

TOWN OF ASHLAND COMMUNITY PRESERVATION ACT COMMITTEE

PROJECT SUBMISSION FORM

8/8/03 Rev A

Submitter: J.M. Norton

Submission Date: 8/1/03

Group or Committee Affiliation (if any): TOWN HALL STUDY COMMITTEE

Submitter's address and phone number: _____ Purpose (please select all that apply):

- Open Space
- Affordable/Community Housing
- Historic
- Recreation

Submitters email address: jnpnorton@comcast.net

Project Name: Town Hall Renovation

Project Description: Restore significant historic^{ic} features of town hall including the front entrance, open stairway to upper level, upper level rosette and exterior facade. See attached for supportive detail.

Costs:

Fiscal Year	Total Project Cost	CPA Funds Requested	Other Funding Sources (amount and source)
2003			
2004	2,800,000	750,000	2,800,000 Bonds
2005	1,400,000	370,080	1,200,000 Bonds
2006			
2007			
Total			

How does this project meet the General Criteria and Category Specific Criteria for CPA projects (see attached)? This project will preserve, enhance and restore Ashland's town hall (built in 1855) which has been determined to be eligible for listing on the National Register.

For Community Preservation Act Committee Use:

Form Received on: _____ Project Presented to CPAC on: _____

Reviewed by: _____ Determination: _____

ASHLAND TOWN HALL

cost estimate

6/23/03

FROM SECTION III, A.2

CSI Division	ITEM		COST
1	Install new passenger elevator		
*14100	4 stop elevator	LS	100,000.00
*04200	CMU enclosure for elevator	LS	13,500.00
*09250	Strap & gyp.bd	LS	4,000.00
*09900	Painting	LS	1,750.00
*0700	New electrical service	LS	8,000.00
		SUBTOTAL	127,250.00
		OVERHD & PROFIT	12% 15,270.00
		DESIGN CONTINGENCY	10% 12,725.00
		ESCALATION TO FALL 2003	3% 4,657.35
		TOTAL	\$159,902
2	Restore exterior of front of building		
	Restore existing front of bldg.		
*02050	Demolition	LS	7,500.00
*02200	Excavaion	LS	2,750.00
*02800	Landscaping	LS	5,000.00
*03301	Concrete foundations	LS	3,500.00
*06100	Rough framing	LS	7,500.00
*06200	Finish carpentry	LS	27,000.00
*07300	Membrane roofing & accessories	LS	6,300.00
*08520	Custom gable window	LS	3,700.00
*08100	Doors and frames	LS	8,500.00
*09680	Carpet & matting	LS	2,100.00
*09900	Painting	LS	7,500.00
*15400	Wet sprinkler system	LS	2,100.00
*16000	Lighting	LS	2,500.00
		SUBTOTAL	85,950.00
		OVERHD & PROFIT	12% 10,314.00
		DESIGN CONTINGENCY	10% 9,626.40
		ESCALATION TO FALL 2003	3% 598.21
		TOTAL	\$106,489
3	Restore main stair to second floor		
*02050	Demolition	LS	3,500.00
*06100	Rough framing	LS	5,800.00
*06200	Finish carpentry	LS	12,500.00
*09680	Carpet & matting	LS	2,100.00
*09250	Strap & gyp.bd ceilings	LS	12,500.00
*09900	Painting	LS	8,500.00
*15400	Wet sprinkler system	LS	2,100.00
*15500	HVAC	LS	12,900.00

* 16000	Electrical	LS	1,500.00	
* 16000	Lighting	LS	4,500.00	
				SUBTOTAL
				65,900.00
				OVERHD & PROFIT
			12%	7,908.00
				DESIGN CONTINGENCY
			10%	7,380.80
				ESCALATION TO FALL 2003
			3%	2,435.66
				TOTAL
				\$83,624

