

Doug Johnstone

To: Susan Leonard; Polly Burnell; Mick Rudd; Marian Roth; Marcia Fair; Lyn Kratz; Karen MacDonald; Debra DeJonker-Berry; David Mayo; Bill Schneider; Alison Hyder; Stephen Borkowski

Subject: History Preservation Project update



Task Outline
060908.doc

Hello Everyone - Pending a successful outcome on September 11th, in order to get the project up and running as quickly as possible - ever mindful that all due care and consideration be given to the planning process - we discussed outlining the specific tasks needed to accomplish this goal. The attached brief outline provides specific areas to focus your efforts on. Your suggestions on who in the community would be a good candidate to help on one or more of the tasks is most welcome. By this time next week I'd like to see people assigned to key tasks so that we can all be working in concert before the curtain rises on the actual project itself. (NOTE: I intend to ask Laurel Guadagno and Richard Caouette to help in one of these tasks next week - others?)

Progress to date on the move-in logistics:

New England Deaconess would like to coordinate our efforts to change locks on building. I am working with Tony Lemme and locksmith to make this happen as soon as possible. Truck reserved through DPW on Thursday 9/13 to move material from Grace Gouveia attic to Freeman Street building through use of Sheriff department community workers. Doug, Alison, Susan and Polly available to oversee move. Folding tables and chairs to be obtained from Town Hall.

Progress to date on prioritization of material:

I spoke with Josephine Del Deo today who shared her thoughts on initial preservation efforts - quite enlightening - and she said to contact her once the material is in the Freeman Street building and she will actively participate in helping to coordinate prioritization. (NOTE: Josephine will likely take a leadership role on this, but will need help).

Progress on technology:

Lyn and I met with MIS Director Beau Jackett and have begun to make progress on determining what systems and equipment will work for the project, with Beau and Lyn conducting further research.

Progress on public relations: Bill is ready to promote the Selectmen's approval of the proposal and the creation of a special gift fund.

Many tasks will be moving forward simultaneously in the next few weeks. While we are determining the technology needs and ordering and setting up equipment, a group can begin to prioritize the collection and developing a road map that we will be following throughout the project. Work flow and procedures can be developed once the software we are using is determined, including how people will access the material - what they do with it when - where do they put it when they're done, who checks for accuracy, quality of work, etc.

It certainly will be an exciting time and if you do not feel capable of contributing on any of the tasks but know of someone who may be - GREAT.

Thank you all!

Onward and upward.
Doug

P.S. Additional Letters of support received from:
Ellen Freeman, Pilgrim Monument and Provincetown Museum
Val Carrano, COA/Public Health Director

Doug J.



**Provincetown Board of Selectmen
AGENDA ACTION REQUEST
September 11, 2006**

5A

Town Clerk

History Preservation Project

Requested by: Town Clerk, 9/7/06

Action Sought: Approvals

Proposed Motion(s)

(1) MOVE that the Board of Selectmen vote to authorize use of the second floor of the Freeman Street building to the History Preservation Project, as supervised by the Town Clerk, through June 30, 2007, for the purposes of digitizing documents for future use for research and public information; and

(2) MOVE that the Board of Selectmen vote, pursuant to MGL C.44, §53A to establish a special gift fund, with the balance in said fund to be expended without further appropriation by the Town Clerk, with the approval of the Town Manager, for the History Preservation Project.

Additional Information

See attached proposal from the Town Clerk with supporting documentation.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>

Memo

To: Keith A. Bergman, Town Manager
From: Town Clerk Doug Johnstone
Date: 9/7/2006
Re: History Preservation Project Proposal

Attached please find the History Preservation Project proposal to the Board of Selectmen for their consideration on September 11, 2006.

What began as a working group of Town Hall staff in June to meet over access to specific items currently stored in the Grace Gouveia attic has developed into the History Preservation Project and has grown to include Town Board and community members focused on how best to access and preserve important Town historical information.

