

1.24.17
H4

Attached please find the resubmitted requested 12 copies of the material list /cost estimate report provided by the Facility Manager Sean Libby. The estimate for the outstanding material has come in far higher than I anticipated being able to pay for from my small gift account.

Thanks you in advance

Carolyn Carey

Director, Harwich Community Center

**TOWN OF HARWICH – COMMUNITY PRESERVATION COMMITTEE
CPA PROJECT FUNDING REQUEST FOR 2017**

Applicant/Organization: Harwich Community Center **Submission Date:** REVISED

Address:

100 Oak Street
Harwich, MA 02645

Phone: 508-430-7568

Email Address: ccarey@town.harwich.ma.us

Project Manager: Carolyn Carey

Phone: 508-430-7568

Email Address: ccarey@town.harwich.ma.us

Town Committee or Board (if applicable): Harwich Community Center

Second Contact Person – name, address, phone number, email:

Sean Libby, Facilities Manager
Department of Highways and Maintenance

Address:

273 Queen Anne Road
P.O. Box 1543
Harwich, MA 02645

Phone: 508-430-7555

Email Address: slibby@town.harwich.ma.us

Project Information

Project Title: Preservation and archiving of Public Records Storage at the Harwich Community Center

Project Amount Requested: \$120275.40 any unused funds returned to CPC

Project Description: Preservation and archiving of Records

The purpose of this project is to construct an appropriate municipal public records storage facility in the Harwich Community Center basement. Municipal public records for the Town of Harwich are currently stored at the Harwich Town Hall. With the need to store increasingly larger quantities of public records and to properly preserve our historical records, the existing facilities at the Town Hall are inadequate. This proposal seeks to build out the Community Center basement such that existing and future public records for the Town of Harwich may be stored for the appropriate amount of time and in conditions suitable to their long term preservation. The long term preservation of these records is critical so that we may remember, honor, and learn from the people who came before us and laid the foundation of the Town as we know it today and as we lay the groundwork for the successful future of our Town for the generations to come. Records from all Town Departments, exempting Police, Fire, and Water which have separate storage facilities, would be kept in the new storage space at the Community Center.

The storage and appropriate preservation of these documents is necessary to ensure that they are available to the public and to keep record of the actions of and contributions to our Town in the course of its history. Further, the building of a new storage facility will ensure that the Town of Harwich is best able to comply with all applicable portions of the Massachusetts General Law relative to municipal public records storage (attached is an overview of relevant terms, objectives, storage area requirements, and requirements for public access to municipal records per Massachusetts General Law).

CPA Category: Historic Preservation

How does this project fit into Harwich's Local Comprehensive Plan and/or other plans?

The Local Comprehensive Plan for the Town of Harwich cites an ongoing goal (goal statement 2.1.2) that calls the Town to "explore options for delivering services more efficiently". Building out the Community Center basement for municipal public records storage accomplishes this goal in a number of ways. Constructing a new storage facility with the intention of storing municipal public records creates an opportunity to implement the most up to date storage methods. These methods facilitate the optimal protection of records from the most common threats including fire, flooding, theft, vandalism, pests, and environmental damage. They also provide the best methods for preservation and appropriate archiving which will ensure the longevity and accessibility of these records for future generations.

In providing these services, a new storage facility at the Community Center more efficiently meets the needs of Town Departments and Committees in storing and accessing records vital to their successful ongoing operation. It further ensures that residents of the Town are able to best access information relative to the operations of the Town, and to consequently be informed about the work of their elected and appointed leaders and employees. Ready access to this information is necessary to support an informed and active citizenry.

The Local Comprehensive Plan also discusses the exploration of expansion of Community Center facilities (page 13). This proposal fits into the goal of expanding use of Center space and maximizing the benefit of the facility to the Town. It would better allow the Center to serve the needs of Town Departments and those of Town residents. It would facilitate the successful and long term storage and preservation of essential records. It would also be making use of an existing Town asset as the Community Center is already Town owned and operated and the building is paid off.

How does this project benefit the citizens of Harwich? If appropriate, has the applicant sought public opinion of input? And if not, why not?

Access to public and historical municipal records enables citizens of Harwich to be informed on the history of the Town and about the ongoing actions, priorities, financial decisions, and other relevant activities of Town Departments and Committees. Access to this information is necessary for citizens to be informed about their Town and allows them to better participate in Town meetings and elections. It further allows citizens to play an active part in Town activities through membership on Boards and Committees, through attendance and participation at Board and Committee meetings, through volunteer work, and through many other means. Lastly, it allows citizens to be informed about the relevant policies and procedures necessary in making private decisions.

