

Town of Weymouth  
Massachusetts

Robert L. Hedlund  
Mayor

75 Middle Street  
Weymouth, MA 02189



Office: 781.340.5012  
Fax: 781.335.8184

www.weymouth.ma.us

MEMORANDUM

19 103

TO: TOWN COUNCIL  
FROM: MAYOR ROBERT L. HEDLUND  
RE: CPA PRESERVATION OF SELECT LIBRARY ITEMS  
DATE: SEPTEMBER 12, 2019

RECEIVED  
TOWN OF WEYMOUTH  
TOWN CLERK'S OFFICE  
2019 SEP 12 AM 10:15

I hereby submit the following measure to Town Council for its consideration and action:

“That the Town of Weymouth appropriate the sum of \$7,480 from the Historic Preservation Reserve Fund Balance account (4906-321005) for conservation and preservation of select drawings and documents from Weymouth Public Libraries’ Historical Collections as described in the request put forward by the Weymouth Public Libraries.”

This measure requires a legal notice and public hearing.

See attached supporting documentation provided by the Department of Planning and Development.

At the time of this submittal, the balance in the Historic Preservation fund balance is \$47,548.00.

Referral Dte. \_\_\_\_\_ PH Dte. \_\_\_\_\_  
Comm. Referral \_\_\_\_\_ TC Vote \_\_\_\_\_  
Comm. Vote \_\_\_\_\_ TC Vote Dte. \_\_\_\_\_  
Comm. Vote Dte. \_\_\_\_\_

Weymouth  
Town Council

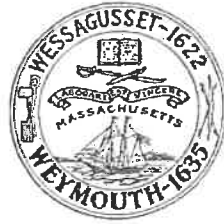
2019 SEP 12 AM 10:39

RECEIVED

Department of Planning and  
Community Development

Robert J. Luongo  
Director of Planning and  
Community Development  
email: rluongo@weymouth.ma.us  
(781) 340-5015

*Town of Weymouth  
Massachusetts*



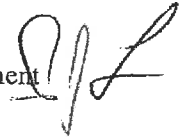
Robert L. Hedlund  
Mayor

75 Middle Street  
Weymouth, MA 02189

www.weymouth.ma.us

MEMORANDUM

TO: Mayor Hedlund

FROM: Robert Luongo, Director of Planning & Community Development 

DATE: September 6, 2019

SUBJECT: Request for Funding - CPA

At the September 5, 2019 meeting of the Community Preservation Committee, the committee reviewed and discussed the application put forward by the Weymouth Public Libraries in the amount of \$7,480. The request is for the conservation and preservation of select items from Weymouth Public Libraries' Historical Collections.

After review and discussion, the following motion was approved unanimously;

Motion to appropriate and fund \$7,480 for the conservation and preservation of select items from Weymouth Public Libraries' Historical Collections as described in the request put forward by the Weymouth Public Libraries, from the historic preservation reserve fund balance account.

The Community Preservation Committee appreciates your review and action on this recommendation.

ATTACHMENT: Funding Request submitted by the Weymouth Public Libraries dated August 27, 2019

CC: Ted Langill, Chief of Staff  
Chris Hannan, Chairman, CPC  
Jeanne Savoy, Office of the Mayor

**TOWN OF WEYMOUTH**  
**Community Preservation Committee**  
**Application for Funding**

Name: Robert MacLean Date: 8/27/2019  
Phone: 781-340-5002  
Email: RMacLean@weymouth.ma.us

**Affiliation/Organization (if applicable):**  
Weymouth Public Libraries

**Project Name:** Conservation and Digitization of Select Items from Weymouth Public Libraries Historical Collections

**Amount Requested:** \$7,480

**Purpose (select all that apply):**

- Historic Preservation  
 Open Space & Recreation  
 Community Housing

**Description:**

Please provide a written narrative with detailed data, including cost estimates, schedule, budget, maintenance plan (if any), and implementation strategy. Include other funding sources and their amounts. Attach separate sheets as needed.  
see attached

**Describe how this this project helps to preserve Weymouth's character.**

Please provide a written narrative including the goals of the project, who will benefit, and how the project relates to planning documents such as the Town's Master Plan. Describe the nature of support and outreach for the project. Attach separate sheets as needed.  
see attached

---

*Applicants are encouraged to be creative and consider projects that will benefit the community, including but not limited to projects that may not receive typical funding from traditional sources.*

Submit to: Community Preservation Committee  
C/O Dept. of Planning and Community Development  
75 Middle St, Weymouth, MA 02189

**Please provide a written narrative with detailed data, including cost estimates, schedule, budget, maintenance plan (if any), and implementation strategy. Include other funding sources and their amounts. Attach separate sheets as needed.**

In preparation for the new Tufts Library at 46 Broad Street in Weymouth, as well as Weymouth's 400th birthday in 2022, Weymouth Public Libraries hopes to conserve and digitize several items from our local history collection. We hope to house these pieces for years to come, and their age and fragile condition make professional treatment a necessity. This project would conserve and digitize several unique items pertaining to Weymouth history, including:

1. Original drawings of Tufts Library at Commercial and Broad Streets, done by renowned architect S.S. Woodcock
2. The Last Will and Codicil of John S. Fogg, Columbian Square businessman and library benefactor (1892)
3. The Constitution and By-Laws of the South Weymouth Piscatorial Association (1878)
4. Graduation Exercises of the South Weymouth High School (1888)
5. Invoices from the East Weymouth Wool Scouring Company (1902 & 1905)

The architectural drawings of the first Tufts Library are especially meaningful now, as we are in the process of constructing the new Tufts Library to open in 2020. These 9 drawings were done by acclaimed architect S.S. Woodcock. Very prolific throughout New England and beyond, Woodcock designed 6 works that are on the U.S. National Register of Historic Places, including a building in the Central Square Historic District and the Jefferson School in Weymouth.

