

|                |          |
|----------------|----------|
| CPC USE ONLY:  |          |
| Application #: | _____    |
| Eligible:      | Y      N |

**Town of Needham  
Community Preservation Committee**

**INITIAL ELIGIBILITY PROJECT APPLICATION (FY2026)**

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Deadline for completed applications is NOVEMBER 1, 2024. Submit via email to Cecilia Simchak [csimchak@needhamma.gov](mailto:csimchak@needhamma.gov) and Lauren Spinney [lsinney@needhamma.gov](mailto:lsinney@needhamma.gov). For more information visit [www.needham.gov/CPC](http://www.needham.gov/CPC).

- |                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Applicant Name:</b><br>Needham History Center & Museum                                                                                                                                                                                                 | <b>Submission Date:</b><br>22 October 2024                                                                                                                                                                                                    |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>2. Applicant Address, Phone Number and Email:</b><br><br>1147 Central Avenue, Needham, MA 02492<br>781-455-8860<br><a href="mailto:greis@needhamhistory.org">greis@needhamhistory.org</a><br><br><b>Contact Name:</b><br>Gloria Greis, Executive Director | <b>3. Purpose <i>(select all that apply)</i></b><br><br><input type="checkbox"/> Open Space<br><input type="checkbox"/> Community Housing<br><input checked="" type="checkbox"/> Historic Preservation<br><input type="checkbox"/> Recreation |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>3. Project Name:</b> Ongoing Collections Storage Upgrades                                                                                                                                                                                                 |                                                                                                                                                                                                                                               |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>4. Project Location/Address:</b><br>Needham History Center & Museum, 1147 Central Avenue, Needham, MA 02492                                                                                                                                               |                                                                                                                                                                                                                                               |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>5. Property Ownership (Site Control):</b><br>Needham Historical Society, Inc. d/b/a The Needham History Center & Museum                                                                                                                                   |                                                                                                                                                                                                                                               |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>6. Amount Requested:</b>                                                                                                                                                                                                                                  | <b>\$65,000</b>                                                                                                                                                                                                                               |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>7. Estimated Total Project Cost: <i>(f Different)</i></b>                                                                                                                                                                                                 | <b>\$65,000</b>                                                                                                                                                                                                                               |
| <br>                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                               |
| <b>8. Critical Dates: <i>(If Applicable)</i></b><br>N/A                                                                                                                                                                                                      |                                                                                                                                                                                                                                               |

**9. Project Summary: *(please provide a brief summary of the project)***

In 2005, when the Needham History Center moved to Central Avenue, the Library gave us discarded shelving. In 2012 and 2018, the CPC granted us funds to rehouse and catalogue our collections in the new facility. Most collections in our main storage room have been moved into archival boxes and catalogued. However, the boxes are too large for the old shelving, and most now rest on the floor. We are requesting funds to upgrade the storage shelving to appropriate scale. We are also requesting to upgrade the dehumidifiers in the basement storage, since these no longer meet the necessary standards.

**10. Community Need: *(In 100 words or less describe how the project meets the goals of the Needham Community Preservation Plan)***

The collections of the Needham History Center consist of artifacts and documents that record the history of Needham, that are used to educate its citizens about the town's history, and that use that vital link to our shared past as a context for understanding current issues. The requested grant would aid in the preservation of these collections, and continue to move us closer to our goal of full compliance with the Dept. of the Interior's Standards for the Treatment of Historic Properties.

**12. Eligibility for Funding: *(In 100 words or less, state the legal basis for why this project is eligible for Community Preservation Act funding)***

This is a grant request to further the *preservation* of the History Center's collections. Subject to prior CPC grant reviews (2012 and 2018), the collections of the Needham History Center have been determined by the Needham Historical Commission to be "*significant in the history, archaeology, architecture, or culture*" of Needham. If this request advances to the next stage, that determination will again be sought from the Commission. The proposed project will also further advance our stated mission to make these collections accessible to all who are interested in learning more about our town and its history.

CPC USE ONLY:

Application #: \_\_\_\_\_

*\*Note: This application enables the Community Preservation Committee to review the request to assess eligibility for CPA funding. You will be notified of the Committee's determination by December 1, 2024. Additional information may be required.*

**NEEDHAM COMMUNITY PRESERVATION COMMITTEE**  
**APPLICATION FOR FUNDING**  
**HISTORIC PRESERVATION FOLLOW-UP QUESTIONS**

**Submit to:** Cecilia Simchak [csimchak@needhamma.gov](mailto:csimchak@needhamma.gov)  
Lauren Spinney [lspinney@needhamma.gov](mailto:lspinney@needhamma.gov)

**Due Date:** January 1, 2025

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**Application No:** FY2026-01

**Project Title:** Ongoing Collections  
Storage Upgrades

**CPC Liaison(s):** Jim Rosenbaum  
[redsoxjer@verizon.net](mailto:redsoxjer@verizon.net)

**APPLICANT INFORMATION:**

**Organization:** Needham History Center & Museum

**Contact Name(s):** Gloria Greis, Executive Director

**Address:** 1147 Central Avenue, Needham, MA 02492

**Telephone No:** (781) 455-8860

**Email(s):** greis@needhamhistory.org

*Please insert at least a brief narrative answer on all applicable subjects (if a question is not relevant to the project, please list N/A). If more space is needed, feel free to attach appendices and/or cross-reference other documents provided to the Community Preservation Committee.*

