



# Town of Orleans

19 School Road Orleans Massachusetts 02653-3699  
Telephone (508) 240-3700 – Fax (508) 240-3388

## FY24 COMMUNITY PRESERVATION PROJECT APPLICATION

**Project Title:** Preservation Assessment of Snow Library Historic Collection  
**Submission Date:** Nov. 8th

**Applicant** (*note if Town, individual or non-profit*): Tavi Prugno, Director, Snow Library  
**Mailing Address:** 67 Main Street, Orleans, MA 02653

**Co-Applicant, if any** (*note if Town, individual or non-profit*): Pamela Ritchie, Library Trustee  
**Mailing Address:** P.O. Box 647, South Orleans, MA 02662.

**Project Contact Person:** Tavi Prugno

**Telephone:** 508 240-3760      **E-mail:** [tprugno@town.orleans.ma.us](mailto:tprugno@town.orleans.ma.us)

**Pamela Ritchie** 508 255-4528 [pwhritchie2@outlook.com](mailto:pwhritchie2@outlook.com)

**Federal Tax Identification Number** (if non-profit):

**Project purpose** (*Check all that apply*):

Open Space       Historic Preservation       Community Housing       Recreation

**Project Location/Address:** Snow Library, 67 Main Street

### [Community Preservation Funding Request:](#)

Snow Library is requesting \$8,800 for the assessment of their historic collection by a state approved Preservation Specialist. The assessment is needed in order to apply for implementation funds from the Massachusetts Libraries board of Library Commissioners, The Institute of Museum and Library Services, The National Endowment for Humanities - Division of Preservation and Access and The National Historic Preservations and Records Commission.

### [Brief Project Summary, Including Justification of Project Category Checked Above:](#)

Snow Library has an enormous amount of historical materials that have been reviewed by the Historic Committee and found to be historically significant but are not kept in archival approved conditions. The materials date back to the late 19th century and have important documents from the H.K. Cummings photograph collection of early Cape Cod primarily, but not limited to, Orleans. There is also Snow Family genealogy materials. There are no municipal records in the collection.

At present these documents are in danger of being destroyed because of the lack of proper storage conditions. An assessment by the NEDCC will enable us to complete the organization of the materials and will provide us with a plan for preserving the documents in our present building as well as a plan to optimize the design of our new library to include archival approved storage.



Supporting this effort is in line with the Orleans Comprehensive Plan, Section 12.2, Historic Preservation and Community Character, Goals & Policies. The Goals are:

“To preserve the important historic and cultural features of the Cape landscape and built environment that are critical components of Orleans’ heritage and economy. (page 12-1)

### Detailed Narrative:

Snow Library would hire NEDCC (Northeast Document Conservation Center), of Andover MA. NEDCC is an approved state library archive assessment specialist. NEDCC will provide:

- A general preservation assessment of the Archives at Snow Library
- Review of a submitted questionnaire, prior to starting the project
- The assessment will include a one-day site visit, where the Specialist will spend the day with the person responsible for preservation planning for the collection. At Snow Library this person would be Director, Tavi Prugno. The Specialist will also talk to reference staff who have responsibility for planning and supervising activities that involve the preservation issues.
- Deliver a written report that will present their observations and recommendations on the following topics:
  - Possible risks to the Collections from building and environmental problems
  - Emergency preparedness, including fire protection and security concerns
  - Institute policies and procedures as they apply to preservation
  - Recommendations for improving storage and handling practices
  - General condition of a representative sample of the paper-based and photographic materials.
- Suggest short, medium and long term preservation priorities in the context of the library
- Include references and resources to help as a tool for preservation planning
- NEDCC staff will remain available to provide preservation advice

The Library Team, Tavi Prugno and Pamela Ritchie, will consult and work with with CHO and the Historic Preservation Committee to learn from any similar programs they have under-taken.

### Timeline:

11 months from the time of signing the contract.

Goal of starting in 2023 with a deliverable in early 2024.

### **Please attach the following information with all applications:**

- **Detailed Narrative:** A detailed but succinct description of the project including goals and objectives, consistency with Community Preservation Act goals, compatibility with the Orleans Community Preservation Plan and the Orleans Comprehensive Long Range Plan, and relevance to the community and its needs.
- **Action Plan and Timeline:** Note the estimated dates for project commencement and completion and list (with an explanation) all action and steps that will be required for project completion, including any legal requirements or any impediments to implementation.
- **Financial Data:** Provide financial information for the project including detailed and total cost, additional revenue sources (public, private, in-kind, volunteer time and services), basis for the fiscal estimates and any other

fiscal details currently available. Costs relating to historical rehabilitation/renovation should be clearly identified (if possible) compared to other costs, such as code compliance or accessibility improvements. Applicants are encouraged to submit more than one quotation from potential contractors.

## GUIDELINES FOR PROJECT SUBMISSION

Please submit **two (2) complete paper copies** of the application and other materials to the Community Preservation Committee, c/o Town Administrator, Town of Orleans, 19 School Road, Orleans, MA 02653 by Nov. 21, 2022.

**Applicants must also email complete applications in PDF** to Jennifer Fountain, Administrative Assistant, at [genuinejenfountain@gmail.com](mailto:genuinejenfountain@gmail.com). A single PDF file which appends materials described in item 3 to the application form is preferred.

1. Applications must be received by Monday, November 21 to be considered for recommendation at the Annual Town Meeting.
2. Funds for approved projects will be available on July 1<sup>st</sup> following the Annual Town Meeting upon submission of appropriate invoices and accounting.
3. Applicants may include any maps, diagrams, and/or photographs pertaining to the project. Letters of Support for the project from community organizations or other sources may also be submitted. Clear, concise presentation of materials is appreciated by the Committee.
4. The Community Preservation Committee may require additional (or more detailed) information or further clarification to a submitted application.
5. Prior to submission of funding applications, applicants should review the Community Preservation Act (MGL, Chapter 44B, through the Community Preservation Coalition Web site), the Orleans Community Preservation Plan and the Orleans Community Preservation Bylaw, copies of which are available on the Town Web site at <https://www.town.orleans.ma.us/community-preservation-committee>. Nonprofit organizations applying for historic preservation funds for historic structures should obtain a sample copy of an acceptable historic preservation deed restriction (available from the Town Administrator's office) since this type of document will be required. Applicants other than the Town of Orleans should also obtain a sample copy of the Agreement with the Town of Orleans that all successful nonprofit applicants will be required to sign. Please contact the Administrative Assistant by email with any questions.
6. Eligible projects must address one or more of the uses outlined in the Community Preservation Act, Sections 2 and 5 (2), as follows:

**Open Space: Acquisition, creation, and preservation** of land to protect existing water supply/aquifer areas, agricultural and forest land, coastal lands, frontage to inland water bodies, wildlife habitat, nature preserves and scenic vistas.

**Community Housing: Acquisition, creation, preservation and support** of community housing defined as housing for low and moderate income individuals and families, including low and moderate income senior housing. The Community Preservation Committee is required to recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

**Historic Preservation: Acquisition, preservation, rehabilitation and restoration** of historic structures and landscapes that have been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the Town or that are listed on the State Register of Historic Places. Plans for restoration and rehabilitation must comply with Secretary of the Interiors' standards.

**Recreation: Acquisition, creation, preservation, rehabilitation and restoration** of land for active and passive recreational uses, including land for community gardens, trails and noncommercial youth and adult

sports and the use of land as a park, playground or athletic field and for preservation and restoration of recreational facilities. (Community Preservation funds cannot be used for a stadium, gymnasium, or similar structures or for the acquisition of artificial turf for athletic fields.)

*Sept, 2022*