John S. Fogg was not only a notable Weymouth resident, perhaps his greatest legacy is the Fogg Library, a hallmark of Columbian Square. Fogg, a local boot and shoe manufacturer and banker, left money for the erection of a building to be used as a library. The Fogg library was built in 1897 and dedicated in 1898. From 1898 to 1975, the Fogg Library was maintained as a small private library that served mainly the residents of South Weymouth. In November 1975, the Fogg Library became part of the Weymouth Public Libraries.

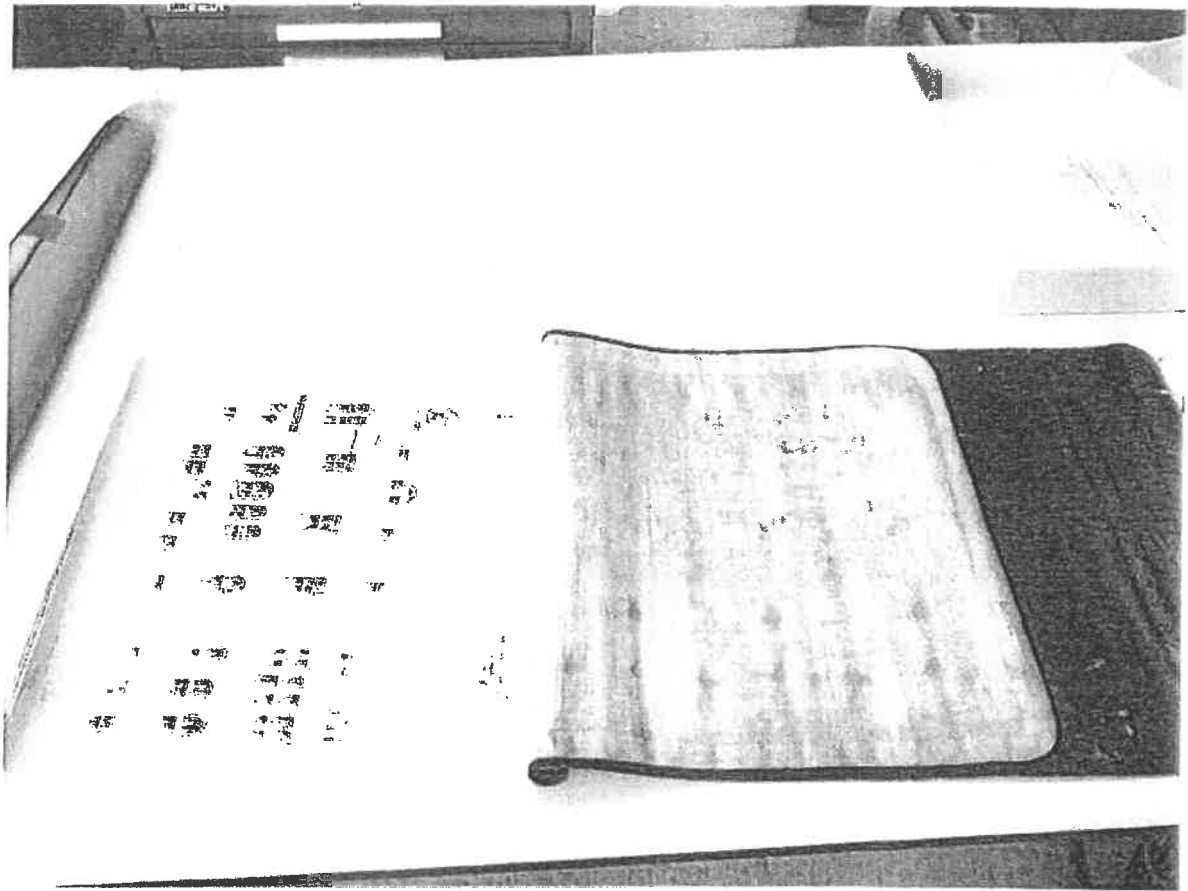
The East Weymouth Wool Scouring Company records are fitting companions to the 1851 "Plan of the Premises of the Weymouth Iron Company, East Weymouth, Mass." as well as the 1880 map of Weymouth shoe factories, both conserved and digitized with CPC funding. These objects are an important part of East Weymouth's rich industrial history in the nineteenth and early twentieth centuries.

Due to the delicate condition of these materials, this work will be done by the Northeast Document Conservation Center (NEDCC) in Andover, a nonprofit, independent laboratory specializing in treating collections made of paper or parchment. We have received an estimate from NEDCC, and are requesting \$7,480. If approved, the work would begin immediately. Once complete, these items will be kept in archival boxes in a locked area of the new library's Local History Room. They will be available as primary sources for researchers to use with staff