Developing the Community Center basement for municipal records storage would increase this much needed access to records, both current and historical, for citizens of Harwich. A new storage facility would allow for improved preservation and archiving of records. The additional space and enhanced storing methods would allow for easier and quicker access to these records. The location and hours of the Center also permit easier access to records for Town residents.

For this project, public opinion has not been sought. Appropriate municipal records storage is defined and required by state law and is therefore not subject to public approval. Current records storage at the Town Hall is inadequate for the long term maintenance and storage of the ever increasing quantity of municipal records. While public opinion has not been sought, input has been solicited and received from the Town Administration as well as from the Town Departments whose records would be impacted by the change in storage venue. Input from those parties regarding the development and implementation of records storage at the Community Center has been positive.

Estimated Start Date: September, 2018

Estimated Completion Date: It is estimated to take approximately three/four months to build the appropriate storage facility. Therefore, the estimated completion date would be November/December 2018. The transfer of records after building completion would be ongoing.

Please list other Commissions/Boards/Committees/Organizations that may have involvement, jurisdiction, partnering, etc.

The Community Center is partnering closely with the Town Clerk, Town Engineer, and Town Administration, as well as with the Community Center Facilities Committee in pursuing this proposal for public records storage at the Community Center. While these Departments would be most directly involved in the implementation and operating of records storage at the Center, all Town Departments (exempting Police, Fire, and Water) would be involved in the capacity of having the storage location for their records altered.

Project Budget: \$120,275.40

Cost Estimates: Estimates for the building of the storage facility total \$90275.40. The breakdown of costs associated with this estimate is attached. Also attached is the estimate from The Facilities Manager for connecting the system and the things not included in the quote at around \$30K. The Town Clerk is submitting a separate request for funds to install this system

Land and/or Building Acquisition Projects:

This project does not require the acquisition of any additional land or buildings by the Town. The proposal seeks to make use of the existing Community Center building for a new municipal records storage facility.

CPA Fund Received Previous Years for this Project (if applicable): There have been no previous requests for CPA funds for this project.

If project is expected to continue over more than one year, or if funding the project via full or partial bonding is expected, please detail the cost of project on the following chart (narrative explanation should be attached on a separate sheet).

The project is not expected to exceed one year.

Fiscal Year	Total Cost	CPC Funds Requested	Other Funding Sources	Estimated Funds from Other Sources
2015-2016	\$0	-	-	-
2016-2017	\$0	-	-	-
2017-2018	\$120275.40	\$120275.40	N/A	gift fund if necessary
2018-2019	\$0	-	-	-

ATTESTATION: I HEREBY ATTEST THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

Municipal Records Retention Manual Notes

Terms

Public Record: Books, papers, maps, photographs, recorded tapes, financial statements, statistical tabulations, or other documentary materials or data, regardless of physical form or characteristics, *made or received by any public employee.*

Historical Record: Any record from before 1870. Cannot be destroyed.

Custodian of Records: Person having regular access to or control of public records.

Retention Schedules: Specify how long certain types of records must be retained

Objectives of Record Keeping

- Records serve purpose effectively
- Security control of records
- Facilitate disposition of records after have served their purpose

Destruction of Records

- Records labeled “for administrative use only” – do not need permission
- With advanced written consent from Supervisor of Records

Inventory

- Must include types of records, physical volume, type of information, location of records, inclusive dates (see attached worksheet)
- Must be updated annually
- Must have a different worksheet for different series or for information in a single series kept in different locations

Appraisal

- Performed after inventory on series not contained within retention schedules
- Judgment on the value of records
- Relevant to decisions of retention and disposition
- Evaluate administrative, legal, fiscal, or historical value of documents – preserve those of value

Records to be Preserved Permanently

- Keep in conditions that ensure long-term survival
 - Well-identified
 - Proper preservation treatment (use of archival quality paper and inks – standards set for lightfastness, water resistance, alkalinity, fluidity, reproduction, type of toner, microfilming)

- Available and accessible to researchers

Records Stored Temporarily

- Receive appropriate interim treatment

Disposition

- Advantages: create space, decrease staff time devoted to maintenance
- An effective disposition plan will:
 - Keep records as long as required
 - Facilitate quick information retrieval
 - Clear space
 - Eliminate potential fire hazards
 - Facilitate cost savings
- Must have authorization from Supervisor of Records – submit letter including records to be destroyed, dates of records, estimated volume
- Supervisor must reply in writing

