



Town of Longmeadow
 Massachusetts
Community Preservation Committee



Telephone 413-565-4110
 Fax 413-565-4112

20 Williams Street
 Longmeadow, MA 01106

www.longmeadow.org

Application for
Community Preservation Act Funding

Instructions

1. Review attached Community Preservation Act (CPA) funding eligibility, selection criteria (Appendix), and application.
2. Prepare and submit 10 typed and double-sided copies of the application form and project description to the CPC, c/o the Town Clerk's Office, Town Hall, 20 Williams St., Longmeadow, MA 01106.
3. The Community Preservation Committee (CPC) will accept project proposals **through December 3rd, 2015** for possible consideration at the following Annual Town Meeting.
4. The CPC will review all applications by December 31 and schedule a meeting with each applicant to discuss its proposal.
 - a. The CPC may ask for more information before deciding to recommend the proposal for funding.
 - b. The CPC may request that you present your proposal at a public hearing.
5. If the project is selected for a funding recommendation, the CPC will submit it to Town Meeting.
6. Town Meeting has the sole authority to fund projects.

** Please note that the Committee reserves the right to modify these procedures and timeframe. Emergency applications will be accepted at the discretion of the CPC. The committee reserves the right to reject applications that are incomplete or late.*

Application Form

For CPC Use: Project # 2016-1
 Received on: / / Received by:
 Reviewed on: / / Determination:

Applicant Information

Project Title: <u>Longmeadow History Finding Aid</u>	
CPA Funding Request: \$ <u>35,700.</u>	Total Cost of Proposed Project: \$ <u>35,700</u>
Applicant Name: <u>Longmeadow Historical Soc.</u>	Contact Name: <u>Alfred McKee</u>
Mailing Address: <u>60 Williams St</u>	Community Preservation Act Category <input checked="" type="checkbox"/> Historic Preservation <input type="checkbox"/> Open Space <input type="checkbox"/> Recreation <i>Please check all that apply:</i>
City, State, Zip Code: <u>Longmeadow, MA 01106</u>	
Phone/Fax: <u>413-567-5904</u>	
Email &/or Website: <u>abmck@comcast.net</u>	

Please attach a project description and budget, as indicated on page 2.

Longmeadow History Finding Aid

November 27, 2015

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

RE: Historic Resource Finding Aid

Dear Longmeadow Community Preservation Committee:

This is a request for funding for a comprehensive finding aid for primary source historic documents

The approximate cost of this project will be **\$33,600**

Contingency : **\$1,700**

Total request: **\$35,700**

Goal:

This grant request, if funded, will create a web-based finding aid that will allow anyone interested in Longmeadow history to make use of one site to identify the location of all known primary historic documents related to Longmeadow. Currently, these documents are scattered in various locations in the town as well as in East Longmeadow, Springfield, Deerfield and other locales. Previous CPA and SHRAB funding has allowed the Longmeadow Historical Society and the Town of Longmeadow Town Clerk's office to improve the environment for the safe storage and preservation of archives in the Storrs House Museum and the Town Hall and to improve community access to the collections. However, the rich archival material that exists remains largely hidden because an electronic means of searching for and identifying the physical location of the archives does not currently exist.

Project Description:

Funding of this proposal will allow us to contract with a Supervising Archivist/Consultant (4 hrs/week) and a Project Archivist (20hrs/week). (Estimated costs: Supervising Archivist/Consultant \$50/hour @ 4 hours/week thus \$9,600 for 48 weeks; Project Archivist \$25/hour @ 20 hours/week thus \$24,000 for 48 weeks plus \$400.00 for advertising position/interviewing).

Longmeadow History Finding Aid

The Supervising Archivist will manage the project, coordinating communication with the participating organizations and guiding the work of the Project Archivist, who will be responsible for creating the collection descriptions and entering them into the online catalog.