4 Replace aud. Walls/ceiling

*02050	Demolition	LS	17,500.00	
*06100	Rough framing	LS	8,000.00	
*07200	Insulation- walls/ceiling	LS	22,500.00	
*09250	Strap & gyp.bd ceilings	LS	63,000.00	
	Gypsum soffits	LS	5,500.00	
	Gyp walls	LS	8,925.00	
*06200	Finish carpentry- wainscoting	LS	36,750.00	
*09900	Painting	LS	3,675.00	
*15400	Dry sprinkler system	LS	21,000.00	
*15500	HVAC	LS	129,000.00	
* 16000	Electrical	LS	36,000.00	
* 16000	Lighting	LS	48,000.00	
				SUBTOTAL
				399,850.00
				OVERHD & PROFIT
			12%	47,982.00
				DESIGN CONTINGENCY
			10%	44,783.20
				ESCALATION TO FALL 2003
			3%	14,778.46
				TOTAL
				\$507,394

5 Salvage and replace existing vault door

*02050	Demolition & rigging	LS	1,000.00	
*08100	Install door	LS	1,200.00	
				SUBTOTAL
				2,200.00
				OVERHD & PROFIT
			12%	264.00
				DESIGN CONTINGENCY
			10%	246.40
				ESCALATION TO FALL 2003
			3%	81.31
				TOTAL
				\$2,792

6 Salvage and replace existing aud. Clg rosette

*02050	Removal	LS	150.00	
*09900	Restore	LS	525.00	
*06200	Install	LS	325.00	
*09900	Painting	LS	100.00	
				SUBTOTAL
				1,100.00
				OVERHD & PROFIT
			12%	132.00
				DESIGN CONTINGENCY
			10%	123.20
				ESCALATION TO FALL 2003
			3%	40.66
				TOTAL
				\$1,396

7 Structural repairs

*05500	Metal supports, hangers, brackets	LS	7,985.00	
*06100	Structural framing	LS	77,505.00	
				SUBTOTAL
				85,490.00
				OVERHD & PROFIT
			12%	10,258.80

DESIGN CONTINGENCY	10%	\$9,574.88
ESCALATION TO FALL 2003	3%	<u>\$3,159.71</u>
TOTAL		\$108,483.00

8. Restore exterior façade by removing siding which has degraded and replacing with historically appropriate wooded clapboards and paint \$150,000.00

GRAND TOTAL **\$1,120.080** |

ASHLAND TOWN HALL PRESERVATION

BUILT- 1855

RENNOVATED -1981

COMMITTEE APPOINTED 2001

- DON'T TEAR DOWN
- PLAN FOR BUILD OUT-23000
- IMMEDIATELY SOLVE AIR QUALITY PROBLEMS CITED BY STATE
 - BASEMENT HAD LEAKY AND UNCONNECTED FIBERBOARD DUCTS
 - COMMITTEE HIRED LOCAL CONTRACTOR TO FIX DUCTS AND FILTERS

SEARCHED FOR EXISTING CENTRALLY LOCATED BUILDINGS TO BUY AND MODIFY

VISITED OTHER TOWNS

PROPOSED MODIFYING PITTAWAY SCHOOL TO SATISFY TOWN HALL NEEDS AND ADD POLICE AND FIRE STATIONS

DECIDED TO RENOVATE EXISTING TOWN HALL

- ABOUT 10000 OF 18000 SQ FT USABLE
- BASEMENT HAD PIPES AND DUCTS PROTRUDING INTO PASAGEWAYS
- FIELD STONE FOUNDATION LEAKED WATER
- FIRST FLOOR WAS STRUCTURALLY INADEQUATE
- SECOND FLOOR WAS BLOCKED OFF AND STACKED WITH WAIST HIGH PILES OF BOOKS & PAPERS OVER THE ENTIRE STAIRWAY AND FLOOR