**PROJECT DETAILS**

**1. Summarize the scope and/or concept of the project:**

**a. Provide all design specifications and/or architectural plans applicable to the project.**

Room Plot and layout (attached)

**b. List the names and addresses of project architects, contractors, and consultants.**

- Gloria Greis, Executive Director, Needham History Center & Museum, 1147 Central Avenue, Needham 02492
- Susan Jarvis, Collections Manager, Needham History Center & Museum
- Mark Gluesing, Board Member NHC&M and Architect, 48 Mackintosh Avenue, Needham, 02492
- Jess Delaney, JT Delaney Construction, 31 Lake Drive, Needham, 02492
- T&J Heating and Air Conditioning, 121 Mechanic Street, Bellingham, MA 02019

- c. **Provide a projected task plan and timeline.** *(Should you be awarded CPA funding, these tasks will be the basis of your Project Status Reports that will be due periodically until the project is complete).*

The proposed timeline is as follows, July-December 2025:

- Clear rooms of existing collections – July
- Remove current shelving – July to August
- Clean and prep room – August
- Install new shelving units – August to September
- Return collections to storage – September to October
- Document new locations in database – October to December

- d. **Describe any maintenance requirements and estimated yearly costs of maintenance for the completed project.**

Maintenance – pest monitoring, cleaning, ongoing artifact storage housing, etc – are the responsibility of the Needham History Center and included in the annual operating budget, as the following line items:

- Pest Control - \$1000
- Cleaning - \$2400
- Collections Management - \$8500

## **2. List the anticipated project cost:**

- a. **Provide a budget with line itemization, including any funding requested previously, as well as any possible future funding requests.**

The current application request is for funding from the CPC to purchase and install shelving for our main storage room, as well as to enhance dehumidification equipment in the basement storage area. Please see Section 4a, below, for explanation of needs.

Itemized Summary Budget (see also Budget Spreadsheet, attached):

- Heavy-duty steel shelving for box and artifact storage - \$14,669
- Garment racks for hanging textiles and uniforms - \$375
- Flat files (map cases) for oversized works (photos, maps, posters, etc) - \$9476
- Vertical storage racks for paintings and framed works - \$598
- Dehumidification equipment for basement - \$14,500
- Shipping - \$1594
- Assembly - \$5000
- Disposal of materials - \$500
- **REQUEST TOTAL: \$46,712**

**CPC Grant 2012** – the CPC provided \$25,000 for the History Center (then the Needham Historical Society) to hire a Collections Manager for three years and the purchase the supplies (computer, cataloging software, archival storage boxes, etc) needed to accomplish the task. At that time, much of the collection was still in random boxes without any documentation or inventory control.

**CPC Grant 2018** – the CPC provided an additional \$25,000 to continue the work of the Collections Manager for another three years to continue the work of rehousing and inventory. In the interim (2016 and 2017) the History Center had obtained alternate funding to maintain this position. Following the termination of this grant (2022+) the CM salary was partially grant-funded and partially funding in the operating budget. This salary is now wholly supported by the operating budget.

- b. Does this project leverage additional or multiple sources of public and/or private funding or assist in planning and development activities to facilitate such leverage? Please provide details.**

The requested CPC funding will provide for the costs of materials needed for this project – shelving and other storage furniture, humidity control in an area where most needed, and some of the labor to assemble and install. All other costs, including creating the workplan and layout, removal of collections from the storage room during shelving installation, return and reorganization of the collections upon completion of the installation, and subsequent ongoing collections organization documentation and access will be borne by the Needham History Center (breakdown in Section 2c, below).

- c. Indicate expenditures & funding (by municipal fiscal year):**

| <b>Fiscal Year</b> | <b>Total Project Estimated Expenditures</b>                                                                                                        | <b>CPC Funds Requested</b> | <b>Other Funding Sources (Amount &amp; Source)</b>                                                 |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------|
| FY '26             | CPC Grant request<br>60 hrs Greis @ \$50/hr<br>80 hrs Jarvis @ \$30/hr<br>80 hrs Gluesing @ \$39.19/hr<br>(MA standard volunteer hourly valuation) | \$46,712                   | \$8525<br>\$3000 Staff time – in-kind<br>\$2400 Staff time – in-kind<br>\$3152 Volunteer – in-kind |
| FY '27             | NA                                                                                                                                                 |                            |                                                                                                    |
| FY '28             | NA                                                                                                                                                 |                            |                                                                                                    |
| FY '29             | NA                                                                                                                                                 |                            |                                                                                                    |
| FY '30             | NA                                                                                                                                                 |                            |                                                                                                    |

|               |                                |                 |  |
|---------------|--------------------------------|-----------------|--|
| <b>TOTAL:</b> | <b>Grant request + in-kind</b> | <b>\$55,237</b> |  |
|---------------|--------------------------------|-----------------|--|

**3. Supply detailed Project Information:**

- a. Provide the deed and recorded plans, and maps or renderings of the subject property.**

N/A

- b. Provide inspection reports, existing conditions reports, 21E reports, and other environmental assessment reports.**

N/A

- c. Provide details of any natural resource limitations (wetlands, flood plain, etc.) to which the property is subject.**

N/A

- d. Provide details of any zoning restrictions (i.e. district, dimensional, and use regulations as applicable to the property) to which the property is subject.**

