

Application for Boxford
Community Preservation Act
Funding

Boxford Historic Document Center

Application for Boxford Community Preservation Act Funding

Name of Applicant: Robin Siegel
Sponsoring Organization: Ingalls Memorial Library Association, Inc.
(DBA: Boxford Historic Document Center) (if applicable)
Mailing Address: PO Box 122
West Boxford, MA 01885
City, State, Zip:
Daytime phone: (978) 352-2733
Email: Boxforddocs@gmail.com
Name of Proposal: Environmental Preservation Project

CPA Category Open space Historic preservation
(circle all that apply): Recreation Community housing

CPA Funding Requested: \$12,445
Total Cost of Proposed Project: \$14,875

Project Description

7A Spofford Road
Boxford, MA, 01921

Attach answers to the following questions.
Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?
2. **Community Need:** Why is this project important? Does it address needs identified in existing town plans?
3. **Community Support:** What is the nature and level of support for this project? Include letters of support, if any.
4. **Timeline:** What is the schedule for project implementation, including a timeline for all critical elements?
5. **Credentials:** How will the experience of the applicant contribute to the success of this project?
6. **Success Factors:** How will the success of this project be measured? Be as specific as possible.
7. **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs.

Submit to:

Boxford Community Preservation Committee
Boxford Town Hall

8. **Other funding:** The Boxford CPA Committee expects that applicants will offer alternative sources of funding to cover a portion of the total cost of the project. What additional funding sources are available, committed or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
10. **Preservation:** CPA projects require deed restrictions limiting the use of the interest to the purpose for which it was acquired. Please attach a copy of your proposed deed restriction.

Additional Information

Provide the following additional information, as applicable:

11. Documentation that you have or will have control over the site, such as Purchase and Sale Agreement, option or deed.
12. Evidence that the project does not violate any zoning ordinance or any other laws or regulations.
13. Evidence that the proposed site is free of hazardous materials or that there is any plan for remediation in place.
14. Evidence that appropriate professional standards will be following if construction, restoration or rehabilitation is proposed.

CPA Funding Application for Ingalls Memorial Library Association, Inc. (DBA Boxford Historic Document Center)

Project Description:

1. Goals:

The Document Center needs chimney work on both chimneys (waterproofing, repairs, and new caps put on), as well as a new climate control system, consisting of a ductless heat pump for the archive storage room.

Currently, the 30+ year-old air-conditioning system has failed. We tried to install a high-capacity window unit, but it was not able to keep up with the necessary 24/7 regulation of temperature and humidity levels to the accepted standards of 65-68 degrees of temperature and 55-65% relative humidity. Evidence of dampness entering the building envelope through our chimneys is quite visible, as evidenced in the attached photographs.

The climate control system and the reduction of dampness in the building are both important to the physical preservation of our historic collection because maintaining proper and stable levels of temperature and humidity help to preserve and prolong the lives of photographs and paper objects. The presence of humidity also encourages mold growth and insect pests, both of which can be detrimental to paper collections, so it is very important to accomplish both of these projects in a timely manner in order to maintain the stability of our wonderful collections here. An added benefit of the new wall-mounted climate control system is the additional, and much needed, storage space in the archive that we will gain once the old unit is removed.

2. Community Need:

The Boxford Historic Document Center's mission is to develop, preserve, make accessible and share a collection of archival materials that document the history of Boxford from its 17th century beginnings through the present. The Center ensures that the town's history is known and valued.

The Document Center is the town's largest repository of historic records, documents and photographs. Many of these objects have been donated from private family collections, and are unique and irreplaceable. The collection provides today's residents with insights into the town's past and into the lives of those who have called Boxford home over the past 340 years. In addition to our own collections, the Document Center also hosts the paper collections of many other important organizations in town, including the First Congregational Church, the Second Congregational Church, the Historical Society, the Garden Club, the Boxford Horticultural Society and Harmony Cemetery Association.

Providing adequate environmental conditions for the long-term preservation of the collections maintained at the Document Center is crucial to the goal of preserving Boxford's history for the present and for the future.

3. Community Support:

Please see enclosed letters

4. Timeline:

We have received quotes from Stephen A. Stickney & Sons for the chimney repair and from MEL Mechanical for the HVAC work. We will schedule these projects as soon as we have obtained the necessary funding for them. Completion will occur before the summer season when temperature and humidity levels rise.