The Project Archivist will survey multiple sites. The primary sites are:

1. The Storrs House Museum archives
2. The Longmeadow Town Clerk archives
3. Richard Salter Storrs Library
4. East Longmeadow Library/East Longmeadow Historic Commission
5. Wood Museum in Springfield

All records will be described to the folder level. The description of the folders and their location will be entered into a searchable online catalog. At this juncture the plan would be to enter this data into a free template based on WordPress blogging software. This "catablog" is designed by UMASS Special Collections and University Archives (SCUA) staff members who are adopting a model they have successfully used for years (see <http://scua.library.umass.edu/umarmot/>). This online catablog is being developed in conjunction with the State Historical Records Advisory Board (SHRAB) and is expected to be ready to "go live" in 2016. The catablog will eventually be available for all cultural heritage repositories who wish to use it. Each institution will have a landing page and can then list their collection descriptions and full finding aids from that. Researchers would be able to search within a repository AND across all repositories.

The Supervising Archivist, in consultation with LHS, will develop a survey questionnaire. This will be sent to additional sites known or suspected to have other primary Longmeadow records. Site visits may follow depending upon records identified and grant funding remaining.

Additional sites identified to date include:

First Church of Longmeadow
Longmeadow Cemetery Association
City Clerk Office, Springfield
Hampden County records, Land and Probate
Historic Deerfield/Memorial Library
UMass
Old Sturbridge Village library

Other potential sites:

Other Longmeadow religious organizations
Surrounding town historical societies

Background:

In 1899 the Longmeadow Historical Society was formed to preserve our town's history. In 1932 when the Storrs Library Association decided to build a new library, it offered the use of Storrs House to the Historical Society on the condition that the society restore, repair and maintain it. The arrangement between the Storrs Library Association, which owns Storrs House, and the Longmeadow Historical Society, a 501(c)3 not for profit organization which maintains it as a

Longmeadow History Finding Aid

museum, has continued to the present day. The documents, images and historical artifacts in the collections in the Storrs House Museum belong to the Longmeadow Historical Society.

A great deal of progress has been made in museum and library science since the Storrs House Museum opened in 1932. The board of the Longmeadow Historical Society and the friends of the society have sought out expert opinions and attended courses in modern museum care and archive and object preservation. With this information, a comprehensive plan has evolved to ensure the integrity of the Storrs House and its precious contents and to ultimately make the extensive collections available to the citizens of Longmeadow and all those interested in history and material culture.

The Storrs House Museum archives contain most of Longmeadow's pre 1850 town documents and other historical documents and images up to the mid 20th century. Storrs House Museum archives contain genealogical and biographical archives of many early residents of Longmeadow. There is also information and photographs of historic homes and town organizations. There are 18th century town reports and early maps of the town. The Emerson Collection of glass plate negatives features many images of Longmeadow taken at the beginning of the twentieth century. First Church of Longmeadow has a small archival collection of materials at Storrs House Museum archives, including the sermons of Stephen Williams, never published. Early Longmeadow Cemetery Association's administrative records are at the Storrs House Museum archives.

Town department historical records include assessor, board of health, church, county commission, education, public works, real estate, select board, town collectors, voting, water department, welfare as well as marriage, birth and death records and more, with records spanning the period from 1718 to the present day. Any municipal records created prior to 1870 are considered historical and must, by law, be preserved.

The Storrs Library primary source material includes town reports, street lists, and high school yearbooks.

The East Longmeadow Library primary source material includes daybooks and ledgers and other primary source material including documents and images related to the redstone quarries.

The Wood Museum Archives contain early primary source materials for Hampshire County, and especially for Springfield, its county seat until 1812. Longmeadow separated from Springfield and became an independent town in 1783. In the Early Springfield Manuscripts Collection there are family papers for Longmeadow individuals from the 1750s to the early twentieth century, including the Burt and Colton families, militia records from 1800-1830s, and town records from the 1770s – 1870s. The Wood Archives holds on deposit a large collection of materials of the First Church of Longmeadow. The material dates from 1764 – 1990, with the bulk of the collection dating from the twentieth century.

Community Need:

Longmeadow History Finding Aid

Longmeadow's historic documents and images collections are critical to the telling of the history of our town. The collections at the Storrs House Museum, the Town Clerk's office at the Longmeadow Town Hall, the East Longmeadow Library, The Richard Salter Storrs Library and other repositories help to tell the story of how New Englanders and in particular, Longmeadow citizens lived their lives.

Once the above finding aid is developed, portions of the archives can be reviewed and selected for digitization. Most if not all, of this digitization could be accomplished without the need for additional CPA funds. Boston Public Library provides free digitization services for members of Digital Commonwealth, a non-profit collaborative organization of libraries, museums, historical societies and archives. Storrs Library and Longmeadow Historical Society are already members of the Digital Commonwealth.