N/A

- e. Is the proposed project on the Select Board's capital priority list?**

No

- f. Is the proposed project on the capital priority list of the applicant?**

Yes

- g. Is there an urgency related to the timing of the project (including scheduling factors not controlled by the applicant)? Provide details.**

No

**4. Address CPA Application Evaluation Criteria:**

- a. Summarize how the proposed project utilizes, preserves, protects, increases, and/or enhances historic preservation in Needham.**

- b. Explain how this project meets the following General Factors for Consideration of the Needham Community Preservation Plan. Provide details:**

1. The project is consistent with the goals of the Town of Needham Community Preservation Plan.
2. The urgency of the project with particular consideration to those requests whose successful implementation is constrained by scheduling factors not controlled by the applicant. N/A

- The project is economically or otherwise reasonably feasible to implement and operate on a long-term basis.
- The project satisfies federal, state and local laws to the extent applicable.

The materials and procedures proposed for this project are in keeping with the Dept of the Interior's **Required Standards for Managing and Preserving Museum Property**, and moves the Needham History Center closer to reaching that goal. Adherence to these standards are also a requirement of the CPA bylaw.

#### **DOI Museum Property Directives**

#### **Required Standards for Managing and Preserving Museum Property**

##### **Directive 4.1.12: Storage Standards**

Units that manage museum collections must use dedicated space that meets the environmental control standards in Section 1.6 of this Directive and provides secure storage of and access to all museum collections to minimize risk to objects. General requirements are to:

- A. Provide storage space(s) large enough for existing museum collections.
- B. Plan space to accommodate anticipated collection growth.
- C. Organize storage space to ensure the safe movement of staff and objects and to facilitate safe access to all objects through the efficient use of storage systems.
- D. House museum collections in appropriate containers and use appropriate museum-quality materials that provide a protected and stable environment.
- E. Use materials and methods that protect museum collections from damage while the objects are being stored, especially in high-risk areas such as earthquake zones and flood plains.

[https://www.doi.gov/sites/default/files/migrated/museum/policy/upload/Dir-4\\_Required-Stds-Collections-Preservation.pdf](https://www.doi.gov/sites/default/files/migrated/museum/policy/upload/Dir-4_Required-Stds-Collections-Preservation.pdf)

- The project leverages additional or multiple sources of public and/or private funding or assists in planning and development activities to facilitate such leverage may possibly be preferred.

In addition to the CPC funding request, the Needham History Center will be investing staff time and volunteer time to complete this project, for an estimated value of \$8525 (see Section 2c, above)

- The project utilizes, preserves, protects, increases or enhances Town-owned open space, recreation, historic and/or housing assets. N/A



- A project that benefits privately owned resources shall include permanent restrictions to ensure a public benefit.

See Sections 4c and 4d. As a public charity, the law places restrictions on the ability of the History Center to sell or otherwise alienate materials in its collection.

- Awarding funds for the project is consistent with prudent long-term management of CPA funds.
- The project proponent has demonstrated to the reasonable satisfaction of The Committee the ability and competency to implement the project as proposed either by its record of successfully implementing similar projects or otherwise. N/A
- The applicant has site control, or the written consent by the property owner (or relevant Town agency or board) to submit an application. N/A
- The Committee prefers to bring projects to the Annual Town Meeting in May, though under special extraordinary circumstances that affect the project negatively, a project may be considered to be presented at a Special Town Meeting.
- CPA funding will enable the project.

This project has been a priority for the Needham History Center for several years. The History Center maintains a Capital Reserve in its budget, which usually amounts to \$35-40,000, which funds were targeted for storage improvements. Unfortunately, emergency repairs to the building became necessary last year on an accelerated schedule – painting and surface repairs, and storm damage to the roof that resulted in leakage into the house and storage areas. Normally, these repairs are on a maintenance timeline and do not overlap, but because both needed to be done last year the Capital Reserve was depleted and additional grants had to be sought to cover the scope of the work. Although we are working to build up the Reserve, the funding for this project will not be adequate for several years, so we are seeking the funds from the CPC to carry it out.

**c. Explain how the project addresses or supports the Historic Preservation Goals articulated in the 2014 Needham CPA Plan:**

To protect, preserve, enhance, restore or rehabilitate the following:

- Resources of historical, cultural, architectural or archaeological significance, especially those which are threatened with demolition,
- Historic properties for adaptive reuse; and
- Sites on the Needham Historical Commission Inventory.

The artifact collections of the Needham History Center are historical, cultural, and/or archaeological assets to the Town of Needham, and their function and purpose is to

teach the town's history, and to use that history to create context to inform the current community discussions.

This was confirmed by a vote of the Needham Historical Commission on 30 January 2012: "The Needham Historical Society is submitting a request to the CPC for \$25K to fund a part-time cataloguer, incl. salary and equipment, for the collections in the attic storage. **The CPC requested an opinion by the Historical Commission that the artifacts in question are significant resources for the history of Needham. The Commission voted 6 – 0 (1 absence), to find the artifacts historically significant.**" (posted at <https://www.needhamma.gov/ArchiveCenter/ViewFile/Item/2596>).

This motion will be proposed again at the Historical Commission meeting on January 13, 2025, and the result and minutes will be conveyed to the Committee at that time.

d. **Explain how this project addresses the Historic Preservation Factors for Consideration in the 2014 Needham CPA Plan:**

- Preserves and protects historic and cultural properties and sites to the extent allowed under the CPA.