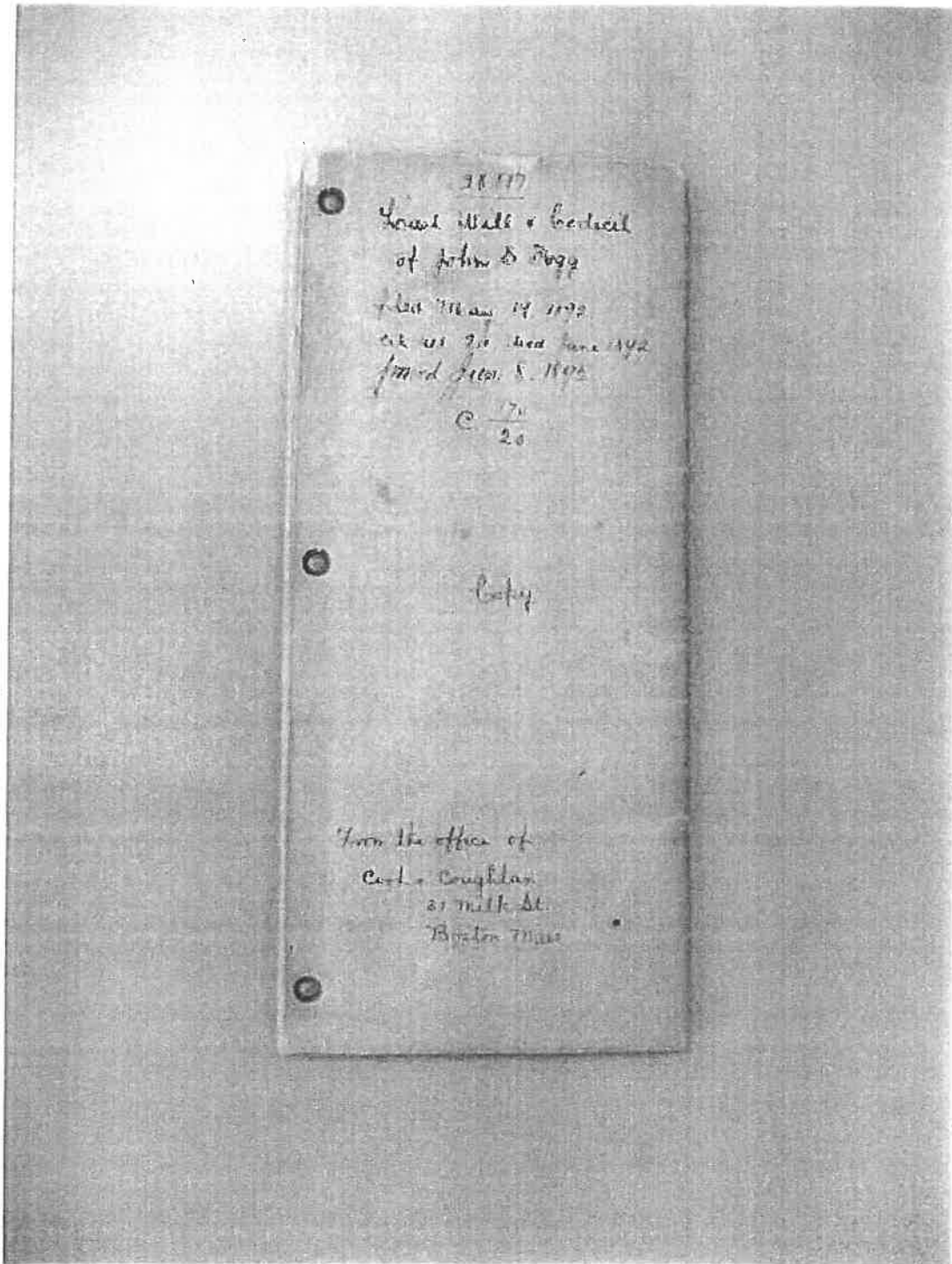
assistance. The digital images will be added to our growing online Historical Images Collection, making them accessible to scholars worldwide.

**Describe how this project helps to preserve Weymouth's character. Please provide a written narrative including the goals of the project, who will benefit, and how the project relates to planning documents such as the Town's Master Plan. Describe the nature of support and outreach for the project. Attach separate sheets as needed.**

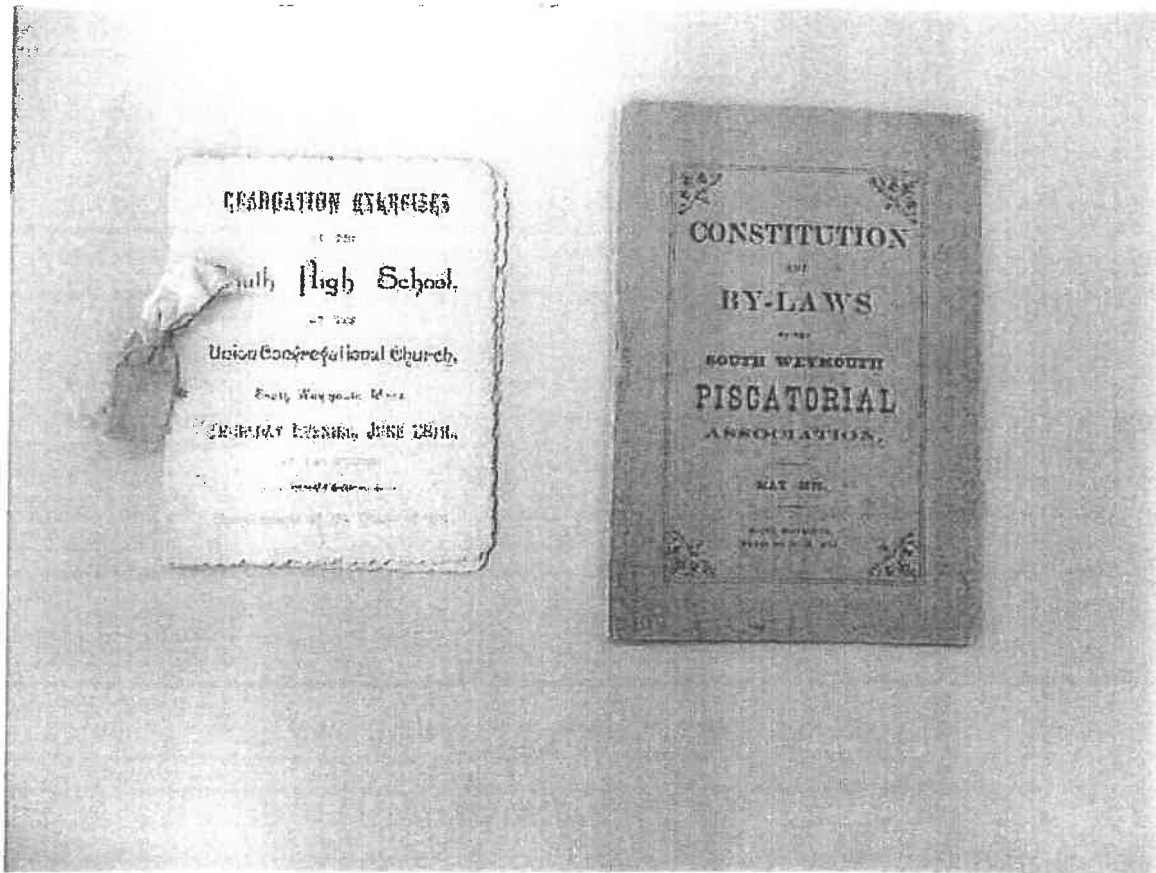
As Weymouth plans to celebrate the opening of our new central library, and our nearly 400 years of history, there is no better time to reflect upon the people, places, and industries that made our community what it is today. The artifacts in this proposed project, are physical representations of Weymouth's character. The architectural sketches of our first Tufts Library in particular are a fitting beginning to Weymouth Public Libraries' history, especially as we begin our next chapter in our new building. As we look forward to our future, it is appropriate for our entire community to consider how we got here. Whether it be the documents of notable historical figures like John S. Fogg, or those of the industries that made Weymouth a fishing and manufacturing hub, conserving and digitizing these objects will cement their place in our town's story, and allow people to enjoy them for generations to come.



