

History Preservation Project
Archive Storage Solution

An Application for
Community Preservation Funding

Submitted by Doug Johnstone, Town Clerk,
on behalf of the Provincetown History Preservation Project

February 5, 2007

*"The past remains integral to us all, individually and collectively. We must concede the
ancients their place... but their past is not simply back there, in a separate and foreign
country, it is assimilated in ourselves and resurrected in an ever-changing present."
- David Lowenthal*

APPLICATION FOR COMMUNITY PRESERVATION FUNDING

Provincetown Community Preservation Committee

Provincetown Town Hall, 260 Commercial Street, Provincetown, MA 02657

Name of Applicant:

Provincetown History Preservation Project

Contact Name

Doug Johnstone, Town Clerk

Mailing Address

260 Commercial Street, Provincetown, MA 02657

Daytime Phone

508-487-7013

E-mail

townclerk@provincetown-ma.gov

Name of Proposal

History Preservation Project Archival Storage Solution

Address of Proposal

356 Commercial Street, Provincetown, MA 02657

CPA Category

Historic Preservation

CPA Funding Requested

\$17,635.00

Total Cost of Proposed Project

\$34,481.00

PROJECT DESCRIPTION

1. Goals

Community Preservation funding is requested for the Provincetown History Preservation Project. Conceived by Town Hall staff and concerned citizens to preserve, protect and provide greater access to documents concerning the history of Provincetown through digitization, the History Preservation Project's initial preservation efforts are focusing on the important material from the old Heritage Museum. As you may be aware, this material has been housed in an inappropriate storage area for far too long and has been virtually inaccessible and fading from the collective public memory.

For the History Preservation Project to succeed, we request that the Community Preservation Committee approve funding for the creation of a safe, secure, climate controlled archive storage area so that the Heritage collection, currently under assessment and digitization by a group of committed community volunteers in the temporarily unused space at 330 Commercial Street, can be stored in a manner that will protect them from theft, misuse and environmental degradation.

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.

The ultimate goal of this proposal is 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. The total cost of the equipment needed, including security, electrical and drywall construction, totals \$17,635.00.

While we have secured funding for the needed computer equipment for scanning purposes, scanning software components, supplies needed throughout the preservation process, and a dedicated server for the creation of a searchable website available to the public, the successful completion of this project also requires appropriate archive storage to ensure that important documents related to our Town's history will be preserved for information and research purposes today and in the future.

2. Community Need

Applicable CPC goals appear in bold

- Encourage re-development over new construction
- Retain current residents
- Two-thirds of the units produced are targeted to be rental units
- Require the maximum allowable local preferences for tenants or homeowners
- Demonstrate that the project leverages other public subsidy funds or is not eligible for subsidy funds and would not be otherwise economically feasible without CPA funds.
- Housing created with the assistance of CPA funds will be deed-restricted as affordable in perpetuity
- Encourage projects with mixed-incomes housing
- X Rehabilitation and Restoration of town-owned buildings or structures of high architectural and/or historical significance**
- X Acquisition of threatened resources of high architectural and/or historical significance**
- X Research, documentation, and planning; Completion of the Town's Inventory of Historic Assets**
- X Public education, including signage/historic marker programs**
- Purchase of preservation easements
- Protect and enhance Provincetown's fragile environmental resources and unique habitats
- Preserve and manage sufficient areas to maintain a healthy natural environment; provide habitat for wildlife, encourage outdoor recreation and retain community character, not only within the National Seashore, but also throughout the Town.
- Meet residents' recreational needs by providing a balanced, year-round recreational program with adequate facilities, while protecting sensitive natural resources and keeping maintenance costs within a limited budget.

3. Additional Community Benefits

The archive storage area will not only house the Town-owned documents, photographs and related historically significant material from the Heritage Collection, but will also house related and fragile material from the Provincetown Library and Town Hall, not only preserving these important documents, but providing them together in one central location facilitating research and reference needs. Visitors and residents alike who may need to conduct more in-depth research will benefit greatly by having access to this material thereby enhancing their understanding of Provincetown's history. This information will also serve to support and enhance related projects under consideration by the Town, including the Historic Walking Trail and the Streetscape Project, and serve as an ideal showcase for Provincetown's rich and varied past.

4. Community Support

From its inception, the History Preservation Project has been a community effort.

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.

Since that time, the ongoing work of assessing, prioritizing, and scanning is conducted daily by members of the community, without which the project would have no hope of succeeding.

Sixteen letters of support for this specific Community Preservation funding proposal have been received from the following, and are attached as *Appendix A*:

Mick Rudd, *Chair, Board of Library Trustees, Visitor Services Board member*
James R. Bakker, *Executive Director, Pilgrim Monument and Provincetown Museum*
Laurel Guadazno, *Education/Program Manager, Pilgrim Monument and Provincetown Museum*
Josephine Del Deo, *Former Director, Provincetown Heritage Museum*
Gregor Trinkus-Randall, *Preservation Specialist, Massachusetts Board of Library Commissioners*
Don Murphy, *Chair, Provincetown Portuguese Festival Team*
Christine McCarthy, *Executive Director, Provincetown Art Association and Museum*
Rev. Alison Hyder, *Unitarian Universalist Meeting House, Nautilus Club member, Provincetown Art Association and Museum member*
Rex McKinsey, *Master, King Hiram's Lodge AF &AM, Pier Manager/Harbormaster, Provincetown Public Pier Corporation*
David Mayo, *Pilgrim Monument and Provincetown Museum Collections Committee member*
Marcia Fair, *Retired Board of Library Trustee*
Stephen Borkowski, *Chair, Art Commission*
Dale Fanning, *Former Director, Provincetown Heritage Museum, Friends of the Provincetown Heritage Museum member*
Bill Schneider, *Administrative Director of Tourism, Author*
Dr. Marcene Marcoux, *Historic District Commission member, New Provincetown Players Board of Directors member, Fine Arts Work Center Advisory Board member, Fourth of July Task Force member*
Maureen Hurst, *Community member*

5. Timeline

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.

