylar, 1 vol.	100.00
Pauper Records 1893	1,024.00 Mylar, 1 vol.	150.00
Pauper Records 1894	525.00 Mylar, 1 vol.	100.00
Pauper Records 1895	681.00 Mylar, 1 vol.	100.00
	749.00 Mylar, 1 vol.	100.00
Misc. Records c. 1797		
Misc. Records 1789-1870		
combine above two vols.	1,012.00 Mylar, 1 vol.	150.00
Misc. Records 1896	1,024.00 Mylar, 1 vol.	150.00
Totals	\$22,592.00	\$3,225.00
Total (conservation, film & CD)		\$4,175.00

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, State House, Boston



Town Needham, MA

Address 1453 Great Plain Avenue

Name The Ezra Fuller Jr. House (1849)

Present use residence

Present owner Mr. Leslie J. Hancock

Description:

Date 1849

Source Historical Society Records
Old house of Needham-Jones

Style late 'country- " colonial*

Architect UNKNOWN

Exterior wall fabric clapboard

Outbuildings (describe) wooden clapboards

Other features center chimney 2 room plan
colonial center entrance, Federal style
lights each side of doorway.

Altered _____ Date _____

Moved _____ Date _____

5. Lot size:

One acre or less X Over one acre _____

Approximate frontage 135 feet

Approximate distance of building from street

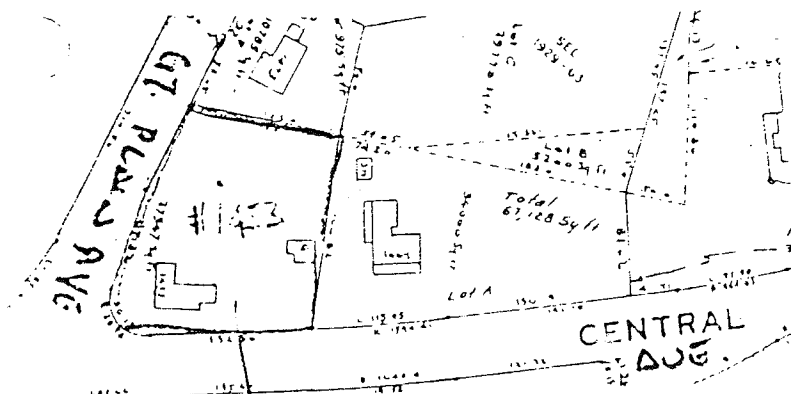
6. Recorded by

Organization

Date _____ Approved by:

Date:

4. Map. Draw sketch of building location in relation to nearest cross streets and other buildings. Indicate north.



Note: It is on the site of the former McIntosh Tavern - this is not the building that Col. McIntosh ran as a tavern after the Revolution.

DO NOT WRITE IN THIS SPACE
USGS Quadrant _____
MHC Photo no. _____

(over)



NEEDHAM HISTORICAL
COMMISSION

7. Original owner (if known) Ezra Fuller Junior

Original use Residence and General Store.

Subsequent uses (if any) and dates built on the site of the earlier McIntosh Tavern, erected c. 1810, burned 1844.

8. Themes (check as many as applicable)

Aboriginal	☐	Conservation	☐	Recreation	☐
Agricultural	☐	Education	☐	Religion	☐
Architectural	☐	Exploration/ settlement	☐	Science/ invention	☐
The Arts	☐	Industry	☐	Social/ humanitarian	☒
Commerce	☒	Military	☒	Transportation	☒
Communication	☐	Political	☐		
Community development	☐				

9. Historical significance (include explanation of themes checked above)

The Ezra Fuller Jr. House, built 1849, occupies the site of the earlier (c.1810) McIntosh Tavern that served as an Inn and Social Hall until 1834, then was used primarily as a General Store and Social Hall until it burned down in February of 1844. In its latter years the old Tavern building was a residence. During much of its time it was a stop on the Dover Stagecoach line.