5. Credentials:

Robin Siegel has a master's degree in history and museum studies from Tufts University. She has worked in museums and archives for the past 15 years and is also the curator and archivist at the North Andover Historical Society. Her expertise in modern museum and archival collections management standards supports the stated goals of this project in regards to regulating temperature and humidity levels to the accepted standards.

6. Success Factors:

Success will be measured by the ability to maintain steady temperature and humidity readings in our archive storage area, as well as by the improvement in the noticeable seepage and dampness in the areas around the chimneys.

7. Budget:

The entirety of the CPA funds will be spent on the repair and installation work detailed below:

Install 1 Bosch minisplit 18k BTU ductless heat pump system	\$7,900
East chimney: Make up new stainless steel cap and install, repair concrete cap and both slopes, waterproof chimney	\$1,875
West chimney: Repoint left chimney, repair concrete cap, waterproof chimney, install new stainless steel cap	\$3,750
Contingency allowance (10%)	\$1,350
Total Cost	\$14,875

8. Other funding:

The Boxford Historic Document Center has secured \$2,430 in donations this year in our Charlie Killam Memorial Fund, which we will use to cover a portion of these costs.

9. Maintenance:

Annual service of our new heat pump will be funded in our general operating budget.

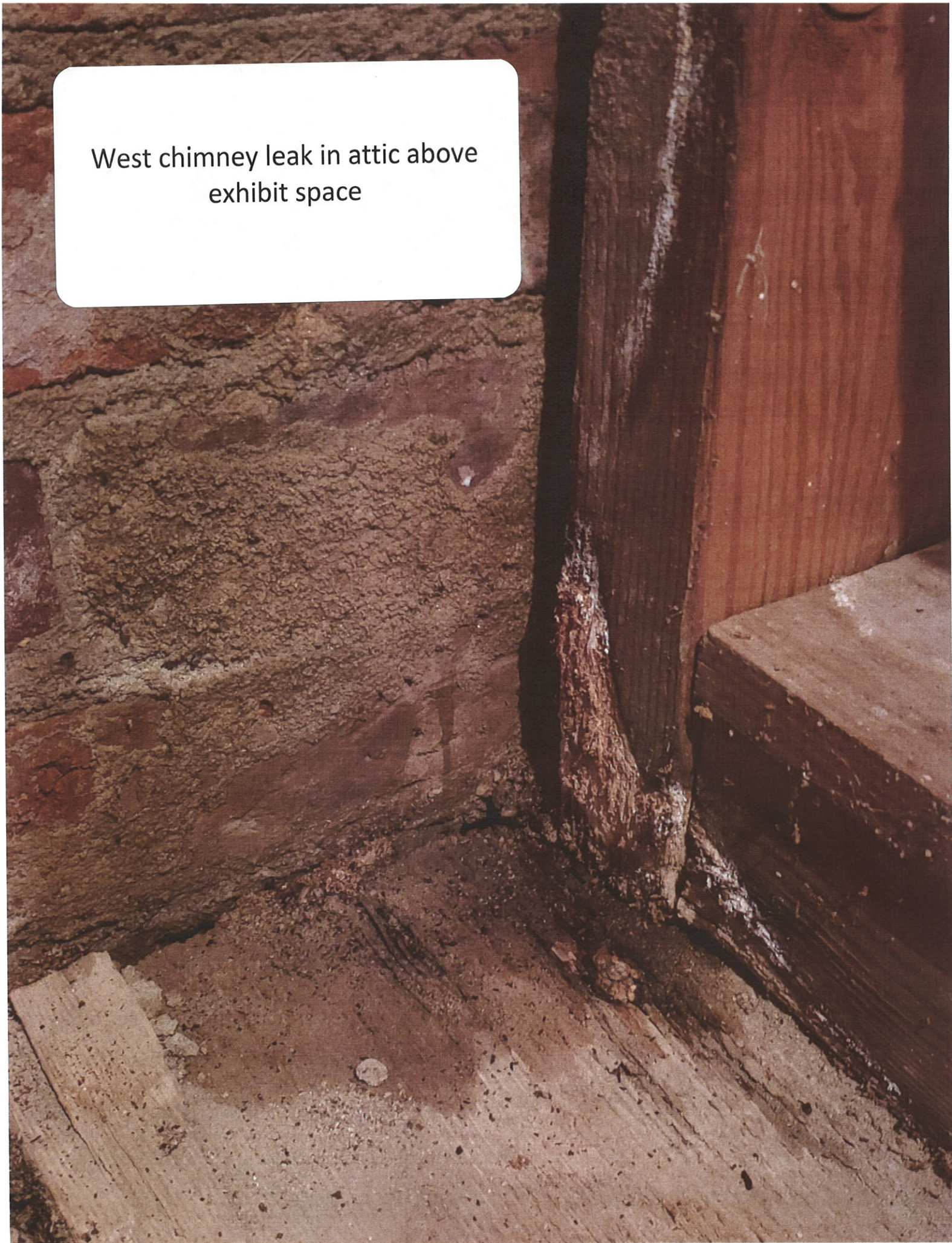
10. Preservation:

Not Applicable

14. The proposed work will be done by licensed, reputable local companies, namely Stephen A. Stickney & Sons for the chimney repair and EML Mechanical for the HVAC work.

Photographs of Water Damage

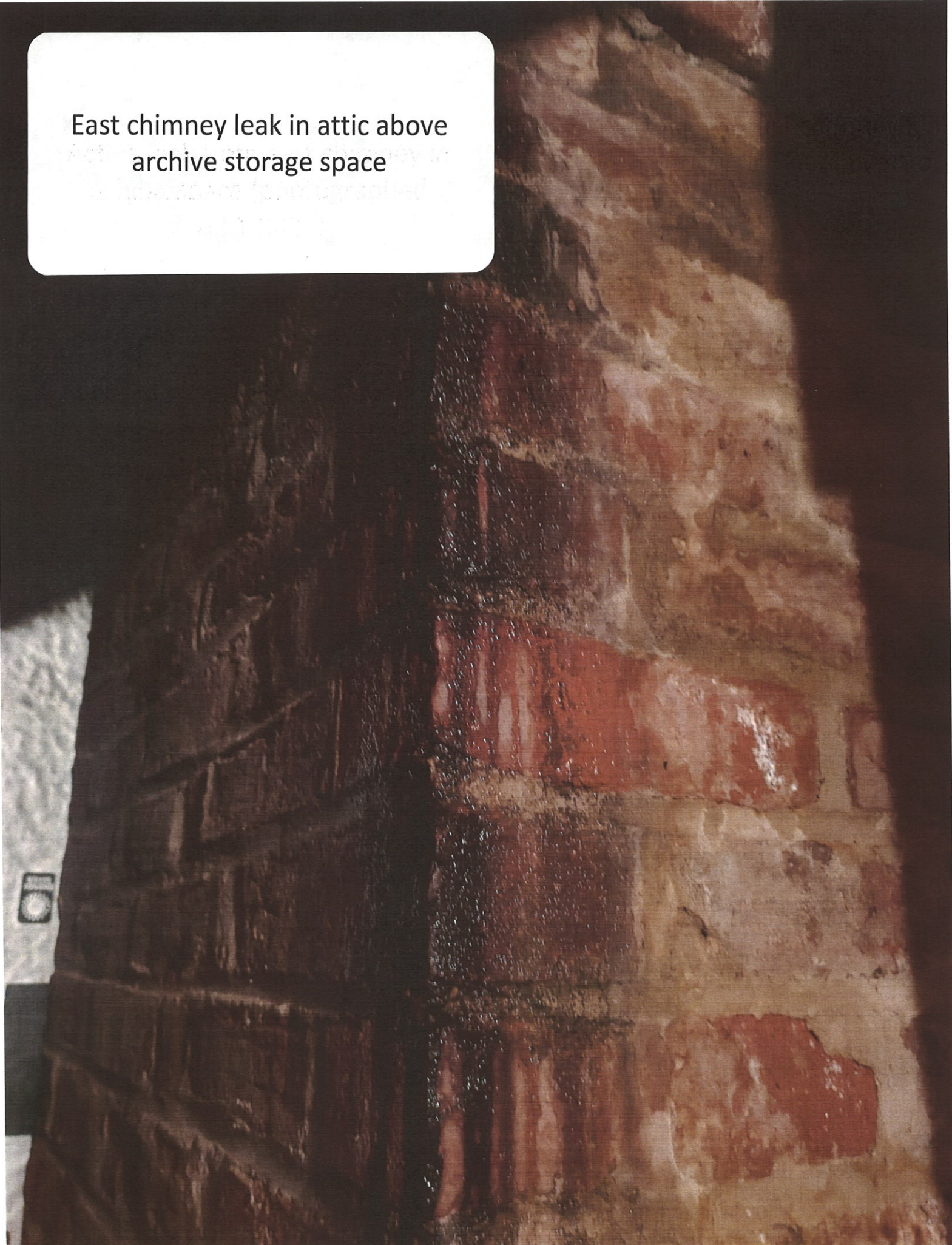
West chimney leak in attic above
exhibit space