6. Regulatory Compliance

Archive storage plans were reviewed and approved by Provincetown Building Inspector Dick Anderson. (*See Appendix B for Memo from Building Inspector*)

7. Credentials

The History Preservation Project is fortunate to have Massachusetts Board of Library Commissioners Preservation Specialist Gregor Trinkus-Randall serving as an advisor to the project and providing oversight to design specifications and HVAC requirements for the archive storage area. In addition, the Town, through the Department of Public Works, has experience in the creation of climate-controlled environments through their involvement in creating such a space for the Town-owned art collection in the basement of Town Hall. Past Heritage Museum Director Josephine Del Deo is an active volunteer with the History Preservation Project and is completely knowledgeable of the material contained in the Heritage Collection and will continue to provide invaluable expertise on issues of cataloguing and indexing of the Heritage Collection items in the Town's possession. The archive storage area will be organized with the aid of Library Director Debra DeJonker-Berry, assuring that the material housed within will be organized in a manner consistent with library standards.

8. Performance Criteria

Installation and ongoing monitoring of HVAC equipment to ensure recommended parameters for both temperature and relative humidity levels for long-term preservation of paper and photographic materials.

9. Budget

The total cost for the project is \$ 34,481.00, which includes the Community Preservation funding proposal of \$ 17,635.00 to create a secure, climate controlled environment for archive storage in a portion of the basement in the Provincetown Public Library. Additional costs of the project have already been secured through a variety of sources and include: needed computer equipment for scanning purposes, scanning software components, supplies needed throughout the preservation process, and a dedicated server with an operating system and database development so that the server can communicate with existing scanned material and their corresponding meta-data fields to create a searchable website for Town historical information.

The cost to construct the archive storage area, specifically, is as follows:
\$11,125.00 for the purchase and installation of a 2-ton nominal capacity HVAC system with hot water reheat coil and total humidity control.
\$6,138.00 for electrical, plumbing, ceiling and drywall installation.
\$372.00 for alarm installation. (*See Appendix C for Cost Estimates*)

10. Other Funding

The History Preservation Project was created in response to a pressing need to make historic documents related to Provincetown's history available to the public, and to protect the original from continued damage and deterioration. While no budget existed for this important project, funding has been obtained from many sources.

\$5,713 received from the Friends of the Heritage Museum – Allowed for purchase of computers and scanning equipment.

\$5,000 recommended by the Visitor Services Board from Tourism Funds – Will allow for the development of a searchable website on a dedicated server.

\$3,300 received from private donations from the community – Allows for ongoing supply and restoration/preservation costs associated with the History Preservation Project.

\$2,833 received from unspent allocation of 2002 Annual Town Meeting Article 18 – Allowed for purchase of computer and scanning software.

A total of \$16,846 in support of the History Preservation Project has been raised to date.

It is essential to establish a safe, secure location for our historical documents now – hence the Community Preservation application for funding the construction of such a facility in a portion of the basement area in the Provincetown Public Library. Future plans are to pursue two potential grant sources through the National Endowment for the Humanities: a Grant for Stabilizing Humanities Collections, and a Preservation Assistance Grant for Smaller Institutions, for needed, and costly, mobile storage units to maximize the archive storage area and to allow for future growth. The grant cycle for these two grants has yet to be announced, but it is expected that available monies would be allocated anywhere from July 2008 through January 2009.

11. Site Control

On January 22, 2007 the Board of Library Trustees voted to support the History Preservation Project's Community Preservation funding proposal, thereby allowing use of a portion of Library basement space to be allocated for archive storage. (*See Appendix D - Vote of the Provincetown Board of Library Trustees*)

12. Plans

See Appendix E - Existing and Proposed Site Plan.

13. Maintenance:

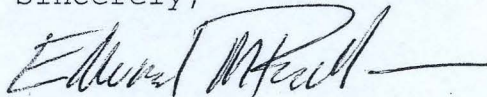
Maintenance to be provided by the Provincetown Public Library. Archive access and policies to be determined through a Memorandum of Agreement between the Provincetown Board of Selectmen and the Provincetown Board of Library Trustees.

It would be tragic if the only alternative for that collection were to return the items to the inhospitable and unsafe conditions of the Grace Gouveia attic.

It is also very fitting somehow that some of the Heritage Collection return to its original home. I am sure that the Library Trustees can work with the Board of Selectmen and other interested parties to develop policies and procedures that will protect the integrity of the collection and provide access to those needing it.

The Trustees strongly urge the recommendation of this CPA request and also gladly offer their assistance to you to see that this wonderful collection is preserved and protected for generations to come.

Sincerely,

A handwritten signature in cursive script, appearing to read "Edward 'Mick' Rudd", followed by a horizontal line.

Edward "Mick" Rudd,
Chair



**PILGRIM MONUMENT
AND PROVINCETOWN MUSEUM**

January 25, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Community Preservation Committee Members:

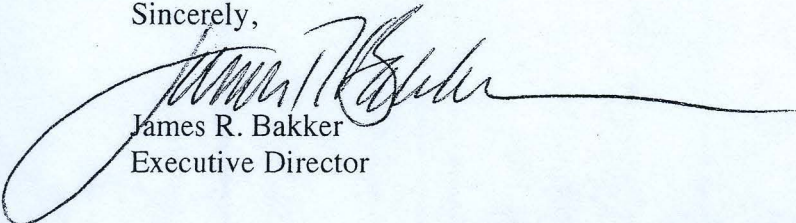
I am writing to express my enthusiastic support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. As proposed, this endeavor will insure the preservation of critical documents and photographs for future generations.