The attached proposal is the outcome of weekly meetings throughout the summer of the History Preservation Project working group and represents a plan to provide greater ease of access to important historical information, facilitating research and preservation efforts.

This is an ambitious undertaking, but with the Selectmen's approval and support from the community, we have the opportunity to create an invaluable resource accessible to all.

Thank you.

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History Preservation Project

Mission Statement

To preserve, protect and provide greater access to documents concerning the history of Provincetown through digitization.

Proposal

To utilize the second floor of the Freeman Street building through June 30, 2007, for the purposes of digitizing documents for future use for research and public information, and to establish a History Preservation Project Gift Fund to accept donations to further the goals of the Project. This project will be overseen and supervised by the Town Clerk.

Goals

1. To move inaccessible documents and photos from where they are currently housed in the attic of the Grace Gouveia building to the second floor of the Freeman Street building where they can be safely assessed, scanned and computerized;
2. To assess historical documents in Town Hall for preservation efforts;
3. To prioritize documents for digitization; and to develop policies and procedures on the digitization process;
4. To secure funding to support digitization through available grants, existing funding sources in Town Hall (i.e. Community Preservation Act allocations, Tourism Fund, etc.), and from private gift support from the community;
5. To develop a training program for project volunteers and procedures to oversee their work; and
6. To digitize as many documents as possible within the existing time frame and place documents on a specifically designed web page to create greater access to valuable and significant historical information.

Rationale

Use of the space in the Freeman Street building will provide the safe and secure environment needed to house the materials and allow workspace for scanners, computers, and the clean layout of materials so that project volunteers can efficiently sort and preserve this history.

This proposal, with a project deadline of June 30, 2007, is designed as an interim measure while the Town continues its ongoing discussions with the Pilgrim Monument and Provincetown Museum regarding potential transfer of Town historical information, and also while the Town continues to explore future uses of the Freeman Street building.

The majority of historic documents in the Town's care are currently stored in the attic of the Grace Gouveia building. Historical information currently in the Town Clerk's care and located in Town Hall will also be evaluated for inclusion in this preservation project.

Access to documents in the Grace Gouveia attic is extremely difficult due to the crowded storage conditions that exist. Continued exposure of the documents to the attic environment is detrimental to their integrity and threatens their continued existence.

The successful completion of this project will ensure that important documents related to Provincetown's history will be preserved for informational and research purposes today and for the future, providing access for Town boards and the general public.

Cost

It is estimated that \$10,000 will be needed to support this project. Budgetary items include training, preservation materials, computer and scanning equipment, in addition to technical support to create a fully functioning, interactive website.

Funding will be sought from a variety of sources, including available grants, Community Preservation Act allocations, Tourism Fund, existing budgets, and private gift support from the community. To date, individual community gift support in the form of pledges amounts to \$2,250.

Besides funds already committed through Town Budgets, the Heritage Museum Friends Association and private gifts and pledges, additional funds will be sought from Seamen's Long Point Charitable Foundation, the Cape Cod Foundation, the Masonic Lodge, the Kelley Foundation, the Arts Foundation of Cape Cod, Cape Cod Five Cents Savings Bank and the TD BankNorth Charitable Foundation. In addition, a major grant possibility is a National Leadership Grant: Building Digital Resources from the Institute of Museum and Library Services.

Project work will be provided by trained volunteers from the community at no cost, and moving of the material from the Grace Gouveia building and Town Hall will be conducted by participants in the Barnstable County Sheriff's Office of Community Service Project, also at no cost.

Your thoughtful consideration of this proposal is greatly appreciated.