This funding request has two aspects – storage shelving and dehumidification. See below for details. See also Section 4b.

- Demonstrates a public benefit to preserve historic resources. Town-owned facilities may be preferred in The Committee's evaluation process.

The NHCM is a nonprofit public charity (501c3) and not a privately-owned entity. That means that by definition the assets of the History Center are held and managed for the benefit of the community – Needham at large, as well as anyone whose history or interests involve Needham.

This is also our mission – to use our resources and assets to *“engage and educate the community about the history of the town and its people, and to preserve the treasures of Needham's past. We connect people with history to provide a vital link to the past and context for understanding current issues.”*

To this end, we try to offer as many of our museum and collections services as we can to the public at no cost to them – admission to our museum is free, we do not charge for images for personal use, we do not charge for research, and we engage with town and civic organizations to provide information and programming. In FY 2024, we have hosted:

- 6 museum tours – one each for North Hill and Newbridge on the Charles, and four for the Charles River Center

- 14 free public programs – book discussions, lectures, etc
  - 16 elementary school classroom visits (Schoolhouse Day, museum tours)
  - 45 in-person research visits and an equal number of requests via email and social media – local residents, middle and high school students, college students, news stations (WCVB, Chs 25 and 10), Natick Praying Indians, the Needham Channel, Needham Community Revitalization Trust Fund, First Parish Memorial Committee, Green Needham
  - Provided information for town committees – Conservation Committee (Ridge Hill), Select Board (Local Historic District bylaw, Town Seal and Branding Committee), School Department (Social Studies curriculum revision planning, Emery Grover)
  - Sent out 41 Weekly History Stories to subscribers (member and non-member) via email and social media
- Incorporates the remodeling, reconstruction, renovation and making of extraordinary repairs to historic resources, such as improvements intended to make historic facilities functional for their intended use, including but not limited to, handicapped accessibility and building code requirements.

All of this involves ‘making our historic facilities functional for their intended use.’ In addition to the physical assets (such as the schoolhouse), providing the services listed above depends upon our ability to access our object and archival collections for exhibit, study, and reference. For example, our collections of prehistoric and Native American artifacts are of interest to the tribal historians of the Natick Praying Indians, and the Needham fourth graders studying Native American cultures.

### **Storage Shelving:**

When we first moved into our facility on Central Avenue, the Public Library gave us a large number of their old book shelving that had been replaced during their renovation. We were very happy to have these, and they served us well for many years. However, their size and configuration is incompatible with the sizes of the archival containers that we use for our collections, so the use of space is very inefficient. One of the library shelves can hold 2 of the flat textile boxes or 2 of the ‘banker’-style cartons. As proposed, each new shelf would be able to hold up to 12 textile boxes or 8 cartons, and allow us to shelve all of the boxes currently on the floor.

Right now, although the majority of the collections have been moved into archivally-appropriate containers, the objects themselves have become increasingly more difficult to access. Since we are unable to make efficient use of the current shelving, the boxes have to be stacked on the floor. They form high piles, and fill the current aisles between the shelves. It is currently difficult to reach objects in the nearer piles, and nearly impossible at this point to reach the objects in the piles farther down the aisles. This impedes both staff and public access, and limits our ability to use these objects for teaching and exhibit.

This is also a problem for preservation, since we cannot accomplish the routine monitoring for pests and deterioration of the stored collections that we cannot reach.

The vertical racks are intended to store the framed works (paintings, photos, etc), which are currently stacked along the walls, and many of which have plaster-detailed frames. The vertical racks would allow us to store these with structural support, and some separation to minimize damage to their frames.

Finally, there are objects in our collections that have not yet been moved into archival storage containers, and are still subject to damage from light, dust, and movement. This work is ongoing and not a part of this grant request, but most of these objects remain unhoused because of the difficulty of reaching them in the current storage conditions. This is detrimental to their long-term preservation, and rehousing them into appropriate containers is a priority that can also be facilitated by this grant request.

**Dehumidification:**

Our current dehumidification resources are two household-scale dehumidifiers in the basement storage area. These are drained to our two sump pumps. This solution has proved inadequate for the volume of the space, and the drainage system has to be monitored constantly to prevent backups. The attached proposal is for a built-in system of larger capacity and integrated drainage