Original drawings of Tufts Library at Commercial and Broad Streets, done by renowned architect S.S. Woodcock

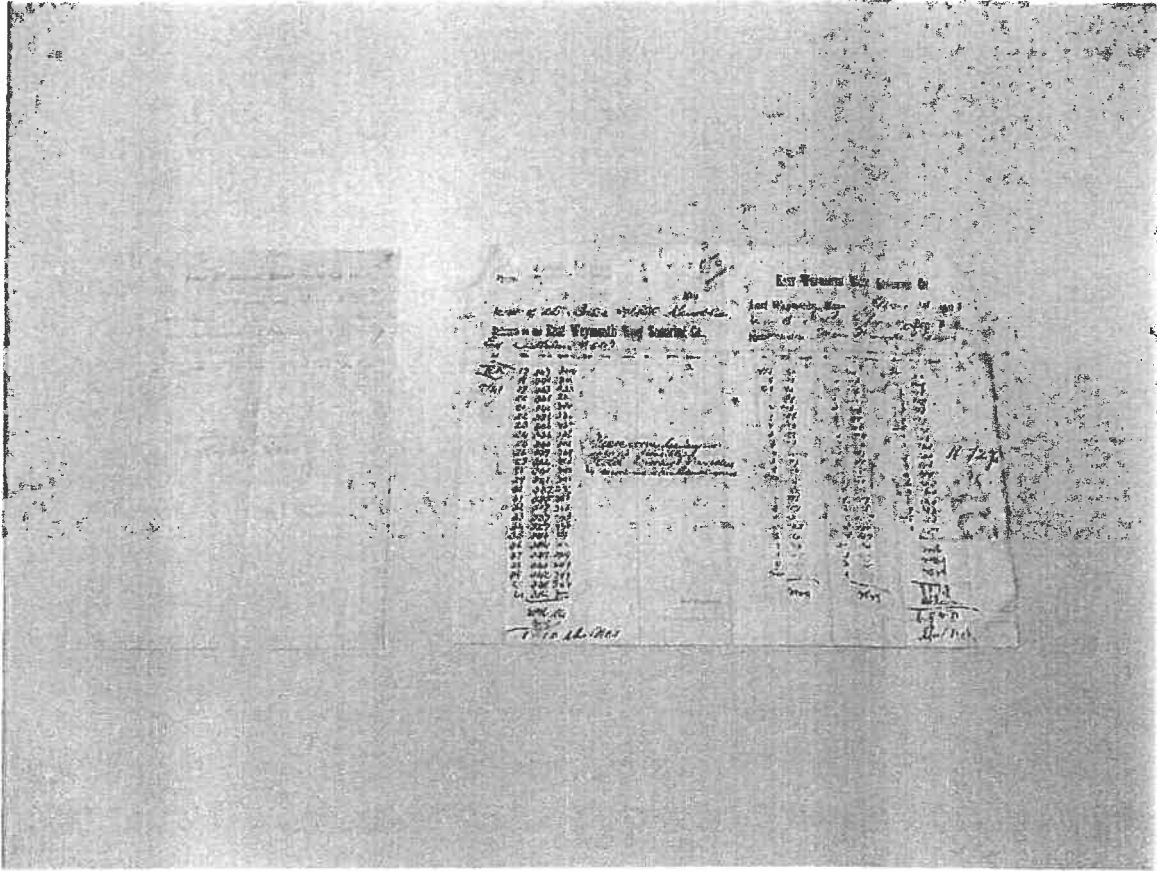


The Last Will and Codicil of John S. Fogg (1892)



**Graduation Exercises of the South Weymouth High School (1888) and  
The Constitution and By-Laws of the South Weymouth Piscatorial Association (1878)**





Invoices from the East Weymouth Wool Scouring Company (1902 & 1905)



100 Brickstone Square, Andover, MA 01810  
978-470-1010 Fax: 978-475-6021 [www.nedcc.org](http://www.nedcc.org)

Weymouth Public Library  
1400 Pleasant Street  
East Weymouth, Massachusetts, 02189

August 23, 2019  
Project # 19-220\_BI

Contact: Stacey Wilson, Head of Reference  
[swilson@oeln.org](mailto:swilson@oeln.org)  
(781) 340-5002

### **Object 3**

Pamphlet

Imprint: South Weymouth, Press of H.H. Joy

Title: Constitution and By-Laws of the South Weymouth Piscatorial  
Association ~ May 1878

Dimensions: 147x100x3mm  
No. of Pages: 20

**Current Condition** The pamphlet consists of a single section of machine-made paper leaves sewn through the fold into a cardstock cover with thread. The leaves contain printed text. The pamphlet cover and pages are dirty, discolored, and water-damaged. The back cover is torn and crumpled near the spine.