History Preservation Project Working Group

Doug Johnstone, *Town Clerk, Chair, History Preservation Project Working Group*

Stephen Borkowski, *Chair, Art Commission*

Polly Burnell, *Historical Commission member, Historic District Commission member*

Debra DeJonker-Berry, *Library Director*

Marcia Fair, *Chair, Board of Library Trustees*

Rev. Alison Hyder, *Unitarian Universalist Meeting House, Nautilus Club member, Provincetown Art Association and Museum member*

Lyn Kratz, *Librarian, Principal, Kratzworks Web Design*

Susan Leonard, *Community member*

Karen MacDonald, *Library Director of Operations*

David Mayo, *Pilgrim Monument and Provincetown Museum Collection Committee member*

Marian Roth, *Cultural Council Chair, Provincetown Art Association and Museum*
Mick Rudd, *Vice Chair, Board of Library Trustees, Visitor Services Board member*
Bill Schneider, *Administrative Director of Tourism, Author*

Attachments: Letters of Support

August 18, 2008

Provincetown Board of Selectmen
200 Commercial Street
Provincetown, MA 02573

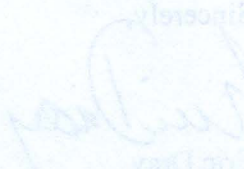
Dear Selectmen:

On behalf of the members of the Historical Commission, I am writing to express my enthusiastic support for the Provincetown History Preservation Project. History is one of the primary engines of our economy. The more of our history we know and understand, the more we can compete for heritage tourism, and the more we can instill a deeper love and respect for our incredible built environment.

As proposed, this project will provide greater access to documents and photos about Provincetown's past and preserve our heritage for generations that follow in our footsteps. It will also help us to better understand our town's history and its role in the larger world. This is an important step in the process of building a strong foundation of architectural styles and historical landmarks in the town. The historical associations are incredibly complex and rich. We don't have the time or the resources to do this on our own. The History Preservation Project will create a central place to house the town's history of information and history discovery.

With the project, the Historical Commission can continue to pursue its dream of making the history of this town available to everyone on demand. Through this, we can have a link on the town web site which someone - whether it be a local resident, historian, artist, teacher or tourist - can type in a Provincetown address and they will be taken to images, an architectural description, and a history of the people and buildings that touched that property.

Please give the Provincetown History Preservation Project your full support - it will benefit us in many practical ways, and in ways we can't yet imagine.

Sincerely,

Bill Schneider
Chair, Provincetown Historical Commission

Town of Provincetown



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
Facsimile (508) 487-9560
Telephone (508) 487-7000

August 18, 2006

Provincetown Board of Selectmen
260 Commercial Street
Provincetown, MA 02657

Dear Selectmen:

On behalf of the members of the Historical Commission, I am writing to express my enthusiastic support for the Provincetown History Preservation Project. History is one of the primary engines of our economy. The more of our history we know and assimilate, the more we can compete for heritage tourism, and the more we can instill a deeper love and respect for our incredible built environment.

As proposed, this project will provide greater access to documents that paint a picture about Provincetown's past and preserve our heritage for generations that follow in our footsteps. It will also greatly assist us in the task of completing our Inventory of Historic Resources. This Inventory, also known as the Survey, is the basic tool for a building by building understanding of architectural styles and historical associations. In this town, the historical associations are incredibly complex and rich – we don't have just one story to tell – we have many. The History Preservation Project will enable researchers to access the treasure trove of information awaiting discovery.

With this Project, the Historical Commission can continue to pursue its dream of making the history of this town available to everyone on demand. Someday soon, we can have a link on the town web site where someone - whether it be a board member, homeowner, artist, realtor or tourist - can type in a Provincetown address, and there will be historic images, an architectural description, and a history of the people and events that touched that property.

Please give the Provincetown History Preservation Project your full support – it will benefit us in many practical ways, and in ways we can't yet imagine.

Sincerely,

Eric Dray
Chair, Provincetown Historical Commission



August 20, 2006

Provincetown Board of Selectmen
Cheryl Andrews, Chair
260 Commercial Street
Provincetown, MA 02657

Dear Selectmen:

The Trustees of the Provincetown Public Library write to voice their enthusiastic support for the History Preservation Project proposal as presented.

As proposed, this Project will move some of the Town's most fragile, vulnerable and important pieces of our history to the second floor of the Freeman Street Building for safe keeping; and it will provide easier access to research materials for Town boards and committees that are needed during the deliberation and decision-making phases of their work.