**5. Supporting documents:**

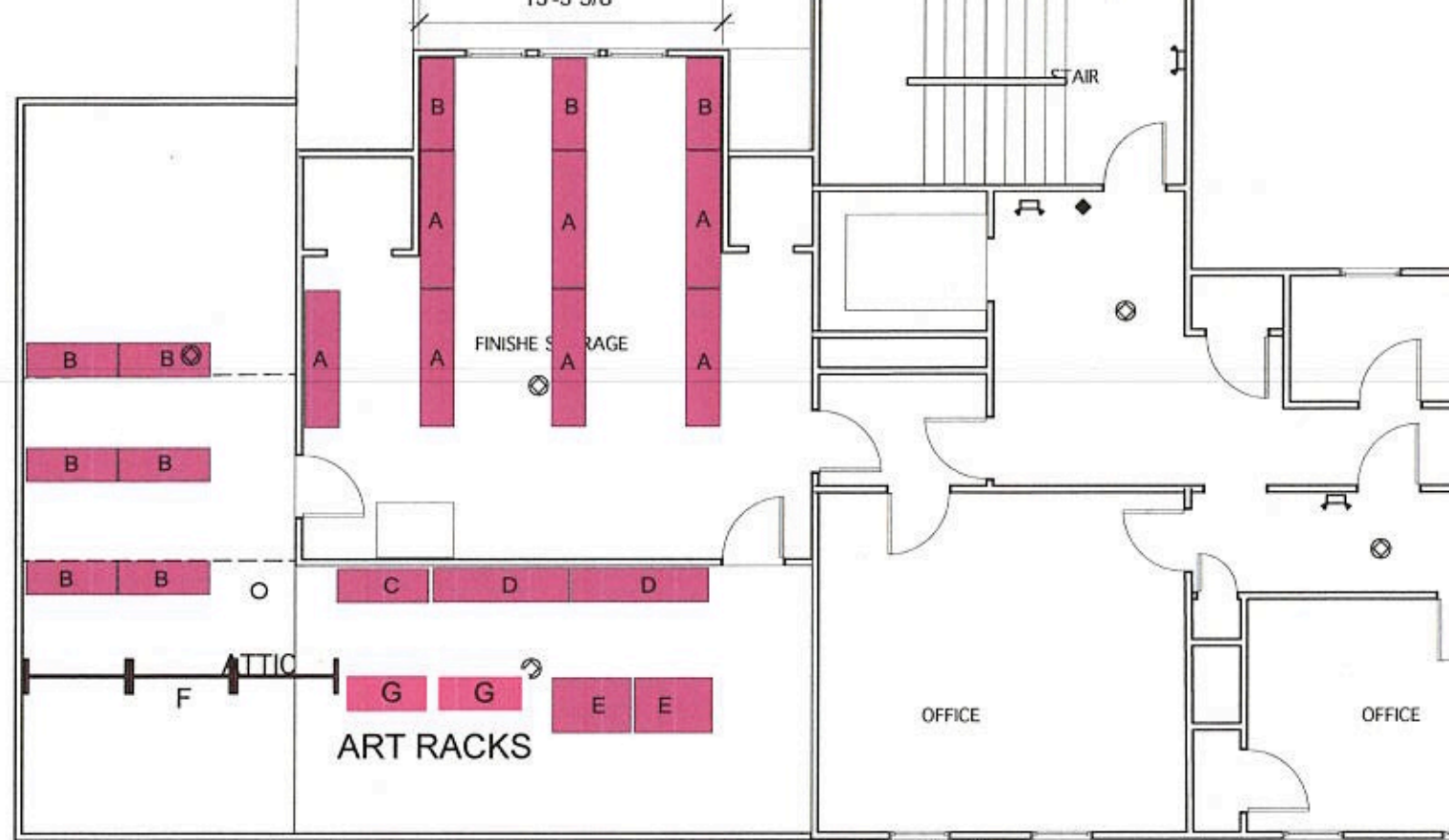
**1. Please attach letters, references, studies, maps, statistics or any other documents which support the merits of the application.**

The following additional documents are attached:

- Photos of current storage conditions
- Room plan showing shelving layout
- Dehumidifier proposal, T&J Heating and Air Conditioning
- Budget detail spreadsheet



Two examples of stacked boxes and current shelving. I will have more images for the presentation on Jan 7th.



SHELVING

- A. 18dX72wX84h
- B. 18dx48wx84h
- C. 18dx48wx72h
- D. 24dx60wx72h
- E. Flat file 30x42
- F. coat rack 51"L
- G. art racks 51x18x 58h

ATTIC



**T&J Heating and Air Conditioning**  
121 Mechanic Street  
submit checks to: PO Box 523  
Bellingham, MA 02019



## PROPOSAL

**Presented to:**  
**Needham Historical Building**  
1147 Central Avenue  
Needham, MA 02492

**Job #** 57844  
**Job Name** Builder  
Remodel/Replacement  
HVAC  
**Proposal #** P-57844-1  
**Technician**  
**Issue Date** Oct 17 2024

**Customer Contact:**  
H: 7814444298  
M: 7817890836  
E: [mjgluesing@gmail.com](mailto:mjgluesing@gmail.com)

**Service Location:**  
1147 Central Av, Needham  
1147 Central Avenue  
Needham, MA 02492

**Your Price: \$14,491.00**

| Description                                                                                                                                                                                                                                                                                                                                                                                             | Qty | Price              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------------------|
| <b>Installation of Dehumidifiers for Basement Area</b><br>Installation of 2 - Dehumidifiers for Basement Area @ \$13,016.00<br><br>PRICE INCLUDES<br>2 - SANTA FE SFE-ULTRA 155 DEHUMIDIFIERS.<br>2 - APRILAIRE DEHUMIDISTATS - MODEL 76<br>25' OF SUPPLY DUCTWORK RUN OUT IN BASEMENT.<br>THERE WILL BE NO RETURN DUCTWORK RUN OUT OR INSTALLED.<br>ALL NECESSARY DUCTWORK AND CONDENSATE CONNECTIONS. | 1   | \$13,016.00        |
| <b>Electrical</b><br>COST TO WIRE BOTH DEHUMIDIFIERS @ \$1,475.00                                                                                                                                                                                                                                                                                                                                       | 1   | \$1,475.00         |
| <b>Your Price</b>                                                                                                                                                                                                                                                                                                                                                                                       |     | <b>\$14,491.00</b> |

**Review and Sign**

### Customer Approval:

☐ I accept this proposal and agree to the terms and conditions.