On behalf of the Pilgrim Monument and Provincetown Museum, I have toured the current storage locations of the items formally housed in the Provincetown Heritage Museum. Due to our own lack of space and limited budget, the PMPM is currently unable to properly house these important archives. Proper storage and access to scholars and researchers is vital to the preservation of our Town history.

Documents stored will include Library material in need of protection, significant Town documents related to our history, and all of the paper documents and photographs from the now defunct Provincetown Heritage Museum and now in the care and custody of the Town. As you may be aware, the Heritage Collection has been housed in the attic of the Grace Gouveia building in undesirable conditions that included exposure to extreme fluctuations in heat and humidity, dust, and a near total lack of access. While the paper and photographic material has been removed and is currently being evaluated and preserved by the History Preservation Project, return of this material to the attic of the Grace Gouveia building is completely unacceptable.

Approval of this proposal is essential to preserve our heritage, and maintain the integrity of significant historical material for future generations and I urge your full support of this important project.

Sincerely,



James R. Bakker
Executive Director



**PILGRIM MONUMENT
AND PROVINCETOWN MUSEUM**

January 31, 2007

Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Members of the Community Preservation Committee:

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. 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 create an archive storage area in the basement of the Provincetown Public Library. The central location of the library would facilitate access to the collection and provide a secure climate controlled storage space for these materials.

Sincerely,

Laurel Guadagno
Education/Program Manager

February 2, 2007

Elaine Anderson, Chairman
Provincetown Community Preservation Committee
Town Hall
Provincetown, MA 02657

Dear Elaine Anderson & Members of the Committee:

I would like to beg your indulgence regarding the matter before you which is to consider funding archival storage space in the Provincetown Public Library by quoting from an article I wrote in 1989 for the "Provincetown Arts," entitled "Building the Rose Dorothea."

"Near sundown on a September day in 1975, I found myself musing on the fate of Provincetown as I drove down Commercial St. At that time, I was serving on the Historic District Study Committee which was laboring to create an historic district, and every building was alive to me, pulsing with its own individual message. The Provincetown Heritage Museum, then known as the Center for the Arts, had been converted from the Center Methodist Episcopal Church to the Chrysler Museum of Art in 1958. This beautiful English Baroque structure, built in 1860, was proposed as a National Landmark by the Provincetown Historical Association in 1974, but at that moment, landmark registration had not yet been approved by the Massachusetts Historical Commission, and the church/museum was threatened with foreclosure and possible destruction. As I came within sight of the building, I looked up at the belfry, and suddenly the rays of the setting sun came pouring through in a flood of blazing light. Within the structure, the whole sky seemed concentrated in a flare of mystical fire. The experience was so remarkable that it took my breath away, and I determined immediately that the building would be saved-not could be, but would be."

A month later, the Center Methodist Episcopal Church received Landmark status and in November, the town voted to establish the Provincetown Heritage Museum. Since then, I have continued to experience the radiating energy of this wonderful landmark in our midst. It truly radiates from land or sea and represents the town in a multitude of ways. Its beauty architecturally is unparalleled and its importance as a symbol of the greatness of our community as a fishing port, an art colony and a one-of-a-kind collection of souls is immense. Throughout the thirty-two years since I experienced that "flare of mystical fire," I have never lost hope that what is there today would be there always. In spite of so many setbacks and vicissitudes and because of one more miracle, the building has become our library and represents still, even without the many artifacts we so carefully collected on behalf of the town, the community's real essence. It is the repository of our collective history and our contact with the world through its daily service, thanks to the continuous effort of many persons, both living and dead.

In my original idea for the museum, the collection of archival material to be stored and made accessible for the future was a key element in planning. I believe I may say with pride that everything that is coming about at this moment regarding the archival treasure of the Heritage Museum had been envisioned by

the Trustees from the beginning. When the Museum closed, I lost, for a time, that hope, but now the dream of proper archival storage together with the institution of the process to make the archives available to the general public through the technology which makes such access an immediate benefit has restored the dream.

All this has come about through the energetic dedication of Doug Johnstone, our Town Clerk, and the commitment of our librarian Deborah de Jonker and her staff and the library Board of Trustees and the assistance of a significant number of volunteers who have given their time to forward this slow, but thorough, process of inventory and screening now underway in the old library building. I cannot say enough in praise of Doug Johnstone and of the two people with whom I am working, Susan Leonard and David Mayo, as we go through material and assess it as carefully as we can. My gratitude to all is boundless, and, therefore, in writing this letter to you, I urge you to help the effort that has been initiated with so much enthusiasm by allocating the funds needed to create a safe, climate-controlled and accessible archival storage space in the library which will serve the town for the future and guarantee that our rightful heritage does not slip away. I need not tell you it is priceless.

With sincere thanks for your consideration
of the request being placed before you,

Josephine Del Deo
Josephine Del Deo



Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, MA 02114

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

January 25, 2007

Dear Community Preservation Committee Members:

I am writing to express my enthusiastic support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. As proposed, this endeavor will ensure the preservation of critical documents and photographs for future generations. Provincetown has a long and storied history. All too often communities have let their historical documents and photographs lie unattended in inappropriate locations for years. The result has been the deterioration of the materials and the loss of documented history. This initiative will provide a stable environment for the long-term preservation of, and access to, these historical documents and photographs.

Last fall I visited Provincetown in my capacity as Preservation Specialist at the Board of Library Commissioners as well as a Certified Archivist with the express purpose of examining the materials and providing guidance to the staff in this project. In doing so I was shown all the locations where the materials had been stored. Like many other locations on Cape Cod and along the Massachusetts coastline, there is a major problem with relative humidity (RH) levels throughout the year and temperature levels during certain periods. There are published recommended parameters for both temperature and relative humidity levels for the long-term preservation of paper and photographic materials, none of which are even close to being maintained in any of the locations where the materials were stored or where they will have to be stored in the future if this project is not funded. For special collections/archives the temperature range is 65° F. ± 2° F. on both a daily and an annual basis. The RH range is 25 % - 40 % ± 3 % on a daily basis and ± 5 % on an annual basis. While it is not always possible to attain these goals, dramatically minimizing the current fluctuations and bringing them closer to or within these ranges in both areas will significantly extend the life of the materials to be housed in this location.


