NEW BEDFORD COMMUNITY PRESERVATION COMMITTEE

STEP II

COMMUNITY PRESERVATION ACT PROJECT APPLICATION FY23

Project Application Deadline:

NOVEMBER 9, 2022 by NOON

No late submissions will be accepted.

Applicants must submit this application no later than Noon on Wednesday, November 9, 2022. P*lease review the entire application packet before completing the application.*

Applications will not be accepted--regardless of project eligibility—unless the STEP I Project Eligibility Determination Form was submitted and approved by the Community Preservation Committee.

COMMUNITY PRESERVATION COMMITTEE
Department of City Planning
City Hall Room 303 | 133 William Street
(508)979-1488 cpa@newbedford-ma.gov

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CITY OF NEW BEDFORD

COMMUNITY PRESERVATION ACT FY23
PROJECT APPLICATION

PROJECT INFORMATION			
PROJECT TITLE	City Clerk Record Preservation, Phase 2	WARD	All
PROJECT LOCATION	City Hall, 133 William Street, New Bedford, MA 02740		
LEGAL PROPERTY OWNER OF RECORD	City of New Bedford		
CPA PROGRAM CATEGORY *(Select relevant categories for your project)*	☐ OPEN SPACE	☒ HISTORIC RESOURCE	
	☐ RECREATION	☐ HOUSING	
ESTIMATED START DATE	July 2023	ESTIMATED COMPLETION DATE	Summer 2024
ONE SENTENCE DESCRIPTION OF PROJECT	This project will consist of microfilming permanent City records.		

APPLICANT INFORMATION			
APPLICANT ORGANIZATION NAME	City of New Bedford, City Clerk's Office		
APPLICANT IS *(Check only one)*	☒ CITY DEPARTMENT	☐ NON-PROFIT	☐ PRIVATE GROUP/CITIZEN
CO-APPLICANT ORGANIZATION NAME *(If applicable)*			
C0-APPLICANT IS *(Check only one)*	☐ CITY DEPARTMENT	☐ NON-PROFIT	☐ PRIVATE GROUP/CITIZEN
PROJECT CONTACT PERSON	Dennis W. Farias, City Clerk		
MAILING ADDRESS	City Hall, 133 William St., Room 118, New Bedford, MA 02740		
TELEPHONE NUMBER	5089791449	EMAIL:	dennis.farias@newbedford-ma.gov

BUDGET SUMMARY	
CPA FUNDING REQUEST ***(must match CPA request-line 1 of Project Budget on page 8)***	$ $50,000
TOTAL BUDGET FOR PROJECT	$ $200,000plus

SIGNATURES

I/we attest that all information provided in this entire submission is true and correct to the best of my/our knowledge and that no information has been excluded which might reasonably affect funding. I/we authorize the Community Preservation Committee and/or the City of New Bedford to obtain verification from any source provided. I/we acknowledge and agree that a permanent restriction may be placed on the property as a condition of funding.

APPLICANT NAME (printed)	SIGNATURE	DATE:
Dennis W. Farias		11/9/22
CO-APPLICANT NAME (printed)	SIGNATURE	DATE:

Submission Checklist

The following items should be organized on your submitted flash drive in folders named for each applicable section below (e.g., Application, Financial, etc.). Please check off each item on this list if it is included in your submission packet. ***Note: not all items will apply to each project.***

APPLICATION	
☑	Application Information (page 1)
☑	Submission Checklist (this page)
☑	Narrative/Project Management/Category Specific Section/Financial (pages 3-7)
☑	Project Schedule – Project Budget – Funding Sources Summary (page 8)
☐	Construction Budget Summary – to be complete for construction projects ONLY (page 9)
☐	Certificate of Vote of Corporation and Tax Compliance Certification (page 10) must be completed by both applicant and co-applicant. Completed by authorized board member. *Certificate of Vote named person must be different person from signer of the certificate.
FINANCIAL	
☑	1 written quote from a contractor and 1 cost estimate from an architect **OR** 2 written quotes from a contractor ***(Quotes must be submitted with application – late submissions will not be accepted)***
☐	Proof of secured funding (commitment letters or bank statements), if applicable. **Please redact account numbers and any sensitive information.**
OWNERSHIP/OPERATION (NON-CITY)	
☐	If the applicant is not the owner, attach documentation of site control or written consent of owner to undertake the project. *Applications will not be reviewed without this documentation.*
☐	Certificate of Good Standing (if operating as a corporation)
☐	501(c)(3) certification (if operating as a non-profit)
☐	Purchase & Sale agreement or copy of current recorded deed, if applicable.
COMMUNITY SUPPORT	
☐	Letters of support from residents, community groups, city departments, boards or commissions, etc.
PLANS & REPORTS *The following plans and reports, if available, will strength your application. Submit in digital format only. Applicants are encouraged to submit as much detail as possible.*	
☐	Renderings, site plans, engineering plans, design/bidding plans, specifications, and any MAAB variance requests.
☐	Applicable reports (21E, Historic Structure Report, appraisals, survey plan, feasibility studies, etc.)
VISUAL	
☐	Map of the property location (if applicable, show wetlands and wetland buffers, flood plain, water bodies, parks, open spaces, rails, and other features pertinent to the project). Applicants may use the City's interactive mapping website.
☐	Photos of the project site (not more than four views per site) Digital copies only.
☐	Catalog cuts (i.e. recreation equipment) if applicable.
FOR HISTORIC RESOURCE PROJECTS ONLY	
☐	Documentation stating the project is listed on the State Register of Historic Places or a written determination from the New Bedford Historical Commission that the resource is significant in the history, archeology, architecture, or culture of New Bedford.
☐	Photos documenting the condition of the property. Digital copies only.
☐	Report or condition assessment by a qualified professional describing the current condition of the property, if available.
☐	I/We have read the ***U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties*** and understand that planning for and execution of this project must meet these standards.