HIRED COURT ST ARCHCITECTS TO PLAN OUR RENOVATION

- REMOVED JAIL CELLS
- LOWERED BASEMENT FLOOR ABOUT A FOOT AND MADE IT A FOOT THICK

- FILLED GAPS IN FOUNDATION WITH WATERPROOF COMPOUND AND PROVIDED DRAINAGE CHANNEL ON THE INSIDE
- BUILT AN ENVIRONMENTALLY CONTROLLED STORAGE VAULT
- INSTALLED ELEVATORS
- MADE BUILDING ENERGY EFFICIENT
- PROVIDED AMPLE MEETING ROOMS
- MOVED ELDER SERVICES AND RECREATION TO COMMUNITY BUILDING
- PROVIDED OFFICE SPACE TO SATISFY BUILD OUT NEEDS

TOTAL COST 4.2 MILLION

CPA FUNDS 1.1 MILLION

- PRESERVED AND OPENED HISTORIC STAIWAY
- RESTORED FRONT ENTRANCE
- RESTORED EXTERIOR FAÇADE
- RESTORED UPPER LEVEL ROSETTE

Joe

TOWN HALL STUDY COMMITTEE

REPORT TO TOWN MEETING

16 OCTOBER 2002

JOE NORTON
GARY DISCHEL
JULIE NARDONE
JIM HANNA
DICK DESMARAIS

CHAIRMAN
VICE CHAIRMAN
SECRETARY
EX OFFICIO

APPOINTED BY SELECTMEN IN JULY 2001

DEVELOP TOWN HALL PLAN TO SATISFY CURRENT AND BUILD OUT NEEDS

FIND REMEDY FOR BASEMENT AIR QUALITY ISSUES CITED BY STATE SAFETY OFFICE

OBJECTIVE

Present to Town Meeting a cost effective plan that meets Town Hall requirements to serve the current and the anticipated build out population i.e. safe ,accessible space for personnel,equipment, storage and meetings. The build out population is expected to be about 22000 in about ten to fifteen years.

SUB TASK

Find an immediate remedy for the air quality problems cited by the state office of occupational safety in the basement--carbon dioxide and humidity

Investigation by this committee revealed the following:

Ducts were not connected to A/C unit for basement

Ducts are made of fibreboard and contain many leakage sites

Filters for incoming air to A/C unit and return air were inadequate

Unit was not maintained to the extent that water was leaking from the unit

Corrective action was to hire a local contractor to connect the ductwork, to repair accessible leakage sites, rerout the incoming air supply ,provide adequate filters ,and perform periodic maintenance

Carbon dioxide and humidity levels were subsequently found to be adequate by the state with the understanding that more permanent action would be taken

COMMITTEE STUDY ACTIVITIES

Shortly after the committee was appointed just over a year ago we established cost effectiveness as a priority.

It was recognized that the town voted to not tear down the existing town hall,

but did not preclude building a new town hall. However, the lack of a suitable site in the downtown area made building a new town hall not feasible.

We did not find a building suitable for conversion in the downtown area so it was decided to visit other communities looking for inputs.

The following towns were visited: Berlin, Holliston, Groton, Townsend, Pepperell, Sherborn, Acton, and Westboro

Most of these towns renovated existing town halls to one degree or another, but Berlin is restoring their town hall for social and historical purposes.

To satisfy town hall needs Berlin renovated a fifty year old elementary school. The result was an outstanding town hall that cost the taxpayers \$1.2M (15000 sq ft at \$75 per sq ft. actuals in 1999). The town then attached a new police and fire station.

As a result of the Berlin visit our first choice was to modify the Pittaway School as a most cost effective solution and a potential site for future police and fire needs.

The Pittaway was not available so we proceeded to develop a renovation plan.

DEVELOPMENT OF RENOVATION PLAN

Before proceeding with any renovation plans it was decided to assess the structural integrity of the building.

A structural engineer was brought in and found the following:

The first floor has a capacity of 25 psf and is deflecting in mid building. This could be a safety issue if the load increases beyond 30 psf. The future load is difficult to quantify but will increase

The second floor has a capacity of 50 psf

Both floors can be made sound by adding sister beams or by reducing the span of the beams

Shored up floors will have capacities in the 75 to 100 psf range

consistent with modern standards

As a point of information, a recent visit to the second floor revealed it to be extremely heavily loaded with chest high stacks of paper products over virtually the whole floor. This situation should be corrected as soon as possible.