Record Retention Schedules

1. Records in Common	14. Licensing Board
2. Accountant/Auditor	15. Planning Board
3. Board of Appeals	16. Police Department
4. Board of Assessors	17. Public Library
5. Board of Health	18. Purchasing
6. Building Inspector	19. Retirement Board
7. City and Town Clerks	20. School Department
8. Collector	21. Sealers of Weights and Measures
9. Conservation Commission	22. Selectmen
10. Council on Aging	23. Shellfish Constable
11. Department of Public Works	24. Treasurer
12. Fire Departments and Fire Districts	25. Veterans' Service Agent
13. Historical Commission	

Fees for Accessing/Copying Public Records

- It is mandatory to disclose public record materials (except those that are exempt), including electronic records, “upon payment of a reasonable fee”
- Can be reimbursed for cost of complying with requests for public information
 - Reimbursed for “actual costs” defined as cost of energy consumed during use, cost of materials used, prorated salary of operator
- Maximum fees for copying:
 - Photocopies: \$.20 per page
 - Copies of material on microfilm: \$.25 per page
 - Computer printouts: \$.50 per page

- Copies not susceptible to ordinary means of reproduction (e.g. oversized documents, audio tapes, etc.): assess actual incurred cost (if cost exceeds \$10, must provide written documentation of estimate)
- For developing a program or database:
 - Can only be reimbursed for “actual costs”
 - Can only be reimbursed once
 - Custodian has duty to develop a program to segregate exempt and non-exempt information

Email Records

- Email: any message created and received on an electronic mail system
- Emails created or received by public employees constitute public records and are consequently subject to public access and disclosure per Public Records Law (PRL)
- Are subject to discovery and are admissible as evidence in court
- Public employee emails may be read and monitored
- Are subject to retention schedules based on content of email
- Email systems are not sufficient for retention – must be kept in a records keeping system
- After determination of retention period, *print and file* (include contextual data such as email address, date and time, information pertaining to transmission and reception)
- If cannot be printed, should be appropriately stored electronically
- Each public office needs a written policy about email records and retention

Archiving Electronic Records

- Normal backup systems are not sufficient – must be archived on dedicated disk/tape for easy identification and retrieval
- Archive disks/tapes do constitute original records and are subject to disposition schedules. Also require permission of Supervisor of Records for destruction

Meeting Minutes

- All are considered permanent records
- Are subject to Open Meeting Laws and Public Records Laws
- Government bodies are required to keep written, accurate minutes of all meetings
- Records that are of interest to many must be available in the office of the records custodian (included but not limited to local Board meeting minutes, town meeting documents, warrants, street lists, and town financial documents)
- Custodians are encouraged to waive fees associated with viewing these documents
- Audio recordings of meetings are not durable enough for permanent records – must be written on archival paper with archival ink.

Contracting with Private Company for Records Storage

- Records still considered public not private property

- Custodian still responsible for providing access to requested records/complying with requests
- Contracts themselves between government and private entity constitute public records (include information about vendor qualifications, financial records, reports to government agency, information about programs and constituents)
- Contracts must include provisions related to security, management (treated in accordance with PRL and appropriate schedules), access to, and disposition of records
- Access should be made through contracting government agency
- Must still meet storage standards (fire resistance, security, etc.)

Records Custodian

- Each government office/agency is required to have a custodian to keep records for that office
- If records are kept offsite, the offsite individual is only an agent of the custodian – must get authority from custodian to act with regards to records. Records must be available when directed by custodian
- Custodian is responsible for:
 - Security
 - Accuracy
 - Ensuring statutes prohibiting disclosure are followed
 - Authorizing disposition of records
 - Developing a program to segregate exempt and non-exempt materials (and has burden for justifying why a record is exempt from public access requests)
 - Providing access to public records
- Custodian is NOT responsible for
 - Providing copies of computer program for storing records
 - Providing information in a manner compatible with the format requested, only in whatever format they are capable of generating

Records Storage Area

- Must be kept free of drink, food, smoke, fire, grease, oil, dirt, and other hazards
- Must take care when handling and filing records
- There are specifications for appropriate safes, vaults, temperatures, relative humidity levels, sprinklers, heating, air conditioning, ventilation, and storage equipment (specifications on pg. 125-127)
- Specifications by medium:
 - Paper: Temperature less than 75°F, relative humidity: 40-45%
 - Photographic film: less than 75°F, relative humidity: 20-30%
 - Magnetic media: need special “Class 150” storage devices or vaults
- Threats to Records: fire, flood, theft, vandalism, pests, environmental damage
- Keep area as dust-free as possible
 - Replace furnace and air conditioning filters quarterly
 - Use vacuum with HEPA filters
 - Do not sweep