In 1842 Ezra Fuller Jr. married Catherine E. Smith and bought the McIntosh Tavern property from Royal McIntosh, who had inherited it from his father, Major Ebenezer McIntosh, son of Lt. Col. William McIntosh who was known to General Washington. Ezra used the Tavern as a residence and also kept a General Store there in partnership with Timothy Newell Smith, his wife's brother. In 1843 Ezra bought out Timothy's share in the store and took over full ownership. Ezra and Catherine's first child, Ezra Newell Fuller, was born in the Tavern. He later enlisted in the Civil War and died in Camp at New Berne, North Carolina in 1863. The Ezra Newell Fuller Camp #77, Sons of Verterna, Needham, named in his memory.

In February, 1844 the Tavern burned. The Fullers probably lived temporarily with some of their relatives while Ezra Fuller Jr. built another house on the property. This structure, erected on the cellar hole of the old Tavern, was started and completed in 1844. The Fullers moved in late in that year and Ezra again set up a General Store there. This house soon became too small, as the Fuller family increased, so in 1849 Ezra built the house we see now there today and connected to it the 1844 building which he used for storage and also contained his store. The older building is described in Property Deeds as "the Ell, or simply "L". The large chimney base of the old Tavern still remains in the basement of the 1849 house.

10. Bibliography and/or references (such as local histories, deeds, assessor's records, early maps, etc.)

- (a) History of Needham, Mass., George K. Clarke, 1912.
- (b) Old Houses of Needham, Mass., Fredrick A. Jones, 1966.
- (c) McIntosh Family (Folder), Needham Historical Society files.
- (d) Fuller Family (Folder) " " " "



INVENTORY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, Boston

Community:

Needham, MA

Form No:

B 3

Property Name: Ezra Fuller Jr.
House

Indicate each item on inventory form which is being continued below.

THE EZRA FULLER JR. HOUSE (1849), 1453 GREAT PLAIN AVENUE (con't)

NOTE: The Tavern was first kept by Major Ebenezer McIntosh, whose successors in the business were: his son Francis (to 1826), Davis Collins Mills (1 year, to 1827), the Major's son Nathan (1828 to 1832) and lastly by Isaac Myrick (1833 to 1834). This year ended the building's use as a Tavern, and it became a residence, grocery and social hall.

In 1869 Ezra Fisher Mills purchased the "Ell" and moved it about 1/4 mile southward along Central Avenue. Extensively altered, this building is the one we today 1177 Central Avenue. In 1962 it was the home of the Rimméle family.

A chronological list of the owners to 1962:

1849-1859 Ezra Fuller Jr.

1859-1864 Henry W. Walker of Boston

1864-1865 William E. Hewes of Boston

1865-1897 John M. Young of Boston. During his ownership, the Ell was sold.

1897-1923 Charles Kingsbury Cutter

1923-____ Howard A. and Blanch W. Lincoln

____-1940 Home Owner's Loan Corp.

1940-1941 Charles R. Dennis of Needham

1941-1962 John M. and Emma B. Bailey



Staple to Inventory form at bottom

FORM B – BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

Assessor's Number USGS Quad Area(s) Form Number

Map 039.0,
Block 0034

Boston
South

98
Local: B 92

Addendum 2.b

Town: Needham

Place: *(neighborhood or village)*

Photograph



Address: 14 Bradford Street

Historic Name: George G. Stevens House

Uses: Present: Single-family residential

Original: Single-family residential

Date of Construction: 1850

Source: Assessor

Style/Form: Colonial Revival

Architect/Builder:

Exterior Material:

Foundation: Stone

Wall/Trim: Clapboard

Roof: Asphalt shingles

Outbuildings/Secondary Structures:

Major Alterations *(with dates)*:

Two-story rear addition, 1998

Condition: Good

Moved: no | X | yes | | **Date** _____

Acreage: 0.16

Setting: Located in a moderate density single family residential neighborhood. The house sits back from the road with a manicured lawn and paved walkway at the front. There are mature coniferous trees at the back of the lot.