We hired Court St. Architects, Joe Rizza to develop a new renovation plan that would eliminate the addition proposed in the December 2000 study. This was possible because the Elder Services and Recreation departments will be housed in the Community Building. In addition we tried to create more available space by moving Youth Advisory to the same building but the cost was prohibitive.

Joe Rizza will describe the renovation plan and associated costs. (copies of the layout and budgetary costs are attached)

This plan has incorporated comments from the town manager, the various managers and town hall workers

To implement the renovation town hall workers will be housed in trailers for approximately one year. Costs are included in the budget.

CONCLUSIONS

Current town hall needs renovation

HVAC

First floor deflection

The proposed plan is cost effective \$3.9M vs \$5M in 2000

**REQUEST APPROVAL TO MOVE TO OCTOBER TOWN MEETING
AND NOVEMBER BALLOT WITH THIS PLAN**

The Proposed Town Hall Renovation Project

Prepared by the Town Hall Study Committee

The History

Ashland's venerable Town Hall was on its way to the historic scrap heap when a group of concerned citizens orchestrated a grass roots movement to save it. The ballot measure to demolish the building and replace it with a newer version was voted down (3 to 1) in May 2001. This was the second time in recent history that the building escaped the wrath of the wrecking ball.

The Town Hall has approximately 10,000 square feet of usable floor space on two levels, with town offices on the first floor and basement levels. The second floor is used for storage only. The building presently houses 40 full and part-time employees of Town government and various volunteer Boards and Commissions.

The building was constructed in 1855 and last renovated in 1981. Along with the library, the Town Hall has been nominated for inclusion on the National Register of Historic Places. If it is selected, the Town Hall will be eligible for grants to restore the original façade of the building.

The Town Hall serves not only as a meeting place and a home for municipal government, but also as an embodiment of Ashland's heritage. The Town Hall's image graces the direction signs that lead visitors to Ashland's center.

The Town Hall Study Committee believes that the proposed renovation to the Town Hall must be cost-effective, respect the building's history and place in the community, and provide an efficient and healthy workplace to serve the needs of the Townspeople now and in the foreseeable future.

The Problem

Although the Town Hall is in good shape for a 147-year-old building, the outdated electrical and mechanical systems as well as the cramped working conditions make it an uncomfortable work setting for the town employees. The main safety concern is a dead-end corridor on the first floor. In the event of a fire that blocked off the hallway, the employees behind the firewall would have to jump out the windows. The first floor and second floors both need structural reinforcing to bring them up to today's building codes.

Although an access ramp was constructed and an accessible restroom provided, the building is not in compliance with the Americans with Disabilities Act (ADA) as required by Federal law. An elevator is needed to provide access to offices and meeting rooms in the basement and, if renovated, to the second floor.

The Town Hall, in its present configuration, does not adequately satisfy the needs of the Town. In many cases the occupants are forced to share space with others in tight quarters.

There are not enough meeting rooms, forcing many Boards and Commissions to meet in offices and other inadequate locations.

The Solution

The existing Town Hall is one of Ashland's most significant historical structures and serves as the focal point of the Town Center. The proposed renovations to the Town Hall will preserve the historic appearance of the building while modernizing the inside with updated wiring and reinforced floors. The building will be brought up to current building code. The useable square footage of the building will be significantly expanded to provide additional meeting rooms and offices without the need of an addition. An elevator will be installed at the side of the building to provide access to offices on all three floors. The mechanical and electrical systems will be technologically upgraded to accommodate the computer, telecommunications and related needs of the Town for the foreseeable future. The meeting room capacity will be substantially increased and Town offices will be grouped by function and flow to better serve the public.

The exterior of the building was designed using the architectural styles popular in 1855 and built out of wood and granite. Basically sound, with appropriate repairs, restoration and remodeling, the building should serve the needs of the citizens of Ashland for many years to come.