### **Conservation Treatment Plan**

- Provide written and photographic documentation before and after treatment.
- Surface clean pages to reduce surface dirt.
- Mend tears in pamphlet cover using Japanese paper and starch paste.
- Construct a custom-fitted archival box with a platform to dimensions of pamphlet. Title box.  
(Unless otherwise changed, title will appear as on attached sheet.)

### **Optional Work**

**Digital Imaging/Printing** The optimal time to perform digital imaging of your volume(s) is during conservation so that the best image capture can be obtained in the safest manner. Please see the attached Imaging Addendum for imaging specifications and cost estimate(s).

**Price – Object 3** (*See cost summary at end to approve.*)

- Recommended Treatment: \$865

**Object 4**

Pamphlet

Imprint: H.H. Joy, Printer, South Weymouth

Title: Graduation Exercises of the South High School ~ June 28th, 1888

Dimensions: 110x88x2mm

No. of Pages: 4

**Current Condition**

The pamphlet consists of two machine-made printed cardstock leaves bound together by a cream-colored ribbon. The leaves are discolored and dirty, and both sewing stations on the first leaf are torn through to the spine edge. The ribbon is dirty, frayed, and broken.

Conservation Treatment Plan

- Provide written and photographic documentation before and after treatment.
- Disbind (separate into single leaves).
- Surface clean pages to reduce surface dirt.
- Mend torn sewing stations as necessary using Japanese paper and starch paste.
- Remove ribbon and house in polyester film L-sleeve.
- Place loose leaves in a buffered folder.
- Construct a custom-fitted archival box with a platform to dimensions of pamphlet and foldered item. Title box. (Unless otherwise changed, title will appear as on attached sheet.)

**Optional Work**

Digital Imaging/Printing

The optimal time to perform digital imaging of your volume(s) is during conservation so that the best image capture can be obtained in the safest manner. Please see the attached Imaging Addendum for imaging specifications and cost estimate(s).

**Price – Object 4** (See cost summary at end to approve.)

- Recommended Treatment: \$1,110

Cost Summary

**Recommended Conservation Treatments**

(Please check.)

Object 3: Constitution and By-Laws of the South Weymouth Piscatorial Association ~ May 1878

Yes \_\_\_ No \_\_\_ \$865

Object 4: Graduation Exercises of the South High School ~ June 28th, 1888

Yes \_\_\_ No \_\_\_ \$1,110

**Select a Shipping Method**

(Please check.)

Shipping/Handling – return via client pick up

Yes \_\_\_ No \_\_\_ \$0

**Terms & Conditions** It is understood and agreed between the parties to this agreement that the work may be halted should unexpected problems render the proposed scope and/or activities infeasible or more

time-consuming than could be reasonably estimated. If this were to occur, modifications to the scope and/or activities may be proposed, and, after consultation with the Owner or Authorized Agent, a new estimate may be given to reflect revised specifications. **Estimates are valid for 12 months. Costs of shipping/handling and unframing/reframing services are additional. NOTE: One third of the estimated cost is payable at the time of approval.**

Pick-up or shipping/handling of objects shall be at Client's/Owner's expense and must occur within 90 days after either notification of completion of work or notification that objects associated with unapproved proposals must be picked up (or delivery effected). All charges for contracted services, including shipping/handling and insurance, must be paid prior to NEDCC releasing objects for return. **Storage fees of \$125.00 per month shall be charged after expiration of the 90-day period. In consideration for waiver of such storage charges, failure of Client/Owner to pick up (or effect delivery) within six months of a third notification or attempted notification by NEDCC by certified mail at Client's/Owner's last known address shall constitute transfer of title of objects to NEDCC.** Long-term arrangements for storage at a fee must be made by separate agreement to avoid such transfer of title. Client/Owner must inform NEDCC of any changes of address

**CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$\_\_\_\_\_.** Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on the project for insurance coverage purposes.

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

The undersigned recognizes that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s) as a result of the treatment procedure(s).

NEDCC represents that it is not the Owner of objects that will be digitized and Client/Owner agrees that NEDCC is not responsible for any potential or real copyright infringement as a result of digitizing the objects. Compliance with copyright law is the sole responsibility of Client/Owner. NEDCC hereby conveys copyright, if any, in the digital objects to Client/Owner. The undersigned hereby grants permission to NEDCC to use the record of the proposed work, including imagery, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat and/or digitize the above object(s). It is acknowledged that the undersigned has read and understands the proposal and all terms and conditions herein.

## IMAGING ADDENDUM

### Subject to Conservation

The condition of historic and artistic objects is one of the most important factors in determining how (or whether) they can be accurately imaged without causing physical damage. Consequently, this imaging addendum is subject to prior conservation treatment under this proposal.

### Image Count

The “image count” corresponds to the number of digital files that will be produced (e.g., one leaf equals two pages, resulting in two digital image files; imaging “two-up” results in one digital image file per two pages; the recto and verso of a photograph each equal one digital image file, etc.). This proposal is based on the estimated image counts in the Cost Summary, below. *Please check the appropriate box*, below, to indicate how you would like us to proceed if the image count differs from this estimate.