The documents stored will include library material in need of protection, significant town documents related to our history, and all of the paper documents and photographs from the now defunct Provincetown Heritage Museum and now in the care and custody of the town. As you may be aware, the Heritage Collection has been housed in the attic of the



Grace Gouveia building in undesirable conditions that included exposure to extreme fluctuations in temperature and relative humidity, dust, and a near total lack of access. While the paper and photographic materials have been removed and are currently being evaluated and preserved by the History Preservation Project, return of this material to the attic of the Grace Gouveia building is completely unacceptable.

Approval of this proposal is essential to preserve our heritage and to maintain the integrity of significant historical material for future generations, and I urge your full support of this important project.

Sincerely,

A handwritten signature in cursive script that reads "Gregor Trinkaus-Randall". The signature is written in dark ink and is positioned above the typed name.

Gregor Trinkaus-Randall, M.L.S., C.A.
Preservation Specialist



January 30, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Community Preservation Committee Members:

The Provincetown Portuguese Festival Team wishes to express our whole-hearted support of the History Preservation Project's proposal to create a safe and permanent home for our town's historically significant archival holdings. The hard work of dedicated individuals must now be preserved. The important documents and photographs pertinent to Provincetown's history retrieved from the attic of the Grave Gouveia building and entrusted to these dedicated volunteers care, need to be properly preserved.

As an organization whose mission statement commits us to actively preserving and *Sharing* Provincetown's Portuguese culture, history and *Heritage*, we not only support this proposal philosophically, we also *Share* two team members with the History Preservation Project. David Mayo and Susan Leonard have been involved with this effort since its inception and have been fortunate enough to experience the excitement of uncovering some of the valuable holdings found in the Heritage Museum Collection. It is not an exaggeration to say that they both have held in their hands documents which have expanded their appreciation of both of their own personal history, culture and place in Provincetown. The convergence of these two cultures - Yankee and Portuguese is a significant story told in this collection. It offers a wealth of material for both the novice and serious researcher alike.

It is important that this collection of "our *Heritage*" be given a permanent place in the town archives with appropriate climate controls, access and security. To do otherwise would be disrespectful of those responsible for our wonderful *Heritage*. This *Heritage* defines our community, is a source of great pride and attracts thousands of visitors each year.

Thank you for your consideration,
Don Murphy
The Provincetown Portuguese Festival Team



Provincetown
Art Association
and Museum

460 Commercial Street
Provincetown, MA 02657
508.487.1750 www.paam.org
fax 508.487.4372

Provincetown History Preservation Project Archive Storage
Community Preservation Proposal

January 29, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Community Preservation Committee Members:

I am writing to express my enthusiastic support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. As proposed, this endeavor will insure the preservation of critical documents and photographs for future generations.

Preserving Provincetown's history through a comprehensive archive is key to making sure our significant legacy is safe. It is the Town's responsibility to ensure that these records are accessible and available, as well as catalogued in a secure environment.

Documents stored will include Library material in need of protection, significant Town documents related to our history, and all of the paper documents and photographs from the now defunct Provincetown Heritage Museum and now in the care and custody of the Town. As you may be aware, the Heritage Collection has been housed in the attic of the Grace Gouveia building in undesirable conditions that included exposure to extreme fluctuations in heat and humidity, dust, and a near total lack of access. While the paper and photographic material has been removed and is currently being evaluated and preserved by the History Preservation Project, return of this material to the attic of the Grace Gouveia building is completely unacceptable.

Approval of this proposal is essential to preserve our heritage, and maintain the integrity of significant historical material for future generations and I urge your full support of this important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christine McCarthy', written over the word 'Sincerely'.

Christine McCarthy
Executive Director
PAAM

Universalist Meeting House of Provincetown
(Unitarian Universalist)

236 Commercial Street • P.O. Box 817 • Provincetown, MA 02657
508-487-9344 • Minister's Study: 508-487-9259 • email: uumh@wn.net



The Rev. Alison Hyder, Senior Minister

The Rev. Brenda Haywood, Community Minister

January 25, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear members of the Community Preservation Committee:

I have recently heard that the trustees of the Provincetown Library have proposed creating space in their basement in which to store the town's documents and memorabilia. This is a terrific solution for a problem that has worried many of us for many years. We all knew that the materials stored at the Grace Gouviea attic were protected, but they weren't entirely safe and barely accessible. Any real insights they could offer to residents, historians, or Provincetown descendants were hidden amid the rafters.

As you know, the History Preservation Project gained the town's support for transferring the boxes to the Freeman Street building, where volunteers are busy scanning and recording the contents. As the minister of Provincetown's historic Universalist congregation, I know how important it is to preserve our history. Just in the 8 years that I have been there, I have discovered many aspects of our history that still affect relationships and attitudes today. We are very proud of our forebears and want to know - and safeguard - as much of our local heritage as possible. I imagine that you all feel the same, or you wouldn't be serving on the Community Preservation Committee.

It would be a shame to return these valuable materials to the attics when the Library feels they can provide a space that can answer our needs. I thank you for supporting this important opportunity.

Sincerely,

Rev. Alison Hyder



King Hiram's Lodge A.F. & A.M.

"The Masons"

Mailing Address - Post Office Box 1474 Orleans, MA 02653
Masonic Building - 2 Masonic Place, Provincetown, MA 02657

Chartered December 12, 1795 by M.W. Paul Revere

January 23, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Community Preservation Committee Members:

I am writing to express my unqualified support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. As proposed, this endeavor will insure the preservation of critical documents and photographs for future generations.

