

Town of Sudbury

Town Clerk's Office

Town Hall
322 Concord Road
Sudbury, MA 01776-1843
978-639-3351
Fax: 978-443-0264
clerk@sudbury.ma.us

October 25, 2007


Community Preservation Committee
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Dear Community Preservation Committee members,

Please find enclosed the Project Submission Form, a letter from the Historical Commission, the cost estimate for the survey provided by Angelina Altobellis, Field Service Representative at Northeast Document Conservation Center (NEDCC) and a copy of her resume. NEDCC is a nonprofit regional conservation center that specializes in paper based materials. During the past year, with the approval of Maureen Valente, Town Manager, I attended a series of five week long preservation workshops at NEDCC at their facility in Andover, Massachusetts. I am including a link to their website for your reference. <http://www.nedcc.org/home.php>.

I had an opportunity to discuss this project with Jody Kablack, Director of Planning and Community Development. She advised me that this request might be eligible to be funded from Administrative funds. This request is for an evaluation survey to identify and assess specific existing conditions and problems with permanent Sudbury historic papers, their storage and environment. The survey will facilitate the development of a realistic and appropriate plan of action and cost estimate for the conservation and preservation of Sudbury's historic papers. If you require any additional information or clarification, please let me know. Thank you for your consideration.

Regards,


Rosemary B. Harvell
Town Clerk

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

PROJECT SUBMISSION FORM

Submitter: **Rosemary B. Harvell**

Submission Date: **October 25, 2007**

Group or Committee Affiliation (if any):

Town Clerk

Submitter's address and phone number:

Purpose (please select all that apply):

Town Hall

Historic

322 Concord Road

Sudbury, MA 01776

Submitter's email address: **harvellr@sudbury.ma.us**

Project Name: **General Preservation Survey of the Paper Based Collections of the
Sudbury Town Clerk's Office**

Project Description:

- **Assess possible risks to collections from building and environment related problems;**
- **Address fire protection and security concerns, including emergency preparedness;**
- **Evaluate institutional policies and procedures as they apply to preservation;**
- **Review the existing collections maintenance program in terms of shelf preparation, book repair, and commercial binding;**
- **Provide recommendations for improving storage and handling practices; and**
- **Review the general condition of paper based collections.**

Costs:

<u>Fiscal Year</u>	<u>Total Project Cost</u>	<u>CPC Funds Requested</u>	<u>Other Funding Sources (amount and source)</u>
2009	\$2,281.15	\$2,281.15	0
2010			
2011			
2012			
2013			
Total	\$2,281.15	\$2,281.15	0

How does this project meet the General Criteria and Category Specific Criteria for CPC projects (see attached)?

This project surveys the Permanent Town Records, housed in the Town Clerk's office, the Town Hall Vaults and Retention Center, which are by their nature, of historical importance to the Town. The survey will assess risks, policies, maintenance, environment, storage and provide recommendations for conservation and preservation.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees or Departments? If so, please list the boards, committees or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The Historical Commission has provided a letter in support of this project.

Enclosures: Survey description and estimate from Northeast Document Conservation Center (NEDCC)
Resume of Angelina Altobellis, Field Service Representative, NEDCC
Letter of Support from Sudbury Historical Commission

Respectfully submitted by:

Rosemary B. Howell

October 25, 2007

For Community Preservation Committee Use:

Form Received on: _____

Project Presented to CPC on: _____

Reviewed by: _____

Determination: _____

TOWN OF SUDBURY COMMUNITY PRESERVATION COMMITTEE

Hosmer House
Circa 1793



Sudbury Historical Commission
Sudbury Centre
Sudbury, MA 01776

Adolf Bahlkow
Ellen Given
Maurice Fitzgerald

Jim Hill
Jim Hodder
Lyn MacLean
Liz Radoski

24 October 2007

Town Clerk
Sudbury Town Hall
Old Sudbury Road
Sudbury, MA 01776

Attention: Rosemary Harvell
Town Clerk

Subject: CPC Submission

Dear Rosemary,

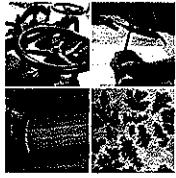
This letter comes to inform you that the Sudbury Historical Commission supports your request for historical funds from the CPC. We also are looking into better storage and preservation of our documents and paintings at the Hosmer House.

We fully agree that the important historical papers of the Town of Sudbury should be preserved in the best way possible. This is the proper use of such funds and your research supports these efforts.

Sincerely,

Lyn MacLean, Chairman
Sudbury Historical Commission

CC:
Adolf Bahlkow
Doc Fitzgerald
Ellen Given
Jim Hill
Jim Hodder
Liz Radoski



NORTHEAST
DOCUMENT
CONSERVATION
CENTER

100 Brickstone Square, Andover, MA 01810-1494
ph 978-470-1010 • fax 978-475-6021 • www.nedcc.org

October 22, 2007

Rosemary B. Harvell, Town Clerk
322 Old Sudbury Road
Sudbury, MA 01776

Dear Rosemary,

This letter confirms that the Northeast Document Conservation Center (NEDCC) would be pleased to provide a general preservation survey of the paper-based collections of the Sudbury Town Hall. The survey will:

- Assess possible risks to collections from building- and environment-related problems;
- Address fire protection and security concerns, including emergency preparedness;
- Evaluate institutional policies and procedures as they apply to preservation;
- Review the existing collections maintenance program in terms of shelf preparation, book repair, and commercial binding;
- Provide recommendations for improving storage and handling practices; and
- Review the general condition of paper based collections.