PROJECT NARRATIVE

1 GENERAL NARRATIVE (1000 Character Maximum)

- *Describe the project's location, the property involved and its proposed use.*
- *Describe the proposed scope of work.*

Within the City Clerk's vault, located in the basement of City Hall, 133 William St., New Bedford, there are hundreds of thousands of Birth, Death & Marriage Records, licenses, Meeting Minutes & Documents, ZBA case files, contracts & other critical City Records - all of which the City Clerk is legally & ethically responsible for properly maintaining & making available to the public. As such, this applicant respectfully requests that the Community Preservation Committee consider fully funding the second phase of this project as we continue our efforts to microfilm these historically critical City records.

This project is vital when one considers that many of these records are well over one hundred years old and with each passing day they are at risk of decay, fire damage/loss & other factors. Should any of these records be damaged beyond usefulness, the loss to the City and public interest would be devastating. Micro-filming continues to be the industry standard for backing up important legal documents such as these. This is due to the fact that microfilm is considered to be 'technology-proof', meaning that no other technology has thus far been able to aptly demonstrate that it will be both functional & available in 100plus years. Additionally, micro-film is tamper-proof, therefore guaranteeing that these documents cannot and will not be altered or falsified in any way.

Considering the fact that the City is currently in possession of this many records, with many even dating back to the late 1700's, the scope of this project, in terms of the amount of time and attention to detail it demands, is enormous. Not only will past records continue to be micro-filmed, but once this project is complete, a schedule will be developed and adhered to so that all future records will also be microfilmed for efficient preservation & management. As a result, the City's critical records will be secure, available & preserved in perpetuity. Although it was originally estimated to take approximately 4 years to complete, it is now expected that this entire project could take a full 6 years.

2 COMMUNITY NEED (1000 Character Maximum)

- *What community need(s) will this project address? How does the project benefit the public and what populations(s) will it serve? If it serves a population currently underserved, please describe.*
- *How does the project preserve and enhance the character of New Bedford?*

This project will guarantee that all permanent records are preserved and available to the public as necessary. The fruition of this project would literally benefit every stakeholder the City of New Bedford engages, including every past, present and future resident, business owner, vendors, contractors, real estate developers and, of course, all City boards and commissions. By preserving documents that are legally required to be properly maintained and available to the general public, this project will not only preserve history, but will protect the City from potential future liability should such documents be damaged, destroyed or otherwise made to be unavailable to the public.

3 GOALS & OBJECTIVES (1000 Character Maximum)

- *Describe the project's goals and objectives. The objectives must be specific, measurable, achievable and realistic.*
- *How does the project meet the general and category-specific priorities outlined in the Community Preservation Plan or other current relevant planning documents?*

The objective for this project is to continue the work begun in Phase 1, which the Community Preservation Committee graciously funded in 2021. During Phase 2, we will continue the lengthy process of microfilming each and every document that is currently under the City Clerk's responsibility to permanently maintain. Unfortunately, a specific number of these documents cannot be provided due to the sheer volume of material. However, 275,880 records were prepped and micro-filmed during Phase 1. We therefore expect similar numbers in Phase 2.

4 MEASURING SUCCESS (1000 Character Maximum)

- *How will the success of this project be measured?*

Success of this project will be measured by the fact that invaluable City records, many of which are over 100 years old, will be saved, properly maintained, preserved and made available for both City business and appropriate public access for generations to come. Additionally, there shall be 2 original sets of microfilm for all records, one remaining in the custody of the City Clerk, and the second being located off-site in the care and custody of King Information Systems, Inc., our long-time partner in this and other projects.