As the 92nd master of King Hiram's Lodge during this, the centennial year of the Lipton Cup and the beginning of construction of the monument in 1907, I have found a deep appreciation for the need to preserve our history as we live it. To go back and recreate pivotal events in our history is impossible without efforts like this. This project will provide an archive for future generations to explore and learn and provides us access to Provincetown's heritage.

We intend to provide additional support to this project beyond just writing checks. We will volunteer our time and our own lodge archives will be available for digital preservation as well. The history of the Town and its community organizations are inextricably linked. In our case, the Lodge Building at #2 Masonic Place was the location for Town Meeting in the 1880's after Town Hall on High Pole Hill burned. We also hosted numerous events and our records provide the most complete picture of the Provincetown fishing fleet prior to the 1880's and the Town Hall fire.

In addition to Town government documents, we understand that documents to be stored in this permanent Town Archive will include Library material in need of protection, significant Town documents related to our history, and all of the paper documents and photographs from the now defunct Provincetown Heritage Museum in the care and custody of the Town. As you may be aware, the Heritage Collection has been housed in the attic of the Grace Gouveia building in undesirable conditions that included exposure to extreme fluctuations in heat and humidity, dust, and a near total lack of access. While the paper and photographic material has been removed and is currently being evaluated and preserved by the History Preservation Project, return of this material to the attic of the Grace Gouveia building is completely unacceptable.

Approval of this proposal is essential to preserve our heritage, and maintain the integrity of significant historical material for our future generations and ourselves. I urge your support of this important project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rex McKinsey', written over a white background.

Rex McKinsey, Master
King Hiram's Lodge AF&AM

February 1, 2007

David L. Mayo
617 Commercial Street
Provincetown, Massachusetts 02657

Via E-Mail

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, Massachusetts 02657

Dear Members of the Provincetown Community Preservation Committee,

I write this letter to enthusiastically support the Provincetown History Preservation Project's proposal to create a safe and secure environment in the lower level of the Provincetown Library for important historical documents related to the Town of Provincetown.

I am one of the members of the organizing task force to establish the Provincetown History Preservation Project and presently am working at assessing documents on a weekly basis as a part of the work of that Project. I am also a former member of the Board of Trustees and presently a member of the Collections Committee of the Pilgrim Monument and Provincetown Museum. As a member of the Provincetown Portuguese Festival Team, our focus is Sharing the Heritage of the Portuguese Community. My family has lived in Provincetown since its first beginnings and my passion is preserving the rich and varied heritage which has made this such a unique community.

In the weeks in which I have had the opportunity to work with the documents from the former Heritage Museum collection, I have been awed by its depth and breadth. An amazing series of written and photographed "snapshots" of life as it was then has emerged. What a rich resource it is for scholars, the general public and Town boards. Having this wealth of material safe and accessible to all in the historic Provincetown Library building will send the message loud and clear that Provincetown is proud of its magnificent heritage.

I urge your support of this very important project.

Respectfully,
David Mayo

TO: Community Preservation Committee, Town of Provincetown
Elaine Anderson, Chair

CC: Doug Johnstone, Town Clerk

FROM: Marcia Fair

DATE: January 25, 2007

RE: Letter of Support
Proposal: Provincetown History Preservation Project Archive Storage

Dear Community Preservation Committee Members:

I write to convey my total support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. This important endeavor will ensure the preservation of critical historical documents and photographs for future generations.

As a former Chair of the Board of Library Trustees and one of the members of the organizing task force to establish the Provincetown Preservation Project, I have long had serious concerns about the historical material that has been in storage all these years.

Now that the Project is on its way, we need to take the next step - to find a home for these documents, which are in the care and custody of the Town. The logical and most cost effective solution is to house them in the Lower Level of the Library at 356 Commercial Street.

The south-facing area of the Library's Lower Level, all of which has infrastructure but has not been built-out, is ideally positioned and available for the purpose. Documents stored will include Library material in need of protection, significant Town documents related to our history, and all of the paper documents and photographs from the former Provincetown Heritage Museum.

For the past several years, the Heritage Collection has been housed in the attic of the Grace Gouveia building, where the conditions are not only undesirable, but unacceptable - they are exposed to extreme fluctuations in heat and humidity,

dust, and a near total lack of access. While the paper and photographic material has been removed and is currently being evaluated and preserved by History Preservation Project volunteers, returning this material to the attic of the Grace Gouveia building would be irresponsible.

Approval of this proposal is essential to preserving our heritage and maintaining the integrity of valuable historical information for future generations. Of equal importance, housing this historical material in the Library's Lower Level, will provide the access envisioned by the Task Force and the Selectmen for research, scholars, Town boards, and the general public.

I urge your full support of this important project. Thank you for your consideration.

Respectfully,
Marcia Fair

Town of Provincetown



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

January 26, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Community Preservation Committee Members:

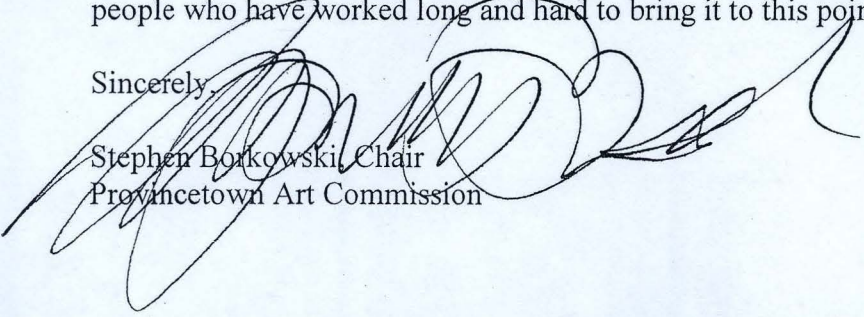
I am writing to express my wholehearted support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. As proposed, this endeavor will insure the preservation of critical documents and photographs for all present and future persons interested in and seeking information about the town's varied history.