Community Support:

This proposal for funding is supported by the Longmeadow Historical Society board, the Richard Salter Storrs Library (*see letter of support from Director Karen Kappenman*), the Storrs Library board (*per discussion with the board president*), Longmeadow Town Clerk (*Katherine Ingram has participated in developing this application*), Longmeadow Historic Commission (*see letter of support from Chair Beth Hoff*), the East Longmeadow Library (*per discussion with Library Director Susan Peterson*), East Longmeadow Historic Commission (*per discussion with commission member Bruce Moore*), The Wood Museum (*see letter of support from Director Guy McLain*), Historic Deerfield (*see letter of support from Librarian and Curator of Maps David Bosse*) and the State Archives Office.

Action Plan & Timetable:

Upon receipt of the award of funding, we believe that the project submitted for funding will be completed within 16 months.

Maintenance and Preservation:

Maintenance: once completed, maintenance of the information in the finding aid will be the responsibility of the 5 primary project collaborators viz: Longmeadow Historical Society, Longmeadow Town Clerk's Office, Storrs Library and East Longmeadow Library and Wood Museum. The status of archives identified at additional sites will be queried yearly by the collections committee at the Longmeadow Historical Society. The web site will be maintained by UMASS at no cost to the Longmeadow repositories.

Permission:

Permission to proceed with the proposed project work has been obtained from the Longmeadow Historical Society Board, Longmeadow Town Clerk, The Richard Salter Storrs Library, The East Longmeadow Public Library and The Wood Museum.

Longmeadow History Finding Aid

Budget: \$35,700

If you have any questions please feel free to contact me; thank you for considering this application.

Sincerely,



Alfred McKee MD
President, Longmeadow Historical Society
60 Williams Street
Longmeadow, MA 01106
abmck@comcast.net
(413) 567-5904
(413) 237-1801 cell

CPA application 11.2015 for finding aid for funding FY 2017

LONGMEADOW HISTORICAL COMMISSION

20 Williams Street, Longmeadow, MA 01106

Longmeadow Community Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

RE: Historic Resource Finding Aid

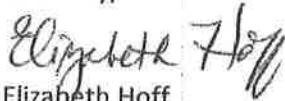
Dear Longmeadow Historical Preservation Committee:

The Longmeadow Historical Commission strongly supports the application by the Longmeadow Historical Society for a historic resource finding aid. Over the past few years, members of the Commission have volunteered many hours to create an inventory of the historic documents which are stored in the basement vault of the Town Hall. We have found it fascinating to delve into the details of life in our town as it developed from a village to a suburb. While the Commission would love to be able to continue to inventory other document locations, unfortunately we do not have sufficient time to further do this on a volunteer basis.

Our town was initially a precinct of Springfield and, as it developed, a portion of Longmeadow became East Longmeadow. Archival documents from the town are in these locations as well as in other places where they have migrated over the years. In order to be able to piece together the history of the town, we need to have all of the pieces. Until the inventory of all of the known pieces of history is complete, we will not be able to accurately do so. The finding aid will enable us, and other interested scholars and citizens, to tell our story better.

Thank you for your consideration of this application.

Sincerely,



Elizabeth Hoff

Chair of Longmeadow Historical Commission

cc: Al McKee

RICHARD SALTER STORRS LIBRARY
693 LONGMEADOW STREET
LONGMEADOW, MA 01106
Telephone: (413)565-4181

December 1, 2015

Dear Community Preservation Act Committee,

This letter is in support of the application from the Longmeadow Historical Society to develop a comprehensive finding aid for primary source historic documents pertaining to the town of Longmeadow. The Storrs Library fully supports this proposal and expects to collaborate with the Historical Society in order to facilitate access to the many historic documents that are within our holdings. Bringing all the various historic documents pertaining to the town of Longmeadow into one searchable online catalog would provide great benefit to community members of all ages who are interested in researching or discovering the rich history of our town.

We appreciate your consideration for funding this project.