### Contract Terms:

#### Terms And Conditions

- Work:** Contractor shall use its diligent efforts to perform the "Work" described in the Scope of Work as described herein, in an expeditious manner consistent with the Proposal. Contractor shall provide all labor, materials, equipment, and services necessary to complete the Work in full accord and reasonably inferable from the Proposal, unless indicated otherwise herein.
- Contract Price:** As full compensation for performance by Contractor of the Work, Customer shall pay Contractor the lump sum price of listed above in description ("Contract Price"). The Contract Price is subject to adjustment as provided in this Proposal. One-third (1/3) of the Contract Price is due upon execution of the Proposal by the Customer. One-third (1/3) of the Contract Price is due upon commencement of work by Contractor. The remaining balance of the

Contract Price will be paid incrementally as work progresses and within seven (7) days after receipt of any progress invoice. The balance of the Contract Price is due upon completion of the Work. Payments due but unpaid shall bear interest from the date payment is due at the rate of one percent (1%) per month.

3. **Contractor's Responsibilities:** Contractor shall be responsible for supervision and coordination of the Work, including the construction means, methods, techniques, sequences, and procedures, unless otherwise directed by Customer. Contractor shall obtain all necessary permits, the cost of which shall be paid by Customer, which amounts are in addition to the Contract Price.
4. **Customer's Responsibilities:** Customer shall provide unfettered access as needed for Contractor to complete its Work. Upon written request, Customer shall provide Contractor with information necessary to give notice of or enforce mechanics lien rights.
5. **Schedule of Work:** Following execution of this Proposal and receipt of initial payment described herein, a Schedule of Work shall be issued by Contractor. Contractor reserves the right to adjust the Schedule of Work and extend the date of commencement and completion as necessary.
6. **Changes in the Work:** Contractor may request or Customer may order changes in the Work that impact the Contract Price and Schedule of Work. All such changes shall be formalized in a Change Order. Contractor shall not be obligated to perform changes in the Work without a Change Order. Contractor shall be entitled to additional compensation relative to any Change Order.
7. **Termination by Owner:** If Contractor persistently fails to supply enough qualified workers, proper materials, or equipment to maintain the approved Schedule of Work or is otherwise in material breach of the Proposal, Contractor may be deemed in default. If Contractor fails to commence and to continue correction of such default with diligence and promptness within seven (7) days after written notification from Customer, then Customer shall have the right to terminate this Proposal.
8. **Termination by Contractor:** If Owner fails to make payment in accordance with this Proposal or if the Schedule of Work is delayed more than thirty (30) days, Contractor may terminate this Proposal upon seven (7) days written notice to Customer.
9. **Indemnity:** To the fullest extent permitted by law, Contractor shall indemnify and hold harmless Customer and/or Owner from all claims for bodily injury and property damage, other than to the Work itself, including reasonable costs and expenses that may arise from the performance of the Work but only to the extent caused by the negligent acts or omissions of Contractor.
10. **Waiver of Consequential Damages:** Customer waives and releases all claims for consequential damages arising out of or relating to the Work or the Proposal.
11. **Warranty:** Contractor warrants that all materials and equipment shall be new unless otherwise specified, of good quality, in conformance with the Proposal, and free from defective workmanship and materials. Contractor warrants its products to be free of any defect in material or workmanship for a period of one (1) year from the date of installation, excluding oil burners.
12. **Dispute Resolution:** This Proposal shall be construed in accordance with the laws of the jurisdiction where the Project is located without regard to that jurisdiction's law with respect to conflict of laws. The parties shall endeavor to resolve all disagreements through negotiation in good faith. All disputes under this Proposal shall be resolved, at the sole option of Contractor, by a civil action (jury waived) filed exclusively in the jurisdiction in which the Project is located or by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then in effect, whichever Contractor may elect in its sole discretion. Any award rendered by the arbitrator(s) shall be final and judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction.

### **Disclaimers**

· **ANY REQUIRED PERMITS BY T&J - PERMIT COSTS (INCLUDING THOSE RELATED TO MANUAL J, D, S) TO BE PASSED ON TO BUILDER/OWNER.**

· EXHAUST FANS BY OTHERS & EXHAUST TERMINATIONS BY OTHERS - T&J WOULD ONLY BE RESPONSIBLE FOR DUCT WORK BETWEEN THE TWO.

· ANY REQUIRED CHIMNEY WORK BY OTHERS. ANY REQUIRED CARPENTRY WORK BY OTHERS. EXCAVATION WORK BY OTHERS.

· IF QUOTING BASED OFF PRINT, FINAL PRICING IS SUBJECT TO FIELD INSPECTION.

· THE CUSTOMER AGREES NOT TO USE THE PROPOSED HEATING AND/OR AIR CONDITIONING SYSTEM DURING CONSTRUCTION OR AGREES TO PAY ANY DAMAGES DUE TO USE.

· PLUMBING CONTRACTORS ARE RESPONSIBLE FOR ALL POTABLE WATER CONNECTIONS ON NEW CONSTRUCTION, IF T&J IS NOT PLUMBING CONTRACTOR.

· HIGH VOLTAGE & LOW VOLTAGE WIRING RUN BY ELECTRICAL CONTRACTOR - LOW VOLTAGE CONNECTIONS ONLY BY T&J.

· ANY TOWN THAT REQUIRES DUCT TESTING, PRICE NOT INCLUDED IN THIS PROPOSAL.