Already I have found much valuable material related to the Town's Art Collection and expect this information to add to the documentation we are gathering to this point on the art collection.

It is expected that documents stored will include current Library material in need of protection, significant Town documents related to our history, and all of the paper documents and photographs from the now defunct Provincetown Heritage Museum and now in the care and custody of the Town. As you may be aware, the Heritage Collection has been housed in the attic of the Grace Gouveia building in undesirable conditions that included exposure to extreme fluctuations in heat and humidity, dust, and a near total lack of access. While the paper and photographic material is currently being assessed and preserved by the History Preservation Project, return of this material to the attic of the Grace Gouveia building is not an acceptable option given the delicate nature of the materials and the previous storage conditions which imperil it's future.

Approval of this proposal is essential to preserve this important piece of our heritage, and to encourage access to this historical information for all. I strongly urge your full support of this important project and hope your affirmation will give encouragement to the many people who have worked long and hard to bring it to this point.

Sincerely,


Stephen Borkowski, Chair
Provincetown Art Commission

January 30, 2007

Provincetown Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Via E-mail

Dear Community Preservation Committee Members:

I am writing to express my enthusiastic support for the Provincetown History Preservation Project's proposal to create a safe and secure environment for important historical information related to Provincetown. As proposed, this endeavor will insure the preservation of critical documents and photographs for future generations.

The Collection has been cataloged but there is very little interpretation of the historic value of the Collection. An example that comes to mind are letters and hand written documents involving courts of inquiry about missing vessels in the Caribbean at the height of the whaling era. Although the Collection will be scanned into a new format, for interpretation purposes the documents, photos etc. should be made easily accessible for research and stored in a climate-controlled environment.

Documents stored will include Library material in need of protection, significant Town documents related to our history, and all of the paper documents and photographs from the now defunct Provincetown Heritage Museum and now in the care and custody of the Town. As you may be aware, the Heritage Collection has been housed in the attic of the Grace Gouveia building in undesirable conditions that included exposure to extreme fluctuations in heat and humidity, dust, and a near total lack of access. While the paper and photographic material has been removed and is currently being evaluated and preserved by the History Preservation Project, return of this material to the attic of the Grace Gouveia building is completely unacceptable.

I urge your full support of this important project.

Sincerely,

Dale A. Fanning

Former Director Provincetown Heritage Museum
Member of the Friends of the Provincetown Heritage Museum

Town of Provincetown



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

January 25, 2007

Community Preservation Committee
260 Commercial Street
Provincetown, MA 02657

Dear Gentilepersons:

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.

Anyone interested in researching Provincetown's past will benefit greatly by having access to important material stored as proposed. This information will also serve to support and enhance related projects that have a direct bearing on providing a more comprehensive tourist experience, including the Historic Walking Trail and the Streetscape Project. The History Preservation Project serves as an ideal showcase for Provincetown's rich and varied past.

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,

Bill Schneider
Administrative Director of Tourism
Provincetown Tourism Office

Town of Provincetown



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

January 24, 2007

I am writing in support of the Provincetown History Preservation Project. This project is amazing and helps all of us in Provincetown who care so much for its history and its past.

I surely know that as member of the Historic District Commission, we are often left with less information on key houses and buildings than we would want. This project works in synch with our goals and objectives. It augments our work and helps us carry out our mission.

As a cultural anthropologist, I value the past and understand the importance of preserving the documents that give to another generation insights about how people lived their lives, how they worked, and how they built their community. This is a most important project and I commend all involved with it.

I want to add my voice, my support, and my appreciation for all involved in helping Provincetown maintain and preserve this rich, unique heritage.

What a rare opportunity we now have. Let us seize the day and work together to preserve our past, our understanding of those who came before us, and the heritage for those who will follow us.

I want to thank everyone who has given their time to the Provincetown History Preservation Project and for those who also support this most valuable undertaking.

Sincerely,

Dr. Marcene Marcoux
Historic District Commission member
New Provincetown Players Board of Directors member
Fine Arts Work Center Advisory Board member
Fourth-Of-July Task Force

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



Town of Provincetown
Department of Community Development
Town Hall, 260 Commercial Street Provincetown, MA 02657
Telephone (508) 487-7020 Facsimile (508) 487-0032

January 25, 2007

MEMO

To: Doug Johnstone

From: Dick Anderson

Subject: Basement storage area in the new library

Doug,

I have reviewed the plans you presented today for the archiving of historic documents in the basement of the new library building. I find that there are no impediments for the location you identified, and with the climate control anticipated, this seems like a perfect location for storing these records.

Regards,

Dick Anderson, building inspector

Copy: Debra DeJonker - Berry,
David Guertin,
Douglas Taylor

R. E. B. MECHANICAL SERVICES
BOX 1363
S. YARMOUTH, MA 02664

(508) 396-3226
FAX (508) 760-5381

PROPOSAL

PAGE NO. OF PAGES

TO: PROVINCETOWN PUBLIC WORKS DEPT.
26 ALDEN RD.
PROVINCETOWN, MA 02657

JOB NAME / NO. PROVINCETOWN LIBRARY-SUBLEVEL	
LOCATION 330 COMMERCIAL ST. PROVINCETOWN, MA	
PROPOSAL # 366700	
PHONE 508-487-7060	DATE 1/22/07

We hereby submit specifications and estimates for:

Proposal To:

Supply and install (1) 2-ton nominal capacity HVAC system with hot water reheat coil and "total" humidity control.