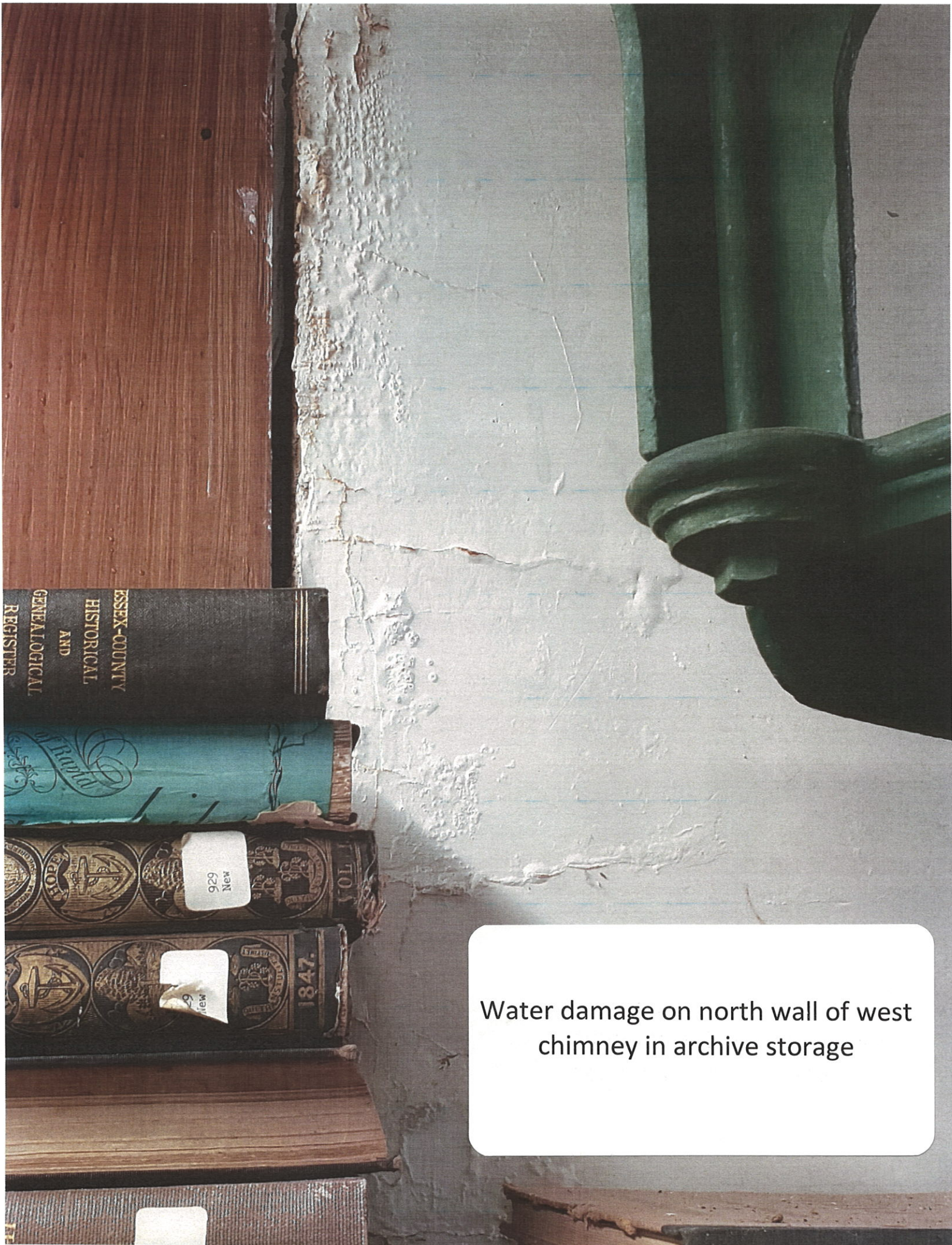


Active leak from east chimney in
exhibit space (photographed
1/13/2024)