· BALANCING OF HEAT/A-C TO SPECIFIC ROOM NEEDS LOCATION(S) UPON CUSTOMER'S REQUEST.

· IF TOWN REQUIRES BALANCING REPORT, THE ADDITIONAL COST WILL BE INCURRED BY BUILDER/HOMEOWNER.

· NEW CONSTRUCTION QUOTES DO NOT INCLUDE EXHAUST DUCT FOR KITCHEN HOODS.

· ON NEW CONSTRUCTION HIGH EFFICIENT EQUIPMENT: DO REQUIRE A DRAIN TERMINATION THAT WILL NOT FREEZE, THIS MUST BE SUPPLIED BY BUILDER OR PLUMBER.

· CAPACITY OF HEATING SYSTEMS & A/C SYSTEMS, PER MA BUILDING ENERGY CODE.





- ALL HVAC SPECIFICATIONS HAVE BEEN ESTABLISHED BY GENERAL CONTRACTOR (i.e., BRAND, # OF ZONES, EFFICIENCY, ETC.) UNLESS OTHERWISE SPECIFIED.
- PIPE INSULATION BY OTHERS – PIPE INSULATION REQUIREMENTS PER BUILDING CODE, NOT PLUMBING CODE.
- SIDE WALL VENTED GAS FURNACES ONLY: BUILDER/H-OWNER MUST HAVE REQUIRED CARBON MONOXIDE DETECTORS INSTALLED (PER MA REGULATION).
- ENCAPSULATING OF ATTIC FURNACE, IF REQUIRED, TO BE PERFORMED BY OTHERS.

REGISTERING MANUFACTURER WARRANTIES ARE THE RESPONSIBILITY OF THE OWNER/BUILDER.

T&J HEATING AND AIR CONDITIONING MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, REGARDING THE FINANCIAL RESULTS THAT MAY BE ACHIEVED THROUGH THE USE OF MASS SAVE. THE CUSTOMER ACKNOWLEDGES AND AGREES NTHEY ARE RESPONSIBLE FOR THE FULL CONTRACT PRICE, AND ANY OUTCOMES OR BENEFITS RELATED TO MASS SAVE PROGRAM DO NOT ALTER THIS FINANCIAL OBLIGATION.

| SHELF TYPE                                   | TYPE A (7)<br>18d x 72w x 84h | TYPE B (9)<br>18d x 48w x 84h | TYPE C (1)<br>18d x 48w x 72h | TYPE D (2)<br>24d x 60w x 72h | TOTAL        |
|----------------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|--------------|
| <b>ULINE HEAVY DUTY STEEL SHELVING</b>       |                               |                               |                               |                               |              |
| H-5447                                       | 800 x 7                       |                               |                               |                               |              |
| H-5445ADD (additional shelves for this unit) | 179 x 5                       |                               |                               |                               |              |
| H-3121                                       |                               | 555 x 9                       |                               |                               |              |
| H-3912ADD (additional shelves for this unit) |                               | 111 x 5                       |                               |                               |              |
| H-3912                                       |                               |                               | 565 x 1                       |                               |              |
| H-4862                                       |                               |                               |                               | 770 x 2                       |              |
| H-4862ADD (additional shleves for this unit) |                               |                               |                               | 173 x 3                       |              |
| <i>SUBTOTALS</i>                             | <i>6495</i>                   | <i>5550</i>                   | <i>565</i>                    | <i>2059</i>                   |              |
| <b>TOTAL</b>                                 |                               |                               |                               |                               | <b>14669</b> |
| <b>GARMENT RACKS. (3)</b>                    |                               |                               |                               |                               |              |
| H-8532RT                                     | 125                           |                               |                               |                               | <b>375</b>   |
| <b>FLAT FILES. (2 each)</b>                  |                               |                               |                               |                               |              |
| SAFCO 4998TSR (48 x 36")                     | 3600                          |                               |                               |                               | <b>7200</b>  |
| SAFCO 4979TS (open base)                     | 1138                          |                               |                               |                               | <b>2276</b>  |
| <b>PAINTING STORAGE RACK (2)</b>             |                               |                               |                               |                               |              |
| Uline H-1188                                 | 299                           |                               |                               |                               | <b>598</b>   |
| <b>SHELF TOTALS</b>                          |                               |                               |                               |                               | <b>25118</b> |
| <b>DEHUMIDIFY BSMT</b>                       |                               |                               |                               |                               | <b>14500</b> |
| T&J Heating, Contractor estimate             |                               |                               |                               |                               |              |
| <b>SHIPPING COSTS</b>                        |                               |                               |                               |                               |              |
| ULINE                                        |                               |                               |                               |                               | <b>1094</b>  |
| SAFECO (est)                                 |                               |                               |                               |                               | <b>500</b>   |
| <b>SHIPPING TOTAL</b>                        |                               |                               |                               |                               |              |
| <b>ASSEMBLY COSTS</b>                        |                               |                               |                               |                               | <b>5000</b>  |
| JT Delany Construction, contractor estimate  |                               |                               |                               |                               |              |
| <b>DISPOSAL COST</b>                         |                               |                               |                               |                               | <b>500</b>   |
| <b>PROJECT TOTAL ESTIMATE</b>                |                               |                               |                               |                               | <b>46712</b> |
| REV.28 Dec 2024                              |                               |                               |                               |                               |              |



# Ongoing Collections Storage Upgrades

Proposal to the Needham CPC  
January 2025

# Previous CPC Support:

- **CPC Grant 2012** – the CPC provided \$25,000 for the History Center to hire a Collections Manager for three years and the purchase the supplies needed to accomplish the task. At that time, much of the collection was still in random boxes without any documentation or inventory control.
- **CPC Grant 2018** – the CPC provided an additional \$25,000 to continue the work of the Collections Manager for another three years to continue the work of rehousing and inventory. In the interim (2016 and 2017) the History Center had obtained alternate funding to maintain this position.