- Do not introduce internal pollutants such as wooden cabinets or shelves, cleaning compounds, or carpeting
 - Do not store near copy machines
- Pests
 - Take preventive approach
 - Use least toxic methods first
 - If pests are in records, call Records Management Unit (RMU) immediately
- Mold
 - Often due to high humidity (>65%) and high temperatures
 - If find, decrease temperature and humidity
 - Important to identify mold species
 - Contact RMU immediately
- Light
 - Area should have no windows or should have light blocking curtains covering windows
 - Lights should be off when not in use
 - UV filters should be placed on lights
 - Avoid repeatedly copying same original record
- Storage Equipment
 - Archival quality folders and boxes
 - Should not use filing cabinets
 - Must be fire resistant, protect against water intrusion, and protect against high humidity
 - Specific equipment qualifications by type of equipment and type of record
 - Equipment must be lab tested
- Vault should be either under constant surveillance or closed and locked when not in use
- Should only be accessed by authorized personnel
- Should be inspected several times a day
- Undesirable to put in basement
 - Fire hazards – high temperature, greater weight of accumulating degree on top of vaults/records in event of fire
 - More prone to flooding
 - Higher humidity
 - More difficult to evacuate personnel
- Priority of Space
 - Top priority: records vital to operation of organization or records archived for historical value
 - Secondary: record appraised as important
- Space requirements for record containers
 - From piping and conduit: ≥ 6 inches away
 - From wall: ≥ 4 inches away
 - From sprinkler deflectors: ≥ 18 inches away
 - Above floor: ≥ 3 inches
- Folders should be upright and in storage box

- Folders should be marked with pencil

Record Classification of Importance

- Four groups of classification
 - Vital records: information that is crucial to the successful operation of the organization
 - Related to operation of organization, resumption/continuation of operation post-disaster, re-establishment of legal, financial, or functional status of organization, or determination and protection of rights and obligations of citizens and employees
 - Important records: Necessary to the continued life of the organization. Records may be replaced or reduced, but at considerable time or cost
 - Useful records: Useful for continued life of organization. Loss would cause temporary inconvenience
 - Nonessential records: Have no present value and should be destroyed
- Protection Methods
 - Should be determined by estimate of severity of potential disasters, costs of protection, budgetary levels
 - Options: on- or off- site
 - Onsite considerations: building, equipment, procedural
 - Offsite options: duplication and dispersal (cannot store original records off site, but can store copies off site)
 - Electronic records should be backed up regularly and stored off site
 - Off site records must still comply with PRL and retention schedules
 - Program for storing vital records
 - Must have a vital records coordinator
 - Include plan for protecting/accessing vital records in emergency/disaster plan

FIRELOCK VAULT QUOTATION

Pricing includes wall, ceiling panels, track, gasketing, for a slab on grade vault; water shield roof deck, vapor barrier, Class 350 Six Hour and Class 125 Inner Door and stanchion, HVAC damper assemblies (supply and return units), cable tray assembly for electrical service and smoke detector activated automatic door closers/holders, Engineering Drawings and work sets. All systems are designed to comply with the Massachusetts State Archive Specifications (Technical Bulletin #1) Class 125 rating for protecting computer media. Prices are delivered and installed on your Town Hall site.

[This vault can be expanded in the future or even moved to a new location and expanded. We are expanding a vault for the Town of Oak Bluff in the coming months.]

Vault Pricing: 12' 0" x 24' 0" x 8' 0" High

Vault Panels (Wall and Ceiling)	\$ 31,968.00
Structural Steel	\$2,000.00
Freight	\$5,400.00
Installation	\$25,120.00
Mileage/Travel (.60 per mile)	\$660.00
Engineering	\$850.00
Stanchion	\$870.00
Outer Vault Door - 1 each	\$7,200.00
Inner Door - 1 each	\$2,200.00
Door Closer - 1 each	\$1,050.00
Inner Door Stanchion	\$870.00
Floor Track - Linear Ft	\$648.00
Top Track for Roof - Li. Ft.	\$648.00
Seal Angle - Li. Ft.	\$648.00
Hold Open Magnet & Transformer	\$220.00
Water-shield Deck	\$4,032.00
Cable Tray	\$721.00
Smoke Detector for Vault Door	\$120.00
Corner Panels	\$700.00
Fire Dampers (1 Pair)	\$2,500.00
Panel Gasket	\$1,036.80
Paper Gasket	\$345.60
Floor Moldable	\$384.00
Floor Caulk	\$84.00
TOTAL VAULT - 5 SIDED	\$90275.40