The move will provide the climate-controlled environment critical to protecting the integrity of documents, photographs and a plethora of historic records and exhibits. And, it will allow safer and wider access to these materials for research purposes.

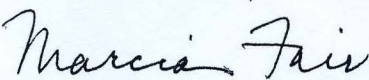
Finally, the digitization component will assure that Provincetown's important historic information is preserved for the future, allowing for general public access via the Internet.

We applaud the efforts of the Town Clerk and this community-minded Working Group, and offer our support and assistance as the Project progresses. With the expertise and experience of the community residents in various professional fields who are represented in this group, we can be assured of the high level of care, commitment and consensus so important to a Project as important and delicate as this one.

The History Preservation Project proposal incorporates historic vision with practical application. It is what we do best in this Town!

We respectfully urge you, the Selectmen, to endorse this important new initiative. Thank you for your consideration.

The Board of Library Trustees


Marcia Fair
Chair

August 31, 2006

Provincetown Board of Selectmen
260 Commercial Street
Provincetown, MA 02657

Dear Selectmen:

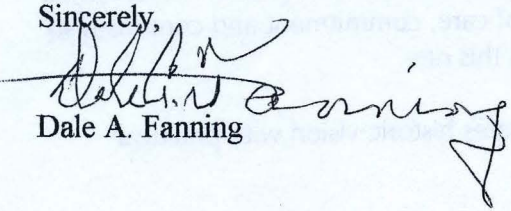
As past Director of the Provincetown Heritage Museum, I am writing to express my enthusiastic support for the Provincetown History Preservation Project. As proposed, this project will provide greater access to documents that paint a picture about Provincetown's past and preserve our heritage for generations that follow in our footsteps.

The Collection's documents, photographs, and special archives cover a span of time from whaling days to whale watching. A large part of that history is solely documented in the Heritage Collection.

Provincetown is a place where history has always mattered. Steeped in culture, our heritage defines who we are and where we came from. To deny our heritage is akin to saying we don't exist and are not important. And in time, each of us will become part of the heritage of the generations that will follow.

The successful completion of this project is essential to preserve our heritage today -- as well as information for research purposes, and ensure this information will be available via the Internet and other digital methods far into the future.

Sincerely,


Dale A. Fanning



P.O. Box 559, PROVINCETOWN, MA 02657



Provincetown Board of Selectmen
260 Commercial Street
Provincetown, MA 02657

August 29, 2006

Dear Selectmen:

I have read with interest the recent article in the Provincetown Banner about the Provincetown History Preservation Project. It is heartening to know that committed individuals are working to capture and preserve the precious history of Provincetown. We have so much to share and we urge your board to support the critical aspect of capturing Provincetown incredible heritage so it can be preserved and shared with everyone

Three years ago the Festival Team adopted the tag line "Sharing The Heritage" which serves as a constant reminder to us and others, what the Festival is all about. The use of current technologies by the Provincetown Historic Preservation Project will not only preserve Provincetown's heritage, it will allow access by people everywhere.

Our history is one of the reasons thousands of people vacation here from around the world. The Historic Preservation Project is an investment in our community and should be carried forward as a way to distinguish Provincetown to vacationers

Regards,
Don Murphy 
Provincetown Portuguese Festival Team

Sharing The Heritage



PROVINCETOWN PUBLIC SCHOOLS

Superintendent of Schools

Jessica G. Waugh

2 Mayflower Lane

Provincetown, Massachusetts 02657

Phone 508-487-5000 Email: schoolsupt@provincetown-ma.gov

Fax 508-487-5098

August 30, 2006

Provincetown Board of Selectmen

260 Commercial Street

Provincetown, MA 02657

Dear Selectmen:

On behalf of the Provincetown Public Schools, I enthusiastically endorse the Provincetown History Preservation Project. Our schools stand ready to support this invaluable effort.

By undertaking such a significant and vital endeavor, Town Clerk Doug Johnstone and his staff are not only securing our town's historical heritage but also insuring that everyone truly will be able to visit Provincetown - its past, present and future. Not to undertake this formidable task would be an affront to that very heritage and Provincetown's world-renown standing.