Topographic or Assessor's Map



Recorded by: EBI Consulting Inc.

Organization: Needham Historical Commission

Date *(month / year)*: November 2009

INVENTORY FORM B CONTINUATION SHEET

NEEDHAM

14 BRADFORD STREET

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

98

Recommended for listing in the National Register of Historic Places.

If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

ARCHITECTURAL DESCRIPTION:

Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

The building located at 14 Bradford Street is an example of the Colonial Revival style of architecture. This house is rectangular in form with a side-gable roof and centered front-gable entrance. The house is two-and-a-half stories tall and measures three bays wide on the front elevation. A two-story box bay protrudes from the front entrance and the main door is paneled with a twelve-pane storm door. The rectangular front stoop is made of brick with curved steps leading up to it. Windows throughout the building are one-over-one double-hung sash replacements with fake muntins, with a few exceptions; a bay window is located on the first story of the south side elevation. A central chimney projects from the roofline and return cornices can be seen in the gables. The rear of the house has a two-and-a-half story addition similar in size and style to the original house with a poured concrete foundation constructed circa 1998.

HISTORICAL NARRATIVE

Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

During the mid-nineteenth century, the original town center of Needham shifted to the railroad axis along Great Plain Avenue. Many of the town's English immigrants settled Great Plain Village (at the junction of Highland Avenue and Great Plain Avenue) during and after the 1860s. During the latter part of the nineteenth century, settlement at Great Plain Village was focused primarily on streets south of Great Plain Avenue and eastward toward Webster Street (Massachusetts Historical Commission). Between 1869 and 1872 both East and West Needham experienced a significant increase in demand for housing lots. This prompted land speculation along Great Plain Avenue which was still primarily farmland and pasture land (Clarke). Large tracts of land were purchased and divided into housing lots. A number of these early subdivisions had restrictions regarding the development of the lots, such as a minimum setback from the street and a minimum cost requirement for new dwellings. According to Clarke the lots were usually sold off at public auctions. Bradford Street was part of civil engineer and landscape architect C. Atherton Hicks' development known as the Oakhurst Property, which was laid out circa 1896. The current parcel was Lot 6 on plan of Block M. Prior to 1960 the property consisted of two lots, 6 and 8.

George G. Stevens was elected deacon of the First Church in 1859 and served as deacon until his death in 1875. Deacon Stevens also served as a highway surveyor for the Town of Needham overseeing the Great Plain area (Clarke). He owned land on the south side of Great Plain Avenue and according to census records in 1870 he was a framer. When his estate was partitioned in 1876 his widow Harriet was given 8 acres including buildings which were subdivided when C. Atherton Hicks took ownership in 1896.

Previous Owners (with dates):

	Book/Page
07/31/1989 Robert W. and Virginia H. Hillegass to Roger A. and Nancy L. Lane	8386/606
07/23/1962 John H. and Helen S. Stoddart to Robert W. and Virginia H. Hillegass	4002/482
05/26/1960 Ruth E. Humphrey to John H. and Helen S. Stoddart	3817/618
03/28/1960 Donald C. and Lora W. Plimpton to Ruth E. Humphrey	3804/673
10/16/1947 J. Corwin and Blanche G. Wright, William P. and Loretta May Brown, and Garnet W. and Florence M. Earle to Donald C. and Lora W. Plimpton	2714/566
<i>For our title see deed below and probate of the will of Rebecca L. Davison, Norfolk County Probate Docket #111493</i>	
11/24/1914 George F. Hague to Rebecca L. Davison	1297/320
05/08/1912 Sarah Gray to George F. Hague	1213/405

Continuation sheet 1

INVENTORY FORM B CONTINUATION SHEET

NEEDHAM

14 BRADFORD STREET

MASSACHUSETTS HISTORICAL COMMISSION

Area(s) Form No.