The consultation will consist of a half-day site visit and a written report that will present our observations and recommendations, and that can be used as a planning document. The survey will identify short-, medium-, and long-term preservation priorities in the context of your institution.

The cost of this consultation would be as follows:

CONSULTATION:

\$900/day: .5 days on site, 2 days writing report \$2,250.00

ACTUAL TRAVEL EXPENSES:

Mileage (Andover to Sudbury, round-trip) 70 miles @ \$.445/mile \$31.15

TOTAL: \$2,281.15

NEDCC would be pleased to work with you to plan for the preservation of your collections. I have included my resume; additional information about the Center and the survey process is available at www.nedcc.org. In the event of a scheduling conflict, NEDCC has an excellent relationship with several experienced preservation consultants, and will arrange for one of them to conduct your survey at no additional charge. If you decide to use NEDCC's services, please contact me soon after you make your decision so I can make the necessary arrangements. Until then, please don't hesitate to contact me if I can answer any questions or provide additional information.

Sincerely,

Angelina Altobellis
Field Service Representative
aaltobellis@nedcc.org

Angelina Altobellis

Northeast Document Conservation Center • 100 Brickstone Square • Andover, MA 01810 • (978) 470-1010 • aaltobellis@nedcc.org

EXPERIENCE

Northeast Document Conservation Center, Andover, MA (2007)

Field Service Representative

- Conduct on-site preservation planning surveys at archives, libraries of all types and other institutions.
- Write and edit preservation survey reports, including observations of current conditions and recommendations for improvement in the areas of: environmental conditions, security, and emergency preparedness, as well as storage, handling, exhibition, reformatting and conservation treatment of materials.
- Teach workshops on surveying for preservation needs.
- Manage a grant-funded five-state preservation initiative, working with state libraries to advance preservation of public library collections.
- Answer preservation-related inquiries from outside institutions and individuals.

Harvard University, Cambridge, MA (2005-2007)

Conservation Technician, Widener Library

- As member of the Newspaper Reformatting Project, performed collection maintenance of library materials according to established treatment procedures and production benchmarks.
- Applied basic conservation techniques to prepare newspapers for preservation microfilming and digitizing.
- Prepared materials for storage, including aligning, wrapping, and tying.

Northeast Document Conservation Center, Andover, MA (July-August 2006)

Image Researcher

- Researched and selected images for use in an "Introduction to Preservation" course curriculum.
- Located images to accompany lesson plans; according to established guidelines, digitized in-house slides, and formatted slides using Adobe PhotoShop; found other images externally as necessary.

Concord Free Public Library, Concord, MA (February-April 2006)

Archives Intern, William Munroe Special Collections

- Processed four archival collections totaling five linear feet. Collections consisted of correspondence, legal documents, autograph books, and glass plate stereographs.
- Organized one collection into series and created item-level descriptions of three smaller collections; assessed for preservation and rehousing needs; authored finding aids.

The University of Mississippi, Oxford, MS (2003-2005)

Advancement Associate, Center for the Study of Southern Culture

- Directed resource development plan for a regional studies research center. Managed a group of approximately 80 major gift prospects, traveling several days a month to cultivate, solicit and steward major donors.
- Organized annual fund drives that resulted in gifts totaling over \$50,000.
- Coordinated publicity and stewardship for donors through the Office of University Relations.

The University of Texas at Austin, Austin, TX (2000-2002)

Rare Book and Manuscript Intern, Harry Ransom Humanities Research Center

- Carried out special projects, provided patrons with information regarding archival collections as well as with assistance accessing collections. Oriented new patrons to reading room. Provided on-site and remote reference.
- Planned, laid out, and served as Curator for six-month exhibit on John Steinbeck that was reviewed favorably by the *Austin Chronicle* and noted in the *Times Literary Supplement*.
- Designed layout for multi-media exhibit that included rare manuscripts, artwork, photographs, and other resources.
- Authored all exhibit text and related pamphlets. Led tours. Organized related film screening and guest lecture.

The Wadsworth Atheneum, Hartford, CT (September-December 1998)

Curatorial Intern, Department of European Art

- Performed extensive object research for deaccessioning project, identifying and classifying duplicate prints, in various states and conditions, by Rembrandt and Whistler.
- Identified over 20 duplicates, and conducted research to determine potential auction value.
- Researched sources of painted tableaux on Sèvres porcelain within contemporary paintings, prints and drawings.

EDUCATION

Simmons College, Graduate School of Library and Information Science, Boston, MA
M.L.I.S. expected 2008

The University of Texas at Austin, Austin, TX
M.A. in Comparative Literature, 2002

The University of Massachusetts at Amherst, Amherst, MA
B.A. in Art History, *magna cum laude*, 1998
B.A. in French, *magna cum laude*, 1998

ADDITIONAL TRAINING

North Bennet Street School, Boston, MA
Workshops on Book Repair and Conservation and Non-Adhesive Bookbinding, 2006

Rare Book School, Charlottesville, VA
"Introduction to Descriptive Bibliography," 2006

Northeast Document Conservation Center, Andover, MA
Basic Paper Repair workshop, 2005