It will cost four million dollars to renovate the Town Hall. If approved by the voters at both the Town Meeting and the Town Election, the renovation will be completed approximately twenty months later. Joe Rizza of Court Street Architects will supply project details during his presentation to the citizens of Ashland at the Town Meeting on Wednesday, October 16, 2002.

Town Hall Study Committee members:

Joe Norton, Chairman

Gary Dischel

Jim Hanna

Julie Nardone

Dick Desmarais, non-voting representative from the Board of Selectmen

JAN DIS 14 2003



Deadline 9/15

8/20 return receipt

The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

RECEIVED

August 14, 2003

AUG 20 2003

TOWN OF ASHLAND
SELECTMEN/TOWN MGR

Dear Applicant:

Thank you for submitting an application to the MHC for grant assistance. The MHC has received 80 applications with requests totaling \$5,765,650.00. After completing a preliminary review of your submitted Massachusetts Preservation Projects Fund (MPPF) Round 10 Application, MHC staff are forwarding the attached checklist confirming the completeness of all materials received.

Note that all items marked on the attached checklist were found to be missing. Please refer to the MPPF Round 9/10 Application Instructions for a further description of each section included on the checklist and detailed explanation of the information we require. Also, please note that all future grantees will be required to submit a complete, updated Inventory Form for their property with the completion report once the grant-assisted work has been completed.

We request that you provide the missing documentation for the identified items. The deadline for submission of these materials will be three weeks from the receipt of this letter. Any resubmitted materials must be received by this date in order to be given full consideration.

We appreciate your interest in the MPPF program. All applications will be fully evaluated and final selections are scheduled to be made on November 12, 2003. Grant award notices will be mailed following this date.

Sincerely,

Cara H. Metz
Executive Director & State Historic Preservation Officer
Massachusetts Historical Commission

cc: Local Project Coordinator

220 Morrissey Boulevard, Boston, Massachusetts 02125
(617) 727-8470 • Fax: (617) 727-5128
www.state.ma.us/sec/mhc

Property Name & Location: Ashland Town Hall, Ashland

During a preliminary review of your submitted MPPF Round 10 Application by Eric Gradoia, Preservation Planner, the following marked items were found to be missing:

SECTION I

- PROPERTY NAME
- PROPERTY USE
- APPLICANT INFORMATION
- NON-PROFITS: 501(C) (3) DETERMINATION LETTER
- NON-PROFITS: CURRENT OPERATING BUDGET
- REQUEST FOR VERIFICATION OF TAXATION REPORTING INFORMATION FORM (see enclosed form) ✓

SECTION II

- AUTHORIZATION
- CERTIFICATE OF AUTHORIZATION
- LETTER OF INTENT TO ENTER INTO A PRESERVATION RESTRICTION
- PROPERTY PLOT PLAN AND DEED OF RECORD
- LEGAL OPINION RE: RECORDING OF PRESERVATION RESTRICTION
- ASSURANCES OF COMPLIANCE
- LETTER OF SUPPORT FROM LOCAL HISTORICAL COMMISSION

SECTION III

- PROPOSED SCOPE OF WORK
- GRANT REQUEST
- MATCHING SHARE
- LETTERS OF COMMITMENT FOR MATCHING SHARE

SECTION IV

- SELECTION CRITERIA STATEMENTS:
 A, B, C, D, E, F, and/or H

SECTION V

- OVERVIEW STATEMENT
- RESEARCH AND CONDITIONS SUMMARY, INCLUDING CONDITIONS SURVEY
(Feasibility Study to be sent under separate cover)
- PLANNING STATEMENT
- OUTLINE PLANS AND SPECIFICATIONS OR DRAFT RFP (PRE-DEVELOPMENT PROJECTS ONLY)
- COLOR SLIDE AND BLACK AND WHITE 8X10 PHOTO DISPLAYING THE FRONT FAÇADE OF YOUR BUILDING OR STRUCTURE
- PHOTOGRAPHS OF BOTH THE EXTERIOR AND INTERIOR TO SUPPORT THE REQUEST FOR MPPF FUNDS AND OVERALL CONDITIONS SURVEY
- CURRENTLY EXISTING FORM B INVENTORY FORM
- COMPLETED APPLICATION CHECKLIST

Done ✓

Joe

RECORD PRESERVATION

THANK YOU FOR INVITING ME TODAY TO THIS FORUM TO EXPLAIN THE PROCESS OF THE RECORD PRESERVATION.