Provincetown: to revive the past, protect the present and enrich the future. Surely this must be everyone's goal as to live in our community is to inhale and exhale history on every street.

Thank you for the opportunity to give our support to this project.

Respectfully,

Jessica G. Waugh

Superintendent of Schools



**PILGRIM MONUMENT
AND PROVINCETOWN MUSEUM**

August 27, 2006

Provincetown Board of Selectmen
260 Commercial Street
Provincetown, MA 02657

Dear Selectmen:

I am writing to express my support for the Provincetown History Preservation Project. As proposed, this project will provide greater access to documents that paint a picture about Provincetown's past and preserve our heritage for generations that follow.

I have a certificate in Collections Management from the University of Victoria and have attended courses in Preservation of Library & Archival Materials at Northeast Document and Conservation Center. I am also a member of the Visitor Services Board. I have worked with the collection at the Pilgrim Monument and Provincetown Museum for more than 10 years. Part of their mission is to collect, preserve, interpret, research, exhibit, and publish archival historical materials and exhibit materials depicting important events of Provincetown history. I have personally seen the conditions under which the collection of the Heritage Museum are now stored.

Former curator Dale Fanning did an excellent job of cataloging the materials and storing them in acid free folders in Hollinger boxes. However when the collection of the Heritage Museum was moved to the attic of the Grace Gouveia Building I was saddened and appalled. There is no worse place to store paper-based materials than an attic except maybe a damp basement. The broad ranges of temperature and ever-present danger of water leaks greatly shortens the life of these materials and poses a hazard to their very existence. At the time I think it was thought that this would be a temporary solution. Years have now passed without any change. It is time for action.

Provincetown's history as an art colony, as the birthplace of modern American theater, and as the landing place of the Pilgrims draws visitors to the town who support our economy. Some of the materials in this collection occur nowhere else; they are irreplaceable. The successful completion of this project will ensure that important documents related to Provincetown's history are saved. I will support this project by offering my time to help with the work of the project. I hope you will support it by allowing the History Preservation Project to use the second floor to the Freeman Street building for their work.

Sincerely,

Laurel Guadagno
Education/Program Manager

Daniel Towler
3 Allerton Street
Provincetown
dtowler@surfglobal.net

August 25, 2006

To the Board of Selectmen:

As many of you know, I was heavily involved in the Heritage Museum during its final 10 years of existence, as a volunteer and Board member. My dismay and heartache regarding its closing and the moth-balling of the Museum's prodigious and priceless collection are beyond words.

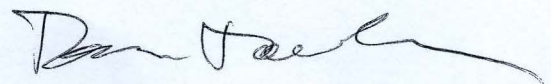
I am *thrilled* that Doug Johnstone and a group of like-minded individuals have taken it upon themselves to unearth at least a portion of this collection and make it accessible to the public in an organized fashion.

To the great credit of Josephine Del Deo, volunteer curator of the Museum for 25 years, and Dale Fanning, its more recent Director, the Museum collection has been inventoried, catalogued, and carefully stored to assure its preservation.

The Heritage Museum's photo archive alone contains over 1,200 photos, postcards, slides, and negatives, many of which are unavailable elsewhere. There are hundreds of other documents, records, correspondence, books, pamphlets, programs, newspaper articles, maps, etc., all illuminating a slice of Provincetown's rich and varied history. There are huge collections which were donated to the town by Seamen's Bank, the Provincetown Advocate, and many other businesses, fraternal organizations, arts and cultural organizations, and individuals the likes of Dr. Daniel Hiebert, Norman Cook, Nat Halper, Ross Moffett, Cyril Patrick, and countless others. For this mammoth treasure trove to be hidden away in boxes in the attic of the Grace Gouveia building and other town buildings -- in a town that supposedly prides itself on its history and claims to be interested in celebrating and marketing its history as one of its signature attractions -- well, the word "travesty" seems woefully inadequate.