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

98

09/27/1904	Sarah P. and Jerome S. Daniels to Sarah Gray	1018/164
09/30/1902	Silas P. Holbrook and others to Sarah P. Daniels	983/60
03/11/1902	John F. Mills to Silas P. Holbrook	916/122
02/26/1900	Estate of C. Atherton Hicks to John F. Mills	865/530
04/29/1896	Marietta G. Mannix et al to C. Atherton Hicks	759/175
09/13/1876	Partition of estate of George G. Stevens	483/39
09/21/1865	William N. Eayrs to Peter McMahan	335/95
08/01/1855	George G Stevens to Willim N. Eayrs	???/???

BIBLIOGRAPHY and/or REFERENCESGoogle Maps, <http://maps.google.com>HeritageQuest online database, U.S. Federal Census 1870; <http://www.heritagequestonline.com/hqoweb/library/do/index>

Norfolk County Registry of Deeds

Sherman, W.A. Map of Highlandville – Town of Needham, 1876.

Town of Needham, Assessor's office

Town of Needham, Building Department

INVENTORY FORM B CONTINUATION SHEET

NEEDHAM

14 BRADFORD STREET

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

98



FY2012-1, Needham Historical Society: Artifact Storage Upgrade
Supplementary Information

How many staff members do you currently have, how many volunteers?

- **Staff** – Gloria Greis, Executive Director (full time). I am the only paid staff member.
- **Daily Volunteers** – Two volunteers who come in on a daily basis (3-4 days per week) – Polly Attridge (Archivist, responsible for maintaining and organizing photo and paper archives, providing access to the public, answering research questions); Ron Hylan (compiles and maintains genealogy records, book inventory, slide collection)
- **Event Volunteers** – approx. 20-30 people who work on specific events (such as Pansy Day)

Will the equipment you are requesting stay with the Historic Society? (I am wondering if you might fund the equipment separately and we would fund the professional.)

The equipment would stay with the Society. The tasks outlined in the grant request would set up a base catalogue and the procedures to maintain it on an ongoing basis. The equipment would be needed to continue this process, including new acquisitions, refinement and enrichment of data records, etc.

The Historical Society's annual budget could not accommodate the \$12-13,000 needed to fund the equipment part of the request. It might be possible to break the supply list into smaller segments and seek grant funding for each, but this is a process that would take approx. 2-3 years and would require funders to hold the funds available during that time until we could use them. Because the needs are simultaneous, the tasks could not be stretched out over the – the cataloguer could not work without the database and storage materials, and separating the catalogue and storage functions would be inefficient as well as requiring additional personnel funding (one person @ \$12K plus the archival supplies @ \$8K to undertake the storage improvements, = approx. \$20K; plus (at a later date) one person @ \$9-10K plus the database equipment @ \$3K = approx. \$13K).

See also "Process" below, for information about how the cataloguing and storage improvements are carried out

How many artifacts are you talking about, 100s, 1000s???

This is difficult to assess, since as I mentioned in the earlier submission, we no longer have an accurate record. The Society's overall collections probably total 5000+ objects (excluding archival records), plus another 5-6000 photos (mostly catalogued). The collections included in the request, in the main storage room (called "Room 19") probably number around 3000.

What is your long term goal for the Historic Society, 3-5 year goal?

We developed a ten-year plan in 2001 that encompassed the moving and renovation of the new structures, the development of new public and school programs, and an increase in our overall involvement with the town (making our resources available for exhibit and study, community partnerships and projects, curriculum-based school programs, etc).

We are in the process of developing a new 3-5 year plan that focuses on financial development and growth needs for the future.

Is this step moving towards that goal?

This request is to help fulfill the last unmet goal of the 2001 plan – in part, to finish the “moving in” process, and in part to make the collections more accessible to the public for research and display. We have nearly completed the photo inventory/restorage, and have made significant headway on the paper archives, primarily because we have had someone with experience (the Archivist) to dedicate to the task. We were able to build on a professional inventory (grant funded, c. 1995) to begin a restorage of the clothing and textile collections (about 50% complete). We have not made much progress toward the artifact inventory because of the lack of a trained person to assign to the task (see next).