This installation is based on FIRELOCK installing the vault with its own proprietary crew, and no allowance has been made for union labor. No state or local taxes are included. State of Massachusetts Stipulated Wage Rates for the appropriate area are used for installers rates. All taxes should they be required, are the responsibility of the purchaser. All local permits (Building Permits & Welding Permits) are the responsibility of the Owner or the General Contractor , not FIRELOCK.

This Quote is based on a slab on grade location. The HVAC equipment is to be provided by the Owner, not FIRELOCK. FIRELOCK will provide one each supply and return air fire dampers for environmental control capability for the vault. The Town's selected General Contractor will provide the connection to the HVAC System for the vault, this is not in FIRELOCK's Bid or Scope of Work.

FIRELOCK is pre-designed to integrate fire suppression systems, temperature and humidity control, structural systems and cable tray systems within the vault interior. The Vault Chamber provides vapor-tight seals to insure that the fire suppression systems work as designed as well as protect against smoke or fire hose spray that would occur in a building fire.

FIRELOCK is not bidding the clean agent fire suppression systems or sprinkler work as this must be provided by a locally licensed vendor for this type of equipment. **FIRELOCK** is pre-designed to integrate the electrical conduit and wiring required for this work by providing Cable Trays to allow introduction of the required wiring. All wiring must enter the vault through these Listed cable tray devices. Electrical service, light fixtures and all electrical conduit other than the Cable Trays included in the design drawings are not in FIRELOCK's Scope of Work.

GENERAL TERMS:

The following work is the responsibility of your local General Contractor and is **not** in FIRELOCK's Scope of Work:

- 1) Furring strips and 5/8" drywall on the interior vault walls and ceiling, as well as on the exposed exterior vault walls. Tape, float and paint finish to client's satisfaction.
- 2) All dust & vapor resistant light fixtures within the vault, all conduit and electrical service for light fixtures. An emergency back-up, trickle-charge light fixture as required for egress from the vault in a power failure.
- 3) Electrical requirements for fire alarms, fire suppression system, smoke detectors and convenience outlets wiring for phone service should be provided at the same time as other electrical wiring by the General Contractor or his subcontractor and must utilize the cable trays for introducing wiring into the vault chamber.
- 4) All water sprinkler systems, piping and heads as required by Owner.
- 5) Any HVAC System required to service the vault interior; and, provide environmental control over the vault interior.
- 6) Any floor tile or painted floor-finish as specified by Owner for the raised floor deck are to be provided by the General Contractor.
- 7) In the course of installing the FIRELOCK Vault, our installation team will be welding on

site. This requires a Permit. This "Welding Permit" should be pulled by your General Contractor or local manager. If your project does not involve a General Contractor, the locally based Owner must pull this Hot Work Permit prior to our arrival on site. The cost of adding a paid fire department staff to act as fire watch shall be added to the overall cost of the vault.

8) Owner/General Contractor must pull all necessary Permits for Project.

9) General Contractor must supply 220 volt single phase circuit with a 30 Amp breaker to provide necessary power for welding on site for vault installation. (See notes on FIRELOCK Engineering Drawings. If this power is not available the Owner's General Contractor can alternatively supply a power generator with this level of circuit.

Please note that fire-rated sheetrock (by others) must be provided and installed on the interior surfaces and all exposed exterior sidewalls of the vault in order to comply with certification requirements.

Any extra costs relating to local requirements for the use of specialty union craftsmen, certified structural welders or other workmen in addition to FIRELOCK's factory trained installers, will be added to the quoted price.

This installation estimate is based on ease of access to the worksite, adequate staging areas, non-restrictive work hours and schedules, and the utilization of FIRELOCK'S non-union work crews. This vault is a UL Listed and Labeled system and as such must be installed by our proprietary crew with the specialized know-how to provide a Listed System. Local conditions, which result in cost escalation, must be identified and budgeted prior to final quotation.

Pricing shown does not include the HVAC (cooling systems) systems with the exception of the fire damper assemblies, (2 each) which duct conditioned air into the vault. FIRELOCK Sales Contract Terms shall apply. See General Terms for a complete breakdown.