# Project Budget:

- **\$46,712** request from CPC
- **\$8525** estimated staff and volunteer costs (in-kind)
- **\$55,237 estimated total project cost**

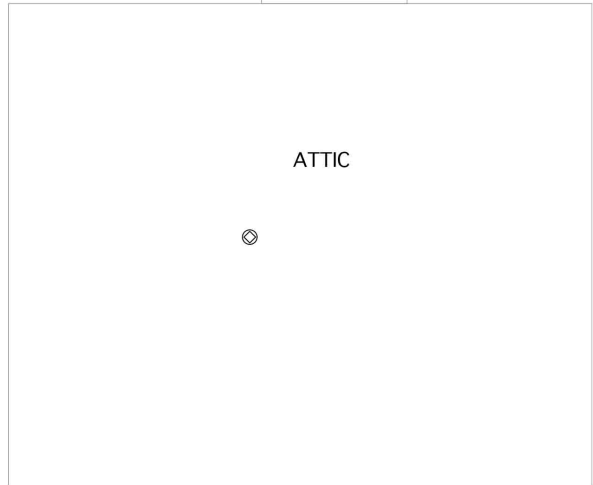








- A. 18dX72wX84h
- B. 18dx48wx84h
- C. 18dx48wx74h
- D. 18dx72wx54h
- E. Flat file 30x42
- F. coat rack 51"L



1 Existing 2nd Floor  
Scale: 1/8" = 1'-0"

- LEGEND
- ⊗ SMOKE DETECTOR
  - ◆ FIRE ALARM PULL
  - ⚡ EMERG. LIGHT

Mark Gluesing Architect  
48 Mackintosh Avenue  
Needham, MA 02492  
781.444.3504

Needham History Center & Museum  
1147 Central Avenue  
Needham, MA 02492

10.17.24  
10.19.24





Enlarge & Video

### HEAVY-DUTY STEEL SHELVING

Highest capacity storage for motors, dies and heavy machine parts. Up to 2 tons per shelf!

- **Boltless assembly.** Shelves snap into place and adjust at 1 1/2" increments.
- Four-way access for easy loading and unloading.
- 14-gauge steel posts; 16-gauge steel shelves.
- Tough, powder-coat finish.
- Made in USA.

#### ADDITIONAL SHELVES

- Add extra shelves to maximize storage space.
- Boltless design for easy assembly.



### Steel Carton Stand - 51 x 18 x 58 3/4"



Enlarge

Save space and keep your packing area organized.

- All steel construction provides superior strength.
- Bottom shelf has 20" dividers. Adjustable top shelf has 14" dividers.
- Optional [Casters](#) make stand portable.

+ **Free Offer**

| MODEL NO. | DIMENSIONS L x W x H | DESCRIPTION | CAPACITY | PRICE EACH |       | IN STOCK SHIPS TODAY                               |
|-----------|----------------------|-------------|----------|------------|-------|----------------------------------------------------|
|           |                      |             |          | 1          | 2+    |                                                    |
| H-1188    | 51 x 18 x 58 3/4"    | Two Tier    | 500 lbs. | \$319      | \$299 | <input type="text" value="1"/> <a href="#">ADD</a> |

SHIPS UNASSEMBLED VIA MOTOR FREIGHT

+ [Additional Info](#) + [Shopping Lists](#) [Request a Catalog](#)

# Preservation:

## **Dept of the Interior's Required Standards for Managing and Preserving Museum Property**

### **Directive 4.1.12: Storage Standards**

Units that manage museum collections must use dedicated space that meets the environmental control standards in Section 1.6 of this Directive and *provides secure storage of and access to all museum collections* to minimize risk to objects. General requirements are to:

- A. Provide storage space(s) large enough for existing museum collections.
- B. Plan space to accommodate anticipated collection growth.
- C. Organize storage space to ensure the safe movement of staff and objects and to facilitate safe access to all objects through the efficient use of storage systems.
- D. House museum collections in appropriate containers and use appropriate museum-quality materials that provide a protected and stable environment.
- E. Use materials and methods that protect museum collections from damage while the objects are being stored, especially in high-risk areas such as earthquake zones and flood plains.

# Public Benefit:

- The NHCM is a nonprofit public charity (501c3) and not a privately-owned entity. That means that by definition the assets of the History Center are held and managed for the benefit of the community – Needham at large, as well as anyone whose history or interests involve Needham.
- This is also our mission – to use our resources and assets to “*engage and educate the community about the history of the town and its people, and to preserve the treasures of Needham’s past. We connect people with history to provide a vital link to the past and context for understanding current issues.*”
- We try to offer as many of our services as possible to the public at no cost – admission to our museum is free, we do not charge for images for personal use, we do not charge for research, and we engage with town and civic organizations to provide information and programming. FY 2024 partnerships and public programs are listed in the application.