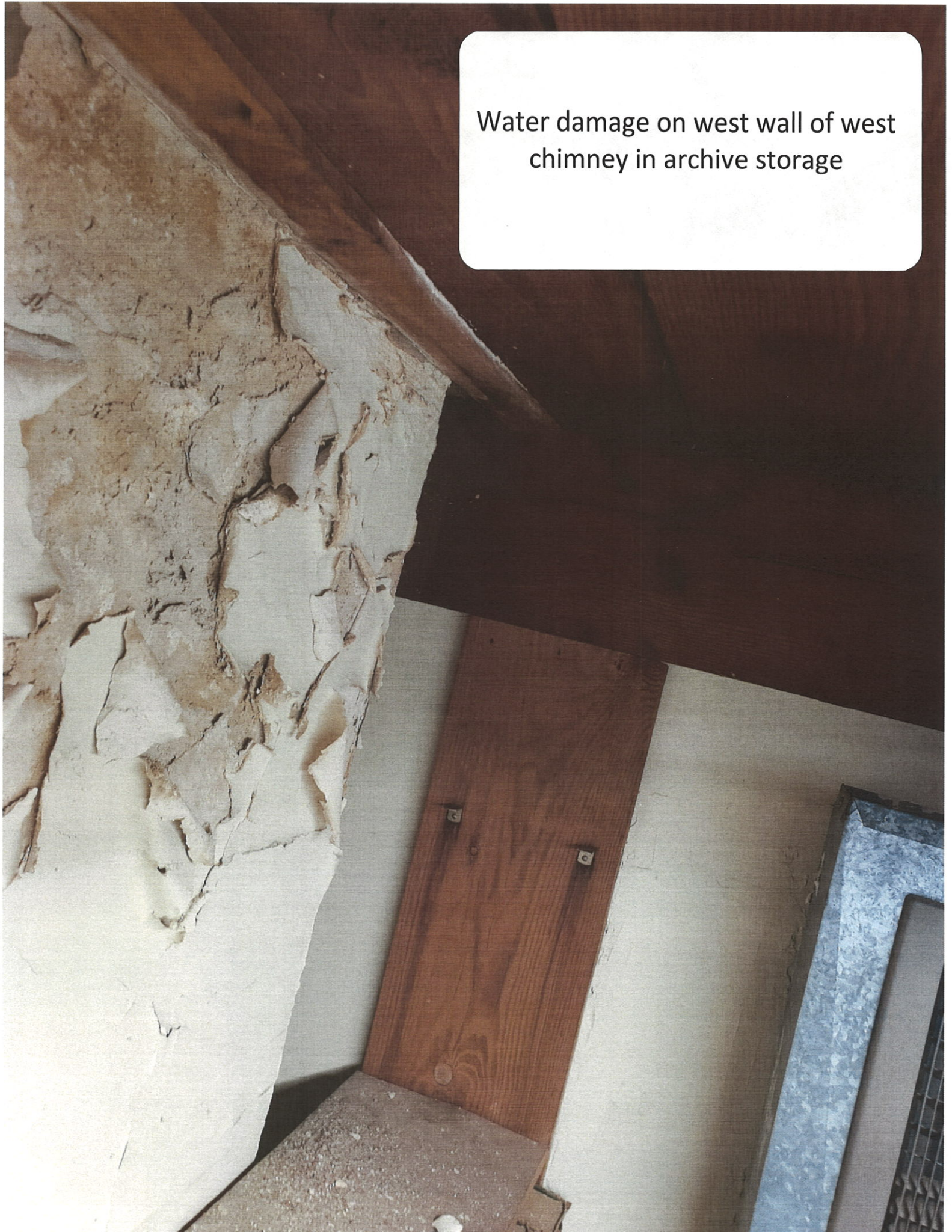
East chimney leak in attic above
archive storage space