I strongly urge the Selectmen to support the "History Preservation Project". Furthermore, I urge that they consider designating at least a portion of the Freeman Street Library building for the purpose for which it was intended when the Heritage Museum Trustees were urged to surrender the Center Methodist Church building for the Public Library (remember, the move of the Library to the Museum building was envisioned -- and sold to the town -- as a "swap"). The Freeman Street building could be not only a badly needed repository for important and relevant Town archives, but an invaluable resource for the education and appreciation of residents and visitors who, for whatever reason, wish to delve into the storied past of our town.

Respectfully,





THE PROVINCETOWN
CHAMBER OF COMMERCE, INC.

P.O. Box 1017 ~ 307 Commercial Street ~ Provincetown, MA 02657
508-487-3424 Fax: 508-487-8966 e-mail: info@ptownchamber.com
www.ptownchamber.com

August 30, 2006

Provincetown Board of Selectmen
260 Commercial Street
Provincetown, MA 02657

Via E-Mail

Dear Selectmen:

Re: Provincetown History Preservation Project

I am writing to express the enthusiastic support of the Provincetown Chamber of Commerce Board of Directors for the Provincetown History Preservation Project. As proposed, this project will provide greater access to documents that paint a picture about Provincetown's past and preserve our heritage for generations that follow in our footsteps.

The Chamber of Commerce Building, which was built in 1910 has a wonderful history and we have some old records and artifacts that could certainly benefit from this project.

Provincetown is a place where history has always mattered. Steeped in culture, our heritage defines who we are and where we came from. To deny our heritage is akin to saying we don't exist and are not important. And in time, each of us will become part of the heritage of the generations that will follow.

The successful completion of this project is essential to preserve our heritage today -- as well as information for research purposes, and ensure this information will be available via the Internet and other digital methods far into the future.

Cordially,

Candice Collins-Boden, Executive Director
Provincetown Chamber of Commerce Board of Directors

September 5, 2006

Provincetown Board of Selectmen
260 Commercial Street
Provincetown, Ma. 02657

Dear Selectmen:

I write in support of the Provincetown History Preservation Project. I am the daughter of the late, Alice O'Grady Joseph, who began the Oral Histories Project while in her position as Town Librarian. Recently, I listened to some of those oral histories and the images they play out are truly fascinating. The stories from Manny Zora, the notorious captain of the Sea Fox and a rumrunner in the days of prohibition, to the first dune taxi driver, all are priceless pieces of Provincetown.

The importance of preserving the history of one of the most unique places on earth will be a vast but important undertaking. From the dunes on the backshore and the many artists, poets and writers who have found inspiration there to the history of Provincetown Harbor and the landing of the Pilgrims, Provincetown is a place deep in history and filled with interesting personalities and achievements.

It is wonderful to see the renewed interest in preserving the history of Provincetown. I encourage you to support this worthy project.

Sincerely,


Maureen Joseph Hurst



**PILGRIM MONUMENT
AND PROVINCETOWN MUSEUM**

Board of Selectmen
Town of Provincetown
260 Commercial Street
Provincetown, Ma. 02657

September 7, 2006

Dear Selectmen:

On behalf of the Pilgrim Monument and Provincetown Museum, I am writing to enthusiastically endorse the mission and goals of the History Preservation Project. I believe that the goals, developed by this community-wide group, are very reasonable and practical and would ensure that the Town's important documents are preserved for the future. We are particularly supportive of the suggested plan to move documents currently housed in the Grace Gouveia Building to the former Freeman Street Library.

I hope that you will give this important project your endorsement and support.

Sincerely,

Ellen C. Burbank
Executive Director

Doug Johnstone

To: Susan Leonard; Polly Burnell; Mick Rudd; Marian Roth; Marcia Fair; Lyn Kratz; Karen MacDonald; Debra DeJonker-Berry; David Mayo; Bill Schneider; Alison Hyder; Stephen Borkowski

Subject: History Preservation Project

Dear Fellow Working Group Members - Success! Last night the Board of Selectmen unanimously approved our History Preservation Project proposal, thereby allowing us use of the 2nd (and 3rd) floor of the Freeman Street building until June 30, 2007, and the establishment of a History Preservation Project Special Gift Fund so that we can accept donations specifically for our project.