- Complete the imaging of all items and adjust the invoice accordingly based on the actual image count.
- Proceed with imaging up to a maximum of 10% over the estimated image count and adjust the invoice accordingly. Please notify me if/when you have reached this limit.
- Image the items in the priority order provided and stop imaging once the estimated image count is reached. Please notify me if/when you have reached this limit.

### Blank Pages/Versos

Unless otherwise requested we will image Objects 1, 3, and 4 in their entirety, and will image the front and back covers, the pages with manuscript additions, and the title page from Object 2.

### Project Scope

Following accepted best practices, the purpose of our service is to create a faithful image surrogate of archival materials in their current condition. Minor post-processing adjustments will be performed to optimize image quality and bring all images to a common rendition.

The objects identified above will be imaged using a medium format digital camera with apochromatic macro flat field optics on our specialized workstations. The light source will be Broncolor electronic flash, providing optimal light quality at minimal total light exposure. Imaging will be done following the Federal Agencies Digitization Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* (2016) and the following project specifications:

### **Preservation Masters**

Format: TIFF  
Spatial Resolution: 600 ppi at original size  
Bit Depth: 16-bit  
Color Profile: Adobe RGB 1998

### **Access Derivatives**

Format: JPEG  
Spatial Resolution: 600 ppi at original size  
Bit Depth: 8-bit

Color Profile: Adobe RGB 1998

**Targets** An Image Science Associates (ISA) Object-Level Target will be used as a photographic reference standard during the course of imaging reflective material. ISA Object-Level Targets include: 18 color patches of varying hues, saturations, and brightnesses; 12 spectrally neutral gray patches; vertical and horizontal slant edge targets for calculating spatial frequency response (SFR); and metric- and English-based rulers for scale and calculating optical resolution.

**Cropping** Images of reflective media will be cropped to include a small border around the edges of the object. Reference targets will be removed in the final deliverable files.

**Metadata** Technical metadata comprising camera and software information will be embedded in the header of each TIFF master file.

**File Naming** Files will be named with a descriptive prefix plus sequential numerical suffix.

**Special Conditions** Spatulas and/or weights may be used to gently hold down pages that do not lie flat on their own.

**Quality Control** All work will be performed under tight environmental control in the NEDCC imaging laboratory by highly-skilled professionals, and objects will remain in the NEDCC vault when not being imaged. NEDCC performs a 100% inspection of deliverables, done by Associate and Senior Photographers. All files will be backed up on NEDCC's servers for six (6) months after project completion.

**Delivery Medium** The digital files will be delivered on a USB flash drive.

#### Cost Summary

Project Scope	(Please check.)	\$/Unit	Quantity	Total
Project Set-up		\$150.00	1 set-up	\$150.00
Object 1: Preservation Masters	Yes ___ No ___	\$6.00	100 files	\$600.00
Object 2: Preservation Masters	Yes ___ No ___	\$6.00	10 files	\$60.00
Object 3: Preservation Masters	Yes ___ No ___	\$5.00	20 files	\$100.00
Object 4: Preservation Masters	Yes ___ No ___	\$5.00	4 files	\$20.00
Access Derivatives		\$0.00	134 files	\$0.00
USB Flash Drive		\$50.00	1 drive	<u>\$50.00</u>
TOTAL (if all checked "Yes")				\$980.00

**NOTE: Please return to the Cost Summary on Page 5 and select "Yes" or "No" for Digital Imaging.**



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

Weymouth Public Libraries  
1400 Pleasant Street  
East Weymouth, MA 02189

August 23, 2019  
Project # 19-229\_PI

Contact: Stacey Wilson, Head of Reference  
781-340-5002

---

**Group 1**

2 invoices

Place/Date: 1902 and 1905

Title/Subject: East Weymouth Wool Scouring Co.

Dimensions: 8 1/4" x 5 1/4" and 8 3/8" x 10 7/8"  
Media: various manuscript and printed inks; blue  
and graphite pencil  
Support: blue wove paper and white laid paper  
Housing: polyethylene envelope with unknown  
rigid board

**Current Condition**

Both documents exhibit moderate surface dirt, staining, folds, and discoloration. The smaller document on blue paper also has some rust stains on the top right of the verso that show through to the recto. The larger document on white paper has several areas of smudged ink, but the writing remains legible.

**Recommended Conservation Treatment Plan**

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil and accretions using dry cleaning techniques as possible.
- Humidify and flatten locally and/or overall between blotters under moderate pressure.
- House in an archival folder.

**Optional Work**

Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

**Price – Group 1** (*See cost summary at end to approve.*)

- Recommended Treatment: \$600
- 

]

## **Group 2**

9 architectural drawings

Artist/Author: S. S. Woodcock

Title/Subject: Tufts Public Library, Weymouth Mass.

Dimensions: approx. 22" x 18 3/4"

Media: black and red manuscript ink

Support: starch cloth

Housing: The drawings are attached with nails to a 1 1/4" wooden rod. A coated cloth is also attached to the rod and extends 9 1/2" beyond the drawings to serve as an outer wrapper secured with ribbons through metal grommets.

### **Current Condition**

The top drawing was rolled in contact with the coated cloth wrapper and the recto of the drawing is overall adhered to the wrapper. It is not currently possible to view the recto of the drawing, but some areas that are lifting around the edges indicated that the drawing has staining and surface alterations where it was in contact with the wrapper. This drawing also has some small punctures in the bottom left corner and several vertical tears extending up from the bottom edge. The largest is approximately 1 1/2" long. The other drawings are in relatively good condition. All exhibit a strong curl from being rolled and have varying degrees of surface soiling and/or staining.