IN 2006, I AS TOWN CLERK FOR THE TOWN OF ASHLAND MA APPEARED BEFORE THE FOLLOWING COMMITTEES/BOARD TO ASK FOR SUPPORT IN OBTAINING CPA FUNDING:

- Community Preservation Committee
- Historical Commission
- Board of Selectmen
- Finance Committee

THERE WERE NO ALTERNATIVE AVENUES FOR ME TO PURSUE FUNDING FOR THIS PROJECT.

(The other avenue was taxation which I didn't wish to pursue)

SINCE THE TOWN CLERK IS THE KEEPER OF ALL VITAL RECORDS, I TOOK THIS PROJECT ON AS MY RESPONSIBILITY AND MY DUTY TO THE TAXPAYERS OF THE TOWN OF ASHLAND TO SEE TO IT THAT THERE RECORDS OF THE PAST ARE KEPT IN GOOD ORDER FOR THE FUTURE. THE WAY TO ACCOMPLISH THIS WAS TO ENSURE THAT THESE RECORDS THAT I SPEAK OF BE PRESERVED IN A PROPER FASHION. I MADE ARRANGEMENTS FOR A PRESERVATION COMPANY TO LOOK AT THE RECORDS FOR THE TOWN OF ASHLAND. THESE WERE RECORDS THAT WERE FOUND IN THE ATTIC OF THE OLD TOWN HALL AND SOME THAT WERE STORED IN THE BARN AT THE HISTORICAL SOCIETY AS WELL AS SOME RECORDS FOR THE FIRE DEPARTMENT THAT PRE-DATED THE INCORPORATION OF THE TOWN. WHEN THE PROPOSAL WAS COMPLETED, I WAS GIVEN THREE NUMBERS.

1. The cost needed for preservation of books
2. The cost for 35mm security film
3. The cost to place the records on CD-TIFF

IT SHOULD BE NOTED THAT THERE WAS NO COST TO THE TOWN FOR THE PROPOSAL. ONCE THE RECORDS WERE PRESERVED PROPERLY, THEY ARE HOUSED PERMANENTLY IN THE TOWN VAULT.

THE RECORDS FOR THE TOWN DATING BACK TO 1800'S HAVE ALL BEEN SCANNED AND PLACED ON CD'S. COPIES OF WHICH HAVE BEEN GIVEN TO THE HISTORICAL SOCIETY FOR THEIR RECORDS.

THE RECORDS WERE ALSO PLACED ON A SEPARATE DRIVE ON THE COMPUTER. IT IS NAMED THE "H" DRIVE FOR HISTORY IN TOWN HALL.

THE ORIGINAL DOCUMENTS WERE IN VERY BAD SHAPE. WE GATHERED THEM FROM THE HISTORICAL SOCIETY BARN AND THROUGHOUT THE TOWN.

WE HAD 2 COMPANIES COME TO LOOK AT THE RECORDS AND BID ON THEM.

AN ARTICLE WAS PLACED ON TOWN MEETING WARRANT (NOV 29, 2006 ART. 12) TO ASK FOR TWO HUNDRED THOUSAND DOLLARS FOR THIS PROJECT. THE ARTICLE WAS PASSED AT TOWN MEETING AND WE THEN HAD TO GO OUT TO BID.

WE CHOSE MAROTTI COMPANY FROM VERMONT. THEY ARE A FAMILY COMPANY CONSISTING OF THE GRANDFATHER, SON, AND GRANDSON.