We need a better understanding of who you will hire; type of professional.

We will be looking for someone with professional training in museum collections management. A collections manager is the person in a museum responsible for all aspects of collections care and documentation – proper storage, inventory and database procedures, object handling. A second choice would be a museum conservator, though their training is more specialized. CMs are the generalists of the museum trade, and their skills tend to be broader and more varied. PastPerfect is the software standard for small museum catalogues, so I would seek someone with PP experience as well, but lacking that, anyone with museum database experience can learn PP.

There are several options for finding someone to hire – a fully-qualified professional looking for part-time work, a new professional who needs experience to build a resume for full-time, pre-grads working out their practical experience requirements. There are several well-regarded Museum Studies programs in this area, so I would target them for candidates first. There is also a local (New England) job list maintained by the New England Museum Association that is familiar to everyone in the field. To assist the cataloguer, I would recruit one or two volunteers with computer and/or photography experience; they would be trained by me and the cataloguer.

The Process – Getting to the Good, via the Bad and the Ugly

This is a brief overview of the inventory and cataloguing process, to give you a better idea of how the funding would be used.

1. Personnel – Artifacts are either (a) fragile, or (b) about to become fragile. It is only a matter of time before the object breaks/fades/dries out, unless there are affirmative steps taken to prevent it. However, for each type of object AND each type of material, the steps needed for preservation are different. This is the primary reason that the process requires a professional to lead it – knowledge of the artifacts, their materials, and of the ways to integrate or mitigate the competing needs of each. Specialists in collections management and conservation have extensive training in material science to learn to address these problems, and have to complete two internships/apprenticeships in their specialty before they are given their degree.

2. Materials – Materials used for artifact conservation need to be stable (in the molecular sense) so that they do not themselves alter, or cause chemical reactions that can alter the artifacts that

they are in contact with. There is a specialist industry that provides these materials for museums, archives, and libraries (Gaylord Bros. and University Products are the primary). As you can see from the supply list, these materials are not cheap.

3. The Starting Point – Room 19 – Room 19 is the main storage room on the second floor. It is the space where we stored the collections most in demand for use, and also those whose materials were most vulnerable to deterioration. The boxes that were packed and labeled when we moved from Glendoon Road were placed on the shelves, to await unpacking, cataloguing and storage supports. In the absence of the resources needed to carry out this task, it was deemed safer to leave most of them in their labeled boxes that start to unpack and possibly lose track of them. The shelves in the room were given to us by the town when they were discarded from the old High School library; they are sufficient for the most part, with the exception of textile storage and high-security storage.



4. The Goal – An orderly storage environment, in which each object has a container that supports its structure (to prevent breakage) and excludes light and dust, while also allowing for ease of access (the more “wrapped up” something is, the more damage is incurred to the object and/or the wrapping when it is opened).

5. The Steps – all of this information is recorded in the database as it is gathered

- A. the artifact, removed from whatever box and wrapping it is currently in, is measured, described, and photographed; any associated information (tags, accompanying labels, inscriptions) is recorded at this time to prevent loss of information.
- B. a number is assigned, and affixed to the object, preferably in permanent form. The catalogue number is a code that reflects the year of accession, the priority, and the associated artifacts within the accession (example, **2012.1.1** = **year of accession.1st accession of 2012.object 1 within that accession**). If we were given a collection of three objects in a single donation, they would be cat. #s 2012.1.1, 2012.1.2, 2012.1.3.
- C. an appropriate container is chosen, based on size and its weight/need for support



- D. custom supporting structures are provided for the object as needed; this can be as simple as a roll of paper, or as complex as an armature



- E. The box is labeled on the outside with the catalogue number and object name (and ideally, a snapshot) of the item/s inside; this minimizes the need to open the box and unwrap the artifacts
- F. a numbered shelf location is assigned to the object in its container so it has a “home” where it can be found when needed, and returned to when done; the database has provisions for tracking the movement of objects, so we can see where it has been moved to, when returned, how often it has been moved
- G. the data record is augmented by secondary information about the object – documentation of provenance, photographic record, information about donor/maker, links to similar objects, reference sources, etc