Now the work begins.

At the moment, everything else is predicated on two things:

1. Moving the collection into the Freeman Street building so that the Prioritization Group can begin their work; and
2. Determining the equipment we will be using and the specific software so the Work Flow group can fully develop a work flow plan and procedures.

To that end, it will be more difficult for the Locksmith to install new locks due to missing keys for the inner back stairwell doors (all 4 of them), so he anticipates completion by this Friday, September 15th. Given how open the Library is in it's current state (one key opens all doors - and there may be several hundred keys floating around in the community) I am extremely reluctant to move the material until we have changed the locks and secured the 2nd and 3rd floors - so any planned move tentatively scheduled for this Thursday, 9/14, will have to wait until the new locks are on the building.

If the Locksmith completes his work this Friday 9/15, and it is not raining on Saturday, 9/16, and I can get at least two other people to help me move material (I already have one person who can help), then we can plan to move the material into the Freeman Street building on Saturday 9/16. Please note that we would be completing this move without the benefit of the Sheriff's Office inmates, but the boxes are light and if coordinated, should not amount to that much heavy lifting. I would like to get the material moved this weekend so that the Prioritization group can begin their work.

If anyone has any time between now and Saturday, the floors could use a good vacuuming and dusting, I can supply the equipment, if someone has the time (hey, it doesn't hurt to ask).

The Prioritization Group (who will be developing the prioritization list we will use throughout the project) will be lead by Josephine Del Deo, and I would like to suggest she be joined by Polly Burnell, Susan Leonard, and David Mayo, with Dale Fanning in an Advisory capacity via phone as/if needed.

The technical aspects of the project should be determined as soon as possible (within the next week?), at which point the Work Flow group can develop procedures. I would like to suggest that Lyn Kratz (who has volunteered on this task) be joined by Dick Chaoutte and Taylor Polites (Dick has helped the Monument in their work, and Taylor has recently applied to join the Historical Commission and may have helpful insights in this area), with Laurel Guadazno also involved (and Debbie - do you have time for this?).

This week I will be contacting by mail or e-mail those who so generously showed their early support for the project by pledging money to help us meet our goals with information on the Special Gift fund and how they can send in their tax-deductible donation, and overseeing building preparation so that - with luck and good weather - we can move the material this weekend.

If you are interested in any of the above mentioned areas and your name is not mentioned - just let me know (on the flip side, if your name is suggested above but you do not wish to work in that area please let me know). I would like to have the groups organized by the

end of this week so that you can meet separately as groups to begin your work (or at least be in contact with each other to coordinate your schedules). My focus next week will need to be on the State Primary Election so I am relying on your continued hard work and support to get these groups up and functioning.

Since we have to wait for equipment purchase and set-up anyway, we can use this time to develop the road map (Prioritization) and how we will accomplish the work (Work Flow) - so our time will not at all be wasted and we can hit the ground running.

Volunteer recruitment and training will follow, but we have work yet to accomplish before we can put our volunteer workforce to use on the actual project.

Thank you all for your participation!

Doug

Doug Johnstone

To: Marian Roth; Stephen Borkowski; Alison Hyder; Bill Schneider; David Mayo; Debra DeJonker-Berry; Karen MacDonald; Lyn Kratz; Marcia Fair; Mick Rudd; Polly Burnell; Susan Leonard
Subject: History Preservation Project update

Hi Everyone - Over the weekend, and thanks to the incredible help of Susan Leonard, Debra DeJonker-Berry, Ed Terrill, 5 Sheriff's Office community workers, and a one-ton dump truck on loan from DPW, we moved the material we will be working with (documents/photos/small archives) into the Freeman Street Building!

Susan will be coordinating schedules with those people on the Prioritization Group (Josephine Del Deo, Susan Leonard, Polly Burnell, and David Mayo), who can now begin their work.