This second phase will continue the work that was originally begun in 2021.

5 COMMUNITY SUPPORT (1000 Character Maximum)

- *Explain the level of community support this project has received. If possible, please include letters of support from any groups or individuals who have endorsed this project.*

While not a playground, recreation center or the rehabilitation of an historical building, this project is not a likely candidate for a large outcry of vocal public support. The service that the City Clerk's Office provides is understandably easily over-looked and possibly even taken for granted - until one day that service is significantly delayed or impossible to provide due to an unforeseen circumstance.

However, should one ask residents of the community whether or not the City should have some type of secure, dependable 'back up' plan for preserving critical records and documents, there is little doubt that the vast majority of those questioned would answer in the affirmative, likely assuming that such a thing is a given. Therefore, it is the Applicant's belief that there is, in fact, considerable public support for this project.

6 CRITICAL NEED (1000 Character Maximum)

- *Is this project of an urgent nature?*
- *Is there a deadline or factors not controlled by the applicant (i.e. opportunity for immediate acquisition, opportunity to leverage available non-CPA grant or other financial opportunity)?*
- *For historic resource applications only, is the property at risk for irreparable loss? If so, please include a condition assessment from a qualified professional if available.*

The urgency of this project lies in the fact that this work should have begun years ago. Due to cost, difficulty and complexity of the work to be done, the overwhelming scope of the project and the fact that very few companies can be hired and counted upon to do this type of work effectively and efficiently, this important project has been delayed for far too long.

The City Clerk's vault has recently been equipped with modern fire alarm/suppression and climate control systems. However, there is no guarantee that, should a fire occur or, that over continued time, 100% of the records in question would survive without damage or loss. Therefore, this project remains critical in nature; and despite the large scope of work involved the goal remains to have all affected records microfilmed in as few years as possible.

PROJECT MANAGEMENT

1 APPLICANT INFORMATION (1000 Character Maximum)

- *Describe applicant. Is applicant a public, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is their history and background?*
- *Identify and describe the roles of all participants (applicants, architects, contractors, etc.) including the project manager.*
- *Describe any past projects of similar type and scale, or experience that demonstrates the applicant's ability to carry out this project.*

These records in question are managed by the City Clerk's Office through the Office's extensive Archival Database, and are maintained in two separate vaults located in the basement of New Bedford City Hall. As in Phase 1, execution of Phase 2 will continue to be performed by King Information Systems, Inc. and overseen by the City Clerk. Over the past 7 years, King has proven itself to be a trusted, reliable and highly capable vendor which the City utilizes to maintain the organization and management of documents and records belonging to several departments, including the City Clerk's Office. The Applicant remains highly confident in King's ability to continue performing the designated work in a timely manner and within the parameters of the budget (if again approved).

2 PROJECT FEASIBILITY (1000 Character Maximum)

- *List and explain further actions or steps required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability or historic preservation agreements, subordination agreements, and any known or potential barriers or impediments to project implementation.*

There are no reasonably foreseen impediments to this project being completed on time and within budget, once funding is extended.

3 PROJECT MAINTENANCE (1000 Character Maximum)

- *Please explain the long-term maintenance plan for the completed project.*

Once all permanent records are properly backed-up/micro-filmed, the City Clerk will work with the City's Administration and City Council to create a line item (which does not currently exist) within the annual operating budget. This proposed line item will provide appropriate funding in order to maintain a regular and appropriate schedule for micro-filming all such records. Additionally, the aforementioned fire alarm/suppression and climate control systems will each play crucial roles in future maintenance.

COMPLETE FOR HISTORIC RESOURCE PROJECTS ONLY

CPA Compliance (1000 Character Maximum)

- *Describe how the proposed project complies with the U.S. Secretary of the Interior's Standards for Rehabilitation, as required by the CPA legislation under the definition of rehabilitation.*
- *Describe how the applicant will ensure compliance with these standards as the project is ongoing, including an identification of who will make historic preservation determinations.*

N/A

COMPLETE FOR PROJECTS WITH ACCESSIBILITY REQUIREMENTS ONLY

CPA Compliance (500 Character Maximum)

- *Describe how the proposed project complies with the ADA/MAAB Regulations.*

N/A

COMPLETE FOR COMMUNITY HOUSING PROJECTS ONLY

CPA Compliance (500 Character Maximum)

- *Describe how the proposed project complies with CPA affordability requirements (100%of AMI for New Bedford)*
- *Describe the number and types of units (e.g.: 1br, 2br).*
- *Provide a complete Development Budget and an Operating Budget (for rental properties).*

N/A

PROJECT FINANCIAL INFORMATION

1 FINANCIAL INFORMATION (2000 Character Maximum)

- *Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project. A bullet