Sincerely,



Karen Kappenman, Director
Richard Salter Storrs Library
kkappenman@longmeadow.org



December 1, 2015

Longmeadow Historical Preservation Committee
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Re: Longmeadow Historic Resources Survey and Database Project

As Director of the Wood Museum of Springfield History I read the grant proposal of the Longmeadow Historical Society with great interest. We here at the Museum fully support the application by the Longmeadow Historical Society for an archives finding aid and database that will make a range of historical records much more accessible to researchers and the general public. I have been working with various volunteers and the board of the Longmeadow Historical Society for many years. In fact, at this time we have several items from the Society's collection that have been loaned to us and are currently on display in one of our special exhibits. I have always felt that the team at the Society were working hard and were completely dedicated to the mission of preserving the history of Longmeadow. This database will help tremendously in that effort.

I also am very much in support of this project since it helps researchers locate historical material related to Longmeadow history in other towns. We have a large number of manuscripts and other material related to Longmeadow in our own archives and that generally isn't known. We feel that having an inventory available on an online database is extremely helpful in insuring that researchers can find the information they need for their historical research. So much historical information is hidden away and inaccessible simply because important documents and records have not been made accessible. This project will certainly be a major step forward for the important history of the town of Longmeadow.

Thank you for your consideration of this application.

Sincerely,

Guy A. McLain
Director
Wood Museum of Springfield History
Springfield Museums

21 Edwards Street, Springfield, MA 01103 • 413.263.6800 • www.springfieldmuseums.org

Michele and Donald D'Amour Museum of Fine Arts • Connecticut Valley Historical Museum • George Walter Vincent Smith Art Museum
Springfield Science Museum • Museum of Springfield History • Dr. Seuss National Memorial Sculpture Garden

Springfield Museums • Established 1857



Dec. 1, 2015

Longmeadow Community Preservation Commission
c/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Dear Commission Members,

I am writing in support of the Longmeadow Historical Society's application for funds to create finding aids to important local documents and letters. The fact that the project will survey several repositories within the town and elsewhere marks this as forward thinking. Beyond its scope, it promises to be of significant value to researchers. The Historical Society's proposed use of a State Historical Records Advisory Board contract archivist, and the described method of cataloguing, meet best practices standards and will make the information accessible to others.

This is a well conceived project of considerable archival value, and I urge you to fund the LHS proposal.

Sincerely,

David Bosse

David Bosse
Librarian & Curator of Maps
Historic Deerfield

December 2, 2015

To: The Community Preservation Act Committee

Re: Longmeadow Historical Society Document Project

As Board President of the Richard Salter Storrs Library, and on behalf of the Board, it is my pleasure to wholeheartedly endorse the proposal before the Committee concerning the coordination of efforts to preserve and organize historic Longmeadow documents and records as outlined by the Longmeadow Historical Society.

The ultimate goal of this collaboration between various entities in and around our Town – including Storrs Library -- is to provide internet access to the diverse wealth of material representing many aspects of our long history, of certain interest to researchers from near and far. The collaborative effort will also bring systematic order to the holdings in these places and aid in the discovery of unfamiliar information and the prospective need for preservation.

We would encourage you to please give this proposal your full consideration. Thank you.

Robert R. Humberston
84 Burbank Road
Longmeadow, MA 01106-1502
humber1@comcast.net



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Archives Division

Longmeadow Community Preservation Committee
C/o Town Clerk's Office
Longmeadow Town Hall
20 Williams Street
Longmeadow, MA 01106

Dear Committee:

December 2, 2015

I am writing to offer my enthusiastic support for the funding of the Longmeadow History Finding Aid. This project, using Community Preservation Act funds to create a web-based finding aid, has brought together the institutions in Longmeadow that hold historical records, including the Longmeadow Town Clerk and the Historical Society. This is a well thought out project that serves a real community need, will have achievable results and is an excellent use of public funds. As mentioned in Dr. McKee's application, the Massachusetts State Historical Records Advisory Board is working with Special Collections and Archives at the University of Massachusetts-Amherst to create a searchable online catalog of Massachusetts institutions holding historical records. The funding of this project will help make the historical records of Longmeadow available to the world.

Sincerely,

A handwritten signature in cursive script, appearing to read "John D. Warner, Jr.", written in dark ink over a light background.

John D. Warner, Jr.

State Archivist and Chair, Massachusetts State Historical Records Advisory Board