Work Scope:

- A. Remove existing "zone" system on existing ductwork left "for future construction".
- B. Supply and install (1) "Bryant" brand variable speed air handler with AC coil.
- C. Supply and install (1) 2-stage Bryant "Evolution" remote compressor unit using environmentally friendly 410A freon.
- D. Install all required refrigeration lines and drainage.
- E. Install side mount humidifier system.
- F. Provide and install 4' supply and return duct for future room finishing. (Final duct distribution system not included.)
- G. Disconnect, relocate and reinstall existing hot water coil into new duct plenum and reconnect to source.
- H. Provide and install new humidity/temperature control.
- I. Tie return plenum into existing duct connection and adjust balance damper for outside air requirements source.
- J. Start-up system and adjust operation as required.

R. E. B. MECHANICAL SERVICES
BOX 1363
S. YARMOUTH, MA 02664

(508) 398-3226
FAX (508) 760-5381

PROPOSAL

PAGE NO. OF PAGES

TO: PROVINCETOWN PUBLIC WORKS DEPT.
26 ALDEN RD.
PROVINCETOWN, MA 02657

JOB NAME / NO. PROVINCETOWN LIBRARY-SUBLEVEL	
LOCATION 330 COMMERCIAL ST. PROVINCETOWN, MA	
PROPOSAL #366700	
PHONE 508-487-7060	DATE 1/22/07

Total cost of proposal-----\$11,125.00

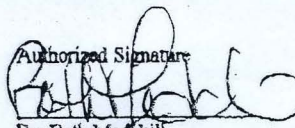
WE PROPOSE hereby to furnish material and labor—complete in accordance with these specifications, for the sum of:

Eleven thousand one hundred twenty five dollars and-----00/100—(\$11,125.00)

Payable as follows:

50% down with signed contract, 25% upon arrival of equipment, balance due upon completion of job.

NOTE: The prices and/or services quoted are good for only 30 days from the date of this proposal.

Authorized Signature

By: Beth Madhill
Title: General Manager

All work and materials will conform to plans and specifications and be done in a workmanlike manner according to standard practices. This is a fully integrated agreement and it sets forth the entire understanding of the parties as its subject matter. Any modifications or changes in the rights and obligations of the parties must be in writing and signed by both parties. Further any changes or extras outside of the scope of work to be provided hereunder will require a written change order for which there will be extra charges over and above those set forth herein. REB Mechanical Services makes no warranty, guaranty or representation as to the fitness of any product or service to be provided hereunder, EXCEPT such warranties as may be provided by the original manufacturer of any product or equipment. This exclusion includes but is not limited to any implicit warrant of fitness or merchantability. Performance by REB Mechanical Services is expressly contingent upon the absence of extraordinary conditions over which REB Mechanical Services has no control, these include but are not limited to: strikes, accidents severe weather or other delays and similar conditions. Owner/General Contractor will carry normal property and casualty insurance. REB Mechanical carries Workmen's' Compensation insurance for its own employees.

ACCEPTANCE OF PROPOSAL The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Personal Guarantee---By signing below, the customer's representative represents and warrants that the undersigned has authority to bind the customer to this agreement. The undersigned personally guarantees payment to R.E.B. Mechanical Services for all labor and services to be provided under this agreement. The undersigned further agrees to pay all court costs and a reasonable attorney fee in any action on this agreement, together with a service fee, measured at an annual rate of 18% on any unpaid balance more than (30) days past due.

Signature _____ Title _____ Date _____

Name _____

Cost Estimate for Library Basement Storage Area
January 31, 2007

Drywall	40 4x8 sheets @ 13.44	537.60
Compound	3 buckets @ 14.99	44.97
Tape	3 rolls @10	30.00
Screws	2 5lb boxes @10	20.00
Framing	2x4x14 150@ 2.54	381.00
	2x4x14 22 @ 3.97	87.34
	2x4x16 10 @ 4.89	48.90
Metal	44 @ 0.69	15.18
Wire Coil	1 case of 3.5 inch	50.00
Nails	1 case of 2.75 inch	50.00
Drop Ceiling, incl tiles/runners		600.00
Electrical		2,000.00
Spinkler System		1,000.00
Door	36"x6'8" half glass	300.00
Paint	5 gallons @ 22.00	110.00
Primer	5 gallons @15.00	150.00
Base Board	150' @ 1.04	156.00
10% for potential supply cost change at time of construction		558.00
Total		6,138.00

Tony Lemme
Building & Grounds Foreman
Provincetown Department of Public works

Agreement

Page No. _____ of _____ Pages

Intercity Alarms

New England's Most Trusted Alarm Company
22 White's Path, South Yarmouth, MA 02664

COMMERCIAL and RESIDENTIAL
BURGLAR and FIRE DETECTION
1-800-872-9823
508-394-8900 / 508-394-1331
FAX 508-398-2901

PROPOSAL SUBMITTED TO:		PHONE:	DATE: FEB. 11,2007
NAME:	PROVINCETOWN LIBRARY	JOB NAME:	
STREET:	COMMERCIAL STREET	STREET:	
CITY:	PROVINCETOWN	CITY:	STATE: MA
	STATE: MA		

We hereby submit specifications and estimates for:

- 1 EACH KEYPAD
- 1 EACH DOOR SENSOR
- 1 EACH ZONE EXPANDER

TOTAL.....\$372.00

*PLEASE NOTE THIS IS A ADD ON TO THE LIBRARY BURGLAR ALARM;

We hereby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum

THREE HUNDRED SEVENTY TWO

dollars plus tax & permit with payment to be made as follows

WARRANTY: All parts and labor are warranties for _____ Intercity Alarms ("ICA") reserves the option to repair or replace a defective system, ICA is not an insurer and does not undertake to guarantee against any loss or damage to the property by reason of any negligence or oversight on the part of any of its employees. All material is warranted to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner responsible to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. ICA is not responsible for any telephone line problems or defects, malfunctions or accidental destruction caused by water, or acts of God.