A History Preservation Project Gift Fund has been established so that we can accept donations specifically earmarked for our project. I include the information here for your reference:

Tax-deductible contributions, made payable to the Town of Provincetown, can be sent to the following address:

Town Of Provincetown
Provincetown History Preservation Project Gift Fund
c/o Town Treasurer
260 Commercial Street
Provincetown, MA 02657

If you know of anyone who may be interested in donating, please let me know and I can send them a personalized request letter.

I hope to have answers to our equipment and software needs by the end of this week so that the work Flow Group can begin their work - all in preparation for the actual training of volunteers and scanning of the material.

Thank you!
Doug

Memo

To: David Guertin, Director of Public Works, Sandra Turner, DPW Deputy Director

From: Doug Johnstone, Town Clerk

cc: Keith A. Bergman, Town Manager

Date: 9/18/2006

Re: Heritage Collection Material

This weekend we moved Heritage Collection material, specifically those boxes that contained documents, photographs, or small archives, from the attic of the Grace Gouveia building to the Freeman Street building. Thanks to the DPW truck we were able to use for this purpose, we accomplished the move in one trip, saving a great deal of time and energy!

Your willingness to help by providing weekend access to the Grace Gouveia building and allowing use of a truck capable of accomplishing our task made the move so much easier and is greatly appreciated.

Within the next few months we plan to inventory the items that still remain in the attic storage area, and look forward to your continued vigilance in keeping people out of that locked section of the attic without prior approval.

Thank you.

Town of Provincetown
Office of the Town Clerk



Town Hall, 260 Commercial Street
Provincetown, Massachusetts 02657
E-mail: townclerk@provincetown-ma.gov
Facsimile (508) 487-9560
Telephone (508) 487-7013

September 19, 2006

Sheriff James M. Cummings
Barnstable County Sheriff's Office
600 Sheriff's Place
Bourne, MA 02532

Dear Sheriff Cummings:

I write to commend you on an excellent Community Service Worker Program. This past Sunday, September 17th, a Community Service crew was sent to the Provincetown Public Library and helped move over 100 boxes of historical documents from one building to another. Thanks to the hard working crew, under the direction of Officer Nick Bevilacqua, the move was completed in one trip and in less than half the time expected.

The help received from the Community Service Program was invaluable and greatly appreciated. Thank you for making this extremely worthwhile program available to the Town of Provincetown.

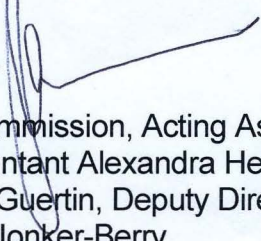
Sincerely,

Doug Johnstone
Town Clerk

Cc: David Neal, ADS for Community Relations
Debra DeJonker-Berry, Provincetown Library Director

Memo

To: Town Clerk Douglas Johnstone

From: Keith A. Bergman, Town Manager 

CC: Board of Selectmen, Historical Commission, Acting Assistant Town Manager Michelle Jarusiewicz, Town Accountant Alexandra Heilala, Treasurer Linda O'Brien, Director of Public Works David F. Guertin, Deputy Director of Public Works Sandra Turner, Library Director Debra DeJonker-Berry

Date: September 13, 2006

Re: History Preservation Project; Use of Freeman Building, Establish Gift Fund

This will confirm that, at its meeting on September 11, 2006, the Board of Selectmen voted "to authorize use of the second floor of the Freeman Street building to the History Preservation Project, as supervised by the Town Clerk, through June 30, 2007, for the purposes of digitizing documents for future use for research and public information."

The Board of Selectmen also voted, pursuant to MGL C.44, §53A to establish a special gift fund, with the balance in said fund to be expended without further appropriation by the Town Clerk, with the approval of the Town Manager, for the History Preservation Project.

If there are grant opportunities to be explored in furtherance of this project, the Board would also be supportive of those.

Please let me know what questions you have about this. Thanks very much for your efforts.