### **Recommended Conservation Treatment Plan**

- Provide written and photographic documentation of condition before and after treatment.
- Reduce surface soil and accretions using dry cleaning techniques as necessary.
- Separate the first drawing from the wrapper using mechanical action assisted by heat or solvent vapor as necessary.
- Reduce any residual staining left by the wrapper coating on the first drawings with local or overall applications of organic solvents as possible. Please note some staining will likely remain.
- Take out nails to release all drawings from the wooden rod.
- Humidify and flatten between blotters under moderate pressure.
- Mend tears with Japanese paper and a solvent based adhesive.
- House drawings in a folder in an archival box with a spacer to accommodate the original rod and wrapper.

### **Contingency for Backing Removal**

We could not test for the chemical properties of the adhesive(s) used to mount the backing on your object because the verso of the object is inaccessible. To test the adhesive(s), we would need to begin the removal of the backing, which would essentially start the treatment. Consequently, we have included in the Cost Summary, below, a contingency for removing the backing. If we reach the contingency limit, we will call you to consult on whether to proceed further. Conversely, if we are able to remove the backing without expending the contingency, we will credit your final invoice for the unexpended amount.

### **Optional Work**

#### **Digital Imaging/Printing**

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.



**Price – Group 2** (*See cost summary at end to approve.*)

- Recommended Treatment: \$3,380; Backing Removal Contingency: \$350; TOTAL: \$3,730
- 

**Object 3**

1 will

Artist/Author: Filed by Cook and Coughlan

Date: May 19, 1892

Title/Subject: The Last Will and Codicil of John S. Fogg

Dimensions: 10 1/2" x 8 1/4"

Media: manuscript ink

Support: laid paper

Signatures/Special Features: metal grommets

**Current Condition**

The will of John S. Fogg consists of 8 sheets of 10 1/2" x 8 1/4" laid paper that have been attached together by 3 metal grommets at the top edge then folded into thirds horizontally. The paper is brittle and somewhat discolored. Heavy soiling with embedded grime is present on the exterior (last sheet) of the folded document. The first page has moderate surface dirt, but the rest of the document is only slightly soiled. Numerous small losses and abrasions are present at the edges and folds of the exterior. All pages have some damage along the folds consisting of abrasions and tears, which measure from 1/4" to 2" in length. In its current state the document cannot be safely opened for imaging. The treatment below will not address abrasions, losses, or tears, but will flatten it so that the document can be imaged with careful handling. Please note it will remain fragile after treatment. 2 sheets of printed matter accompany the will.

**Recommended Conservation Treatment Plan**

- Provide written and photographic documentation of condition before and after treatment.
- Remove metal grommets mechanically.
- Remove surface dirt as necessary for humidification and flattening.
- Humidify and flatten between blotters under moderate weight.
- Place each sheet in individual polyester L-sleeves.

**Optional Work**

Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

**Price – Object 3** (*See cost summary at end to approve.*)

- Recommended Treatment: \$460
-

**Cost Summary**

<b>Recommended Conservation Treatments</b>	(Please check.)	
Group 1: 2 invoices / East Weymouth Wool Scouring Co.	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$600
Group 2:		
9 architectural drawings/ Tufts Public Library, Weymouth Mass	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$3,730
Object 3: The Last Will and Codicil of John S. Fogg	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$460
Shipping/Handling – return via client pick up		\$0
<b>TOTAL (if all checked "Yes")</b>		<b>\$4,790</b>

**Optional Work** (These can only be carried out if the corresponding treatment above is also selected.)

Digital Imaging/Printing	Yes <input type="checkbox"/> No <input type="checkbox"/>	See addendum
Additional Insurance (indicate value in Terms, below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1/\$1,000/mo.

**Terms & Conditions**

It is understood and agreed between the parties to this agreement that the work may be halted should unexpected problems render the proposed scope and/or activities infeasible or more time-consuming than could be reasonably estimated. If this were to occur, modifications to the scope and/or activities may be proposed, and, after consultation with the Owner or Authorized Agent, a new estimate may be given to reflect revised specifications. **Estimates are valid for 12 months. Costs of shipping/handling and unframing/reframing services are additional. NOTE: One third of the estimated cost is payable at the time of approval.**

Pick-up or shipping/handling of objects shall be at Client's/Owner's expense and must occur within 90 days after either notification of completion of work or notification that objects associated with unapproved proposals must be picked up (or delivery effected). All charges for contracted services, including shipping/handling and insurance, must be paid prior to NEDCC releasing objects for return. **Storage fees of \$125.00 per month shall be charged after expiration of the 90-day period. In consideration for waiver of such storage charges, failure of Client/Owner to pick up (or effect delivery) within six months of a third notification or attempted notification by NEDCC by certified mail at Client's/Owner's last known address shall constitute transfer of title of objects to NEDCC.** Long-term arrangements for storage at a fee must be made by separate agreement to avoid such transfer of title. Client/Owner must inform NEDCC of any changes of address.

**CLIENT'S/OWNER'S STATEMENT OF INSURANCE VALUE: Maximum liability limited to \$\_\_\_\_\_.** Unless Owner's insurance policy provides standard "all risk perils" and Owner's insurance company sends NEDCC a waiver of subrogation, all objects left at NEDCC must be insured under NEDCC's policy at a rate of \$1.00 per month per \$1,000 of value. If no valuation is provided by Owner, an assignment of \$500 will be placed on the project for insurance coverage purposes.

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

The undersigned recognizes that conservation treatment procedures may involve a certain amount of risk. Therefore, in further consideration, and as a condition of NEDCC's undertaking the work on the above object(s), the undersigned waives and releases NEDCC from all claims that may arise due to damage or loss to the above object(s) as a result of the treatment procedure(s).