IN THE EVENT ICA EMPLOYS THE SERVICES OF AN ATTORNEY TO ENFORCE ANY OF THE TERMS OF THIS AGREEMENT, THE BUYER AGREES TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS SO INCURRED BY ICA.
BUYER MAY CANCEL THIS CONTRACT FOR ANY REASON BY WRITTEN NOTIFICATION TO INTERCITY ALARMS WITH-IN (3) BUSINESS DAYS FROM THE DATE EXECUTED AS SHOWN BELOW.

50% Deposit due upon acceptance of contract, balance due upon completion.

NOTE: This proposal may be withdrawn by us if not accepted within Thirty (30) days.

Acceptance of Agreement

This contract is not valid until signed by an authorized representative of Intercity Alarms
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____
Authorized Representative of Intercity Alarms

Signature: X _____
Subscriber

Date: _____

Date: _____



To: Doug Johnstone, Town Clerk
From: Debra DeJonker-Berry, Library Director
Re: History Preservation Project
Date: February 2, 2007

Per your request, here is a copy of the Trustees' vote in support of the History Project's Community Preservation Act Grant Proposal and in support of the Library's housing the Heritage Collection.

At their meeting on Monday, January 22, 2007, the Board of Library Trustees voted 4-0-1 (1 absent) to:

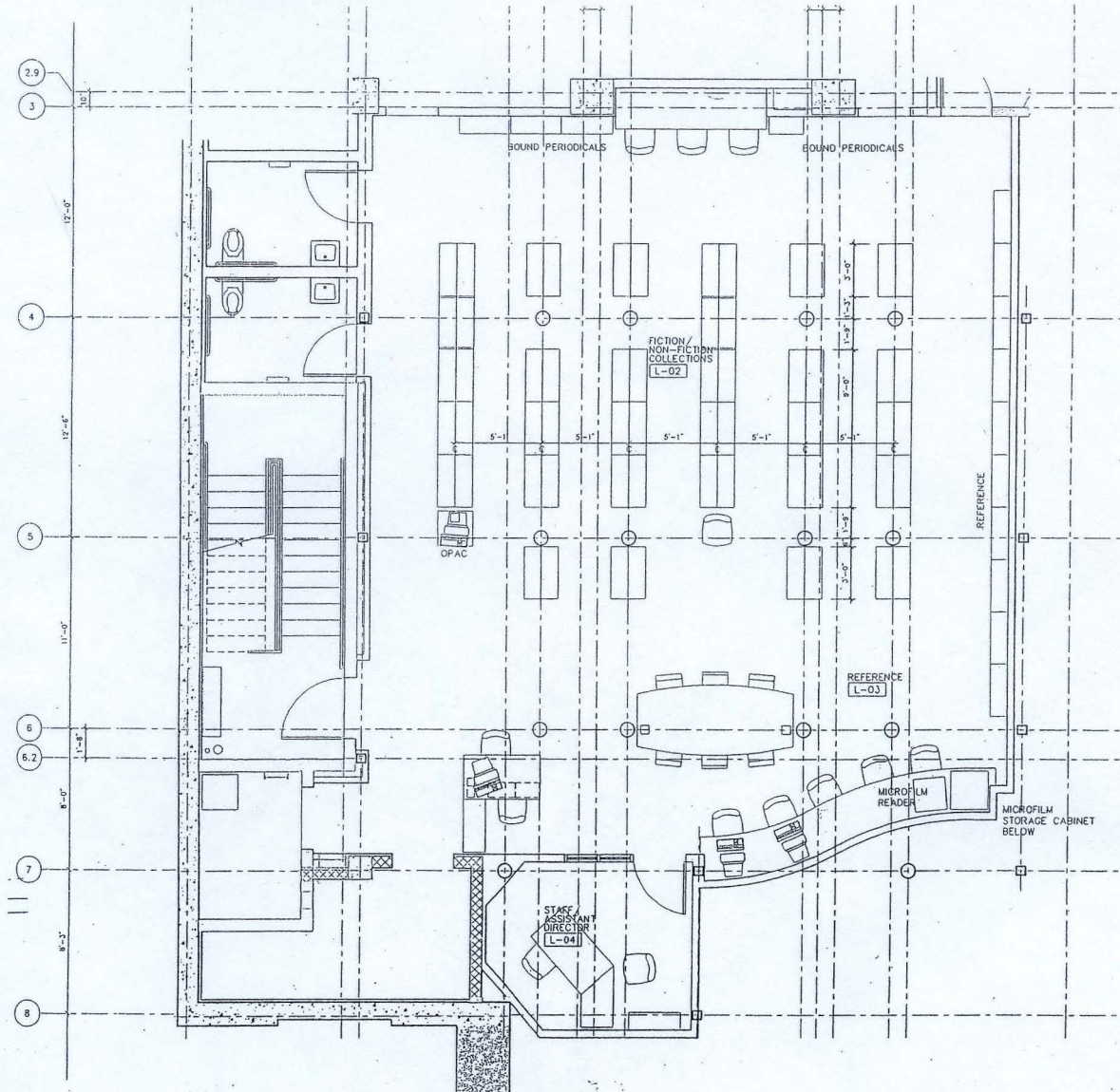
“to approve the concept of utilizing a portion of the southern section of the lower level of the library as a site for a climate-controlled storage area for the town's Heritage Museum collection and the Library's Provincetown collection, and to support the Town Clerk's CPA grant application.”

(m) Lyn Kratz, (2nd) Paul Benatti

Please feel free to call with any questions you may have.

Thank you

Existing Library Basement Plan



F1 00	NO. 4200	LOWER LEVEL	PROJECT PROVINCETOWN PUBLIC LIBRARY	PERRY DEAN ROGERS PARTNERS ARCHITECTS 177 MILK STREET BOSTON MASSACHUSETTS 02109 t 617 423 0100 f 617 426 2274 w PERRYDEAN.COM
	DATE May 23, 2003			