Water damage on north wall of west chimney in archive storage

Water damage on west wall of west chimney in archive storage



Project Cost Estimates



EML Mechanical

Boxford Historic Document Center
 173a Washington St
 Boxford, MA 01885

☎ (978) 352-2733
 ✉ boxforddocs@gmail.com

ESTIMATE	#157
ESTIMATE DATE	Jan 17, 2024
SERVICE DATE	Jan 17, 2024
TOTAL	\$7,900.00

CONTACT US

401 Rock Wood Dr
 Saugus, MA 01906

☎ (617) 797-1610
 ✉ emlmechanical@gmail.com

ESTIMATE

Services	qty	unit price	amount
FUNRNISH AND INSTALL	1.0	\$6,100.00	\$6,100.00
OUTDOOR UNIT			
-will be mounted on back outside wall			
1-Bosch - Minisplit 18K BTU Single Zone Condensing Section Max performance 230V			
Item: BMS500-AAS018-1CSXHB			
MFR: 8-733-953-117			
INDOOR UNIT			
1-Bosch - 18K BTU - Mini Split Air Handler - Wall Mounted			
Item: BMS500-AAU018-1AHWXB			
MFR: 8-733-953-096			

-Since everyone has a different comfort level, the controller can be used to keep the room at a desired temperature and humidity level which may be different from the rest of the house or building. Our intuitive air handler regulates these levels according to the remote users' requests, but can also be programmed for automatic operation. The system also comes equipped with automated settings such as the "Follow Me" feature which allows the system to heat or cool toward a set-temperature based on where the remote is located within the room. The "Turbo" feature is also helpful when you need faster, on-demand comfort by speeding up the heating or cooling process when you need it the most.

-Indoor Air Quality, Maintenance, and Cleaning
 The multi-part filter system refreshes and cleans the circulating air by reducing potential odors, allergens, viruses and bacteria while providing the peace-of-mind that you and your family are breathing easy. Additionally, the system helps to trap dust, pollen, mites and other particles that plague allergy sufferers. Our filters and components create a stellar sifting

net in order to provide fresh breathable air. When it comes to cleaning the filters, our indoor air handler is simple to access, quick to clean and easy to maintain. Our system also comes equipped with a Self Cleaning Mode to help remove additional particles internally as well as moisture via our water-wicking blue fin technology, thereby eliminating mildew.

-Limited Residential Warranty§

With the limited residential warranty, you receive peace of mind knowing that the compressor is covered by a 10 year warranty and other parts for 10 years. This standard offering covers all components incorporated into the units at the time of manufacture. Unless otherwise stated, other components or parts that are purchased from Bosch and installed in the field have a 1 year replacement parts warranty from proof of certificate of occupancy date or proof of certified start-up date.

Custom Pricing Per Job - electrical connection work needs to be done by electrician price may be cheeper once he comes out and looks at it this price if for pulling a new wire from panel in the basement	1.0	\$1,300.00	\$1,300.00
demo demo of old AIR HANDLER in the attic with all the ducted work to allow more space up there	1.0	\$500.00	\$500.00

Services subtotal: \$7,900.00

Subtotal	\$7,900.00
Tax (MA 6.25%)	\$0.00
Total	\$7,900.00

Thank you for turning to EML Mechanical for all of your HVAC needs. Estimate pricing/ quotes are valid for a 10 day period, upon the date of delivery of the estimate/quote and subject to reappraisal outside of the 10 day window.

Service Calls

Payment is due day of service. If payment is not collected at the completion of service provided there is a 5 business day collection period. Any payments collected outside of the 5 business day window are subject to late fees.

Installations And New Home Construction

Approval of estimates assures agreeance to the following 3 payment plan process. Payment 1 is due is at approval of the project equal to one third of the approved estimate. Payment 2 is due at the completion of the designated building

STEPHEN A. STICKNEY & SONS

Mason Contractor & Builder
 Middleton Road P.O. Box 164
 BOXFORD, MA 01921-0164
 (978) 887-5757

PROPOSAL SUBMITTED TO <i>Document Center.</i>		PHONE	DATE <i>7/7/23</i>
STREET <i>Washington St</i>		JOB NAME	
CITY, STATE and ZIP CODE <i>Bryant Ma 01885</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

A We hereby submit specifications and estimates for:

- A Right Chimney
 Makeup new stainless steel cap & install
 Repair concrete cap & both slopes
 waterproof chimney. \$1875.00*
- B Repoint left chimney Repair concrete cap
 waterproof chimney.
 Install new stainless steel cap. \$3750.00*
- C Back of Building
 Power wash concrete slope remove moss
 Repair cracks on concrete
 wash waterproof slope. \$1625.00*
- Not included in proposal as this work does not directly affect our collection*

The parties agree that in the event of a dispute, they shall submit to binding arbitration with the American Arbitration Association in lieu of filing a lawsuit with a court of law. The prevailing party shall be entitled to responsibility for attorney's fees and costs.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: _____ dollars (\$ _____).

