



**Provincetown Board of Selectmen
AGENDA ACTION REQUEST**

May 14, 2007

5C

Town Clerk – History Preservation Project

Extension - Use of Freeman Street Building

Requested by: Town Clerk, 4/18/07

Action Sought: Approvals

Proposed Motion(s)

MOVE that the Board of Selectmen vote to authorize the extension of the use of the second floor of the Freeman Street building to the History Preservation Project, as supervised by the Town Clerk, from June 30, 2007 through December 31, 2007, for the purposes of digitizing documents for future use for research and public information.

Additional Information

See attached proposal to Town Manager Sharon Lynn from the Town Clerk dated April 18, 2007.

Board Action

<i>Motion</i>	<i>Second</i>	<i>In favor</i>	<i>Opposed</i>	<i>Disposition</i>
MC		5	0	Passed

Memo

To: Sharon Lynn, Town Manager

From: Town Clerk Doug Johnstone

Date: 4/18/2007

Re: History Preservation Project Proposal

I would like to request of the Selectmen at their April 23, 2007 meeting that they extend the authorization of use of the Freeman Street building for use by the History Preservation Project through December 31, 2007.

In response to the increasing demand for historical information related to Provincetown, and great concern for the material housed in the attic of the Grace Gouveia building since the closing of the Heritage Museum, concerned staff and community members met throughout the summer to devise a plan to preserve, protect and provide greater access to documents concerning the history of Provincetown. On September 11, 2006 the Board of Selectmen approved the History Preservation Project's 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.

On January 22, 2007 the Provincetown Board of Library Trustees agreed to offer a portion of the basement area in the Library to provide much needed archival storage space on the condition that the History Preservation Project can obtain the funding necessary to equip the archive storage area appropriately. An application for Community Preservation funding was submitted to the Community Preservation Committee in February and the proposal received the unanimous approval of the Community Preservation Committee and they submitted the request to the April 4, 2007 Annual Town Meeting warrant.

Last week Town Meeting voters approved the community Preservation funding request of \$17,635 for the creation of a safe, climate controlled archive storage area in a portion of the Provincetown Public Library basement, to include: purchase and installation of a nominal capacity HVAC system to provide total humidity control, and necessary security, electrical and drywall installation. Work would commence mid to late Fall to accommodate both the Provincetown Public Library and Department of

Public Works, and to alleviate potential traffic congestion and construction during the summer season, with completion of the archival storage area by January 1, 2008.

The ongoing work of assessment, scanning, pdf conversion and metadata development and metadata entry continues thanks in part to the support of the Board of Selectmen by providing the space to conduct our work. Extending use of the Freeman Street space through December 2007 will insure that the work of the History Preservation Project continues uninterrupted, and that the important historical material we are dealing with moves from one secure location directly into the newly created Library archive storage once it is completed by the end of the year.

Thank you.

Proposed Motion(s)

MOVE that the Board of Selectmen vote to authorize the extension of the use of the second floor of the Freeman Street building to the History Preservation Project as authorized by the Town Clerk, from June 30, 2007 through December 31, 2007, for the purposes of creating documents for future use for research and public information.

Individuals Present

See attached proposal to Town Manager Sharon Lynn from the Town Clerk dated April 15, 2007.

Meeting Agenda

Motion	Second	In Favor	Opposed	Agenda Item
MC		5	0	Passed