THE RECORDS WERE PICKED UP BY CHRIS MAROTTI (GRANDSON) WHO DROVE DOWN FROM VERMONT AND PACKAGED THE RECORDS IN BOXES AND PLACED THEM IN A TRAILER WHICH HE PULLED BACK TO VERMONT. (I was concerned about releasing the books). When the Town Clerk office staff needed information on a record that Marotti had taken, we called a toll-free number and they either faxed the information to us or read the information to us over the phone).

THE RECORDS WERE TREATED AND PLACED IN CAPSULED SHEETS WHICH WERE THEN PLACED IN BOOKS. THERE IS NO REASON FOR ANYONE TO HANDLE THE ORIGINAL DOCUMENTS. THESE RECORDS MAY BE STORED UP TO THREE HUNDRED YEARS IN THE VAULT WHICH IS CLIMATE CONTROLLED AND NO MOISTURE CAN ENTER.

PLEASE NOTE THAT WE HAD A CHOICE TO PLACE THESE RECORDS ON MICROFILM BUT THAT WOULD REQUIRE US TO USE A MICROFILM READER (EXPENSIVE, NO PLACE TO STATION IT, NO STAFF TO MONITOR IT). SINCE THIS WAS NOT AN OPTION, WE OPTED FOR THE CD'S. THIS RESULTED IN THE STAFF AT THE TOWN CLERK'S OFFICE ABLE TO PROVIDE EXCELLENT CUSTOMER SERVICE IN A TIMELY MANNER.

(Please note that I was concerned about confidentiality issues regarding some records)

BECAUSE THE VAULT IS LOCATED ON THE BOTTOM FLOOR OF TOWN HALL, THE TOWN CLERK'S STAFF WAS UP AND DOWN THE STAIRS DAILY RESULTING IN BACKUP AT THE OFFICE.

(I was concerned that the townspeople were not being handled in a timely fashion)

I HAVE PICTURES WHICH SHOW THE DETERIORATING CONDITION OF THE BOOKS OF THE TOWN.

(They say a picture is worth a thousand words and in this case it is true)

IT MUST BE NOTED THAT WE HAVE WHAT IS CALLED A "MOVABLE VAULT SYSTEM".

(We have space for departments to house their permanent records)

WHEN A CUSTOMER COMES INTO THE OFFICE LOOKING FOR A VITAL RECORD (BIRTH, DEATH OR MARRIAGE) OF THE PAST, WE SIMPLY GO INTO THE "H" (HISTORY) DRIVE ON THE COMPUTER AND LOOK UP THE DOCUMENT BY VITAL NAME AND THEN YEAR. WE THEN SCROLL DOWN TO THE CORRECT DOCUMENT AND PRINT IT TO THE COMPUTER AND CHARGE THE RATE WE CHARGE FOR ALL VITAL RECORDS (WHICH AT THIS TIME IS \$6). WE PUT THE TRUE COPY ATTEST SIGNATURE ON IT AND THE TOWN SEAL.

IT SHOULD BE NOTED THAT OVER THE YEARS, SOME BOOKS HAVE BEEN BOUND ONE BOOK AT A TIME. THIS WAS AN EXPENSE PAID FOR OUT OF THE CLERK'S BUDGET. THESE BOOKS THAT I SPEAK OF ARE NOT PART OF THIS PROJECT.

THE CPA FUNDS ALLOWED US TO PERMANENTLY HOUSE THE DOCUMENTS ENSURING A LIFETIME OF SAFETY FOR THEM. PLEASE REMEMBER THAT THESE DOCUMENTS THAT I SPEAK OF REPRESENT PEOPLE. EVERY DOCUMENT HAS A PAST AND THE IMPORTANCE OF THESE DOCUMENTS MUST NOT BE UNDERSTATED.

ON BEHALF OF ALL OF THE RESIDENTS OF ASHLAND, PAST AND FUTURE, I THANK YOU FOR THE SUPPORT WITH THIS IMPORTANT PROJECT.

TARA M. WARD, CMC/CMMC
ASHLAND TOWN CLERK