Payment to be made as follows:

All material is guaranteed to be as specified. All work 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 over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Kerry Stickney

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — 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 _____

Date of Acceptance: _____

Signature _____

Letters of Community Support

To Whom it May Concern,

I write in strong support of the Historic Document Center and all the vital work they do to support the community of Boxford in preserving the past and bringing it alive for us all to enjoy in this current time. I have had the honor of serving as the Lead Pastor of First Church Congregational Boxford for nearly 10 years. Through this decade of work here, it has been a joy to partner with the Document Center in many ways. Most of our church history records are on deposit at the Document Center and so I have made many visits there to do research, understand our current times in light of history and report many vital and exciting tidbits of information to our church from the records on file there. In my early days, Martha Clark and more recently, Robin Siegel have both been wonderfully helpful in the various requests that I have had over the years, including some of the most obscure requests about parts of the church's history! I am so grateful for this significant assistance. I have also been able to witness the impact of the Historic Document Center for the community more broadly for various events that I have hosted and important questions that people have in everything from family heritage, information on their historic homes or general interest about the history of the community and everything in between.

In light of all these matters, it is my hope that everything that can be done to preserve these valuable documents and history can be done. I have been made aware of the current situation of the dampness and climate issues and I am hopeful that a grant can be given to help cover these costs, so these vital documents can be preserved for generations to come. I envision a pastor in my role, 50 years from now hopefully enjoying and learning from these documents and items as I have been able to do so! Also, in pastoring a church with older buildings, I know how important it is to do this vital work in advance. Thank you for your attention to this important matter!

Regards,

Andrew James

January 3, 2024

To Whom It May Concern,

I am the Historian for the Boxford Village Garden Club. The club was founded in 1939. As was suggested by the Massachusetts Federation of Garden Clubs (to which we belong); we have stored our yearbooks, awards, and all other important documents since then at the Boxford Historic Document Center.

We are aware that the building needs waterproofing and new caps on the chimney, as well as a new climate control system.

We are concerned at the possibility of losing any of our information to dampness and/or mold if the issues are not fixed in a timely fashion.

Please consider awarding the CPA grant for which the Document Center is applying.

Sincerely,
Lois Bell

Eric B. Schultz
47B Sheffield Road
Boxford, MA 01921
ericbschultz@gmail.com

December 7, 2023

Natasha Grigg, Chair
Community Preservation Committee
7A Spofford Road
Boxford, MA 01921

Dear Ms. Grigg and Committee Members:

I am writing in support of the Boxford Historic Document Center and, in particular, its request to fund chimney work and a new climate control system.

I am a local history fan, a regular visitor to the Center, and an admirer of the programs and energy that Robin Siegel has brought to the organization in the form of new exhibits, expanded outreach, and the Center's active social media presence.

The collection and preservation of local history is essential. The photographs, journals, records, maps, and artifacts that a community generates over time all provide a sense of place. The stories they tell help to build and sustain community. The Boxford Historic Document Center plays an essential and, in many ways, unique role in this work. It is a town gem, one that seems to be gaining visibility and new supporters every month.

At one point, I had concluded that Boxford's match factory needed a revised monograph to establish more clearly its place in America's match industry. (Life intruded, but not indefinitely.) I can't tell you how delighted I was the day Robin walked out of the archives with an envelope filled with matchsticks from the factory. It was almost as good as Benson's strawberry ice cream on a hot summer day.

That's the romantic part of local history. The less romantic part is bricks and mortar, chimney repointing and caps, and climate control systems. Heat and moisture destroy archives. Maintaining and upgrading facilities are essential to preserving local history and our precious collections.

I suspect I'm preaching to the choir on these issues, but I wanted you to know of my support of this infrastructure project, the Center, and the excellent work of its Director.

Sincerely,



Eric B. Schultz