Standard FIRELOCK Payment terms: 10% with signed Contract and acceptance of the FIRELOCK Engineering Drawings and approval to begin manufacturing of Custom FIRELOCK Vault, 50% due upon shipment and receipt of the vault on the site Plainville site; and 40% due net 30 days of completion of vault chamber. The terms of payment are agreed to be in the time and manner specified by this contract.

Actual pricing is based on full and prompt payment per the terms of this contract. All delinquent accounts shall bear interest at the rate of one and one half percent (1-1/2%) per month (eighteen percent (18%) per annum) commencing thirty (30) days after the due date. Seller shall have the right to collect from Purchaser its reasonable expenses incurred in enforcing this contract, including its attorney fees.

FIRELOCK has worked on many, many Town Hall projects in Massachusetts. (Plymouth, Tewksbury, Westford, Waltham, and many more) We understand what the State Specifications are and comply with them for all the elements of the vault. Regardless of other Purchase Orders issued for the work, this Specification and the Sales

Contract submitted by FIRELOCK must be addendums of the total Purchase Order.

Please let me know if I can be of any other assistance.

Cordially,

Hugh Smith

Hugh Smith
President, FIRELOCK

Reviewed and Accepted by: _____
Company Name: _____

Carolyn Carey

From: Sean Libby
Sent: Tuesday, January 23, 2018 4:55 PM
To: Carolyn Carey; Katherine Green
Subject: RE: Basement storage project

Hi Carolyn,

As we discussed after reviewing the Quote from Firelock, there are many things that are not covered. The way I read their quote, in order for this vault to be certified most of these items will need to be completed. Bulletized, these items are:

- Electrical service
- Interior electrical to include conduit, lighting, and fire detectors/alarms
- Ducted HVAC and dehumidification
- Fire suppression
- Interior and exterior fire rated sheetrock, tape and joint compound

I have not had the time to do an official estimate or look for quotes. However, I can tell you that some of these are things could be quite costly. I would expect to see a total around the \$30k range. We also need to be very sure that this vault will be large enough to meet our needs. If we would be requiring more space and another vault in the future, it would be more economical to size the electric service and HVAC for that now.

I hope this answers yours and Kathy's questions. I know it is short notice as the next meeting is tomorrow night.

Regards,
Sean Libby
Town of Harwich DPW
Facilities Maintenance Manager
Phone (508) 430-7555
Cell (228) 365-3434

From: Carolyn Carey
Sent: Thursday, January 18, 2018 2:17 PM
To: Sean Libby <slibby@townofharwich.us>; Katherine Green <ksgr58@gmail.com>
Subject: Basement storage project

Hi Sean,

I had an e-mail from Kathy Green from the CPC on the basement project with a few questions.

I am just following up on your estimate to do the things Firelock does not do in the proposal but that we are required to do.

I know we talked about not painting or doing floors etc .

Thanks again in advance Sean
I look forward to talking to you

Regards,

Carolyn Carey

Town of Harwich • 732 Main Street, Harwich, MA 02645

ph: 508-430-7506 fax: 508-430-4703



HISTORIC DISTRICT AND HISTORICAL COMMISSION

September 28, 2017

David Nixon, Chairperson
Community Preservation Committee
Town Hall
732 Main Street
Harwich, MA 02645

Re: 2017 Applications seeking Historic CPC funds

Dear Mr. Nixon and Members:

On September 20, 2017, at a regularly scheduled meeting of the Harwich Historic District and Historical Commission ("HDHC"), the Board reviewed CPC applications and determined that each is historically significant. The Board voted to fully support funding each of the following applications through the Community Preservation Committee:

- a. Application for the Albro House
- b. Application for the Retention System & the Application for the Historic Records Retention Facility (applications submitted by Anita Doucette, Town Clerk, and Carolyn Carey, Community Center Director, respectively)
- c. Application for Mount Pleasant Gravestone Conservation
- d. Application for Digitizing the Harwich Oracle newspaper

The HDHC also reviewed the CPC application for the restoration of Hinkey's Pond. Town Administrator Christopher Clark advised that the application would be submitted to your committee seeking the use of Open Space and Recreation funds. While the application doesn't request Historic Funds, HDHC voted to support the project in general.

Please do not hesitate to contact me if you should require additional information.

Very truly yours,

Mary A. Maslowski, Chairperson
Historic District and Historical Commission

www.harwich-ma.gov