NEDCC represents that it is not the Owner of objects that will be digitized and Client/Owner agrees that NEDCC is not responsible for any potential or real copyright infringement as a result of digitizing the objects. Compliance with copyright law is the sole responsibility of Client/Owner. NEDCC hereby conveys copyright, if any, in the digital objects to Client/Owner. The undersigned hereby grants permission to NEDCC to use the record of the proposed work, including imagery, for its educational programs.

AUTHORIZATION IS HEREBY GIVEN to the NORTHEAST DOCUMENT CONSERVATION CENTER to treat and/or digitize the above object(s). It is acknowledged that the undersigned has read and understands the proposal and all terms and conditions herein.

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Date

*M. Lee*

---

Michael K. Lee, Director of Paper and Photograph Conservation, NEDCC

08/23/19

Date

P.O.# required? Yes \_\_\_\_\_ No \_\_\_\_\_ # \_\_\_\_\_

## IMAGING ADDENDUM

### Subject to Conservation

The condition of historic and artistic objects is one of the most important factors in determining how (or whether) they can be accurately imaged without causing physical damage. Consequently, this imaging addendum is subject to prior conservation treatment under this proposal.

### Image Count

The "image count" corresponds to the number of digital files that will be produced (e.g., one leaf equals two pages, resulting in two digital image files; imaging "two-up" results in one digital image file per two pages; the recto and verso of a photograph each equal one digital image file, etc.). This proposal is based on an estimated count of 4 images from Group 1, 9 images from Group 2, and 20 images from Object 3. *Please check the appropriate box, below, to indicate how you would like us to proceed if the image count differs from this estimate.*

- Complete the imaging of all items and adjust the invoice accordingly based on the actual image count.
- Proceed with imaging up to a maximum of 10% over the estimated image count and adjust the invoice accordingly. Please notify me if/when you have reached this limit.
- Image the items in the priority order provided and stop imaging once the estimated image count is reached. Please notify me if/when you have reached this limit.

### Blank Pages/Versos

Unless otherwise requested, we will image the recto and verso of the manuscript documents (Group 1 and Object 3) and only the recto of the architectural drawings (Group 2).

### Project Scope

Following accepted best practices, the purpose of our service is to create a faithful image surrogate of archival materials in their current condition. Minor post-processing adjustments will be performed to optimize image quality and bring all images to a common rendition.

The objects identified above will be imaged using a high-resolution digital camera with apochromatic macro flat field optics on our specialized workstations. The light source will be Broncolor electronic flash, providing optimal light quality at minimal total light exposure. Imaging will be done following the Federal Agencies Digitization Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* (2016) and the following project specifications:

#### **Preservation Masters**

Format: TIFF  
Spatial Resolution: 400 ppi at original size  
Bit Depth: 16-bit  
Color Profile: Adobe RGB 1998

#### **Access Derivatives**

Format: JPEG  
Spatial Resolution: 400 ppi at original size  
Bit Depth: 8-bit  
Color Profile: Adobe RGB 1998

#### **Targets**

An Image Science Associates (ISA) Object-Level Target will be used as a photographic reference

standard during the course of imaging reflective material. ISA Object-Level Targets include: 18 color patches of varying hues, saturations, and brightnesses; 12 spectrally neutral gray patches; vertical and horizontal slant edge targets for calculating spatial frequency response (SFR); and metric- and English-based rulers for scale and calculating optical resolution.

**Cropping**

Images of reflective media will be cropped to include a small border around the edges of the object. Reference targets will be removed in the final deliverable files.

**Metadata**

Technical metadata comprising camera and software information will be embedded in the header of each TIFF master file.

**File Naming**

Files will be named with a descriptive prefix plus sequential numerical suffix.

**Quality Control**

All work will be performed under tight environmental control in the NEDCC imaging laboratory by highly-skilled professionals, and objects will remain in the NEDCC vault when not being imaged. NEDCC performs a 100% inspection of deliverables, done by Associate and Senior Photographers. All files will be backed up on NEDCC's servers for six (6) months after project completion.

**Delivery Medium**

The digital files will be delivered on a USB flash drive.

**Cost Summary**

<b>Project Scope</b>	(Please check.)	<b><u>\$/Unit</u></b>	<b><u>Quantity</u></b>	<b><u>Total</u></b>
Project Set-up		\$150.00	1 set-up	\$150.00
Group 1: Preservation Masters	Yes _____ No _____	\$5.00	4 files	\$20.00
Group 2: Preservation Masters	Yes _____ No _____	\$10.00	9 files	\$90.00
Object 3: Preservation Masters	Yes _____ No _____	\$5.00	20 files	\$100.00
Access Derivatives		\$0.00	33 files	\$0.00
USB External Hard Drive		\$35.00	1 drive	\$35.00
TOTAL (if all checked "Yes")				<u>\$395.00</u>

**NOTE: Please return to the Cost Summary on Page 4 and select "Yes" or "No" for Digital Imaging.**

**TOWN OF WEYMOUTH  
PUBLIC HEARING  
LEGAL NOTICE**

The Town Council of the Town of Weymouth will hold a Public Hearing on Monday, October 7, 2019 starting at 7:30 P.M. at the Town Council Chambers, 75 Middle Street, Weymouth, MA to consider the following authorization in accordance with the Town Charter, Chapter 2 Section 9-C

7:35 PM - 19 097 - Traffic Regulation - Bus Stop - Summer Street / Harland Road

7:36 PM - 19 103 - CPA Preservation of Select Library Items

The above Orders are more than ten column inches of ordinary newspaper print. The entire above are available for viewing at the Office of the Town Clerk during normal office hours 8:30 A.M – 4:30 P.M. This is in compliance with Town Charter, Section 2-9, Sub-Section C, publications.

“This publication is subject to the disclaimer set forth at length in Section 2-305 of the Code of Ordinances.”

A True Copy. ATTEST:

Kathleen A. Deree  
Town Clerk  
September 27, 2019