Prior



Next



Add



Browse



Delete



Edit



Spell



Find



Print



Exit

24 Records

Sort by: Object ID



Help

Collection Native Hawaiian Collection

Collection	1998.017.0006	Objname	Pounder, Poi
Object ID	H006	Category	4: T&E For Materials
Other#		Sub-category	Food Processing T&E
Old#		Other Name	pohaku kui poi
Accessn#	1998.017		
Source	Sevick, Albert E.		
Credit Line	Gift from the estate of Edward P. Sevick		
Home Location	Cabinet 7 Drawer 2		



Accession

Image 1 of 1



Image Management

Description

Description

A knobbed pounder formed of close grained basalt. The knob at the top joins the neck at a slope, its upper part is convex, giving the knob a general rounded appearance. The neck, circular in section, slopes down into the shaft, which gradually increases in diameter, but with enough length to form a convenient grip. The lower end flares outward meeting the circular under surface at a distinct edge, forming a convex pounding surface which is very smooth on this example.

Custom

Notes

Subjects/Classes/SearchTerms/People

Location

Condition

Natural History

Art

General

Early Date Unknown

Late Date 1928

Dimensions ☐ in/oz ☒ cm/in ☐ lbs

Height 17.000 Width 0.000

Length 0.000 Depth 0.000

Diam. 13.000

Weight 0.000 Count 1

Dimension Notes

View Cart

Qty	SKU	Item Name	Price	Subtotal	Delete
3	117-4824S	Adjustable Wire Shelving- Additional Shelf 48 x 24 in.	\$88.40	\$265.20	
6	117-4824	Adjustable Wire Shelving- 4-Shelf Starter Unit 48 x 24 x 74 in.	\$420.45	\$2,522.70	
1	665-3200TP	1 Hour Fire Safe with Impact and Burglary Rating, Taupe	\$1,692.25	\$1,692.25	
1	688-9281	Replacement Blades for 688-9071, 10/pkg.	\$9.85	\$9.85	
1	688-9071	OLFA Stainless Steel Utility Knife, slim grip	\$13.50	\$13.50	
10	613-4018	Corrugated Textile Storage Boxes, scored 40 x 18 x 6 in. (5 per pkg, Total of 50)	\$120.60	\$1,206.00	
10	L738-1114	Self-Sealing Archival Polyester L-Velopes- 11.125 x 14.125 in.	\$16.29	\$162.90	
5	741-3040	Unbuffered Interleaving Tissue, 30 x 40 in.	\$100.45	\$502.25	
10	735-1316	Drop Front Sheet Music Boxes, 13 x 16 x 3 in.	\$10.85	\$108.50	
1	688-9852	Self-Healing Cutting Mat- 36 x 48 in.	\$175.95	\$175.95	
1	039-2000	Paraloid B-72 for labeling museum objects 1 oz. opaque white	\$7.80	\$7.80	
2	039-1000	Paraloid B-72 for labeling museum objects 1 oz. clear	\$7.80	\$15.60	
50	613-3800	B-Flute Corrugated Short Lid RTA Boxes- 20 x 16 x 5 in.	\$13.09	\$654.50	
2	612-3040E	E-Flute Corrugated Board - 30 x 40 in., 25/pk	\$148.75	\$297.50	
5	612-2024E	E-Flute Corrugated Board - 20 x 24 in., 10/pk	\$35.40	\$177.00	
5	612-1114E	E-Flute Corrugated Board - 11 x 14 in., 10/Pk	\$11.70	\$58.50	
10	612-0106	Mix Match-Master Tray with Solid Lid and complete set of 15 inner tray	\$32.95	\$329.50	
10	612-0104	Mix Match Modular-Master Tray and Matching Solid Lid	\$17.29	\$172.90	

133 item(s) in cart

Subtotal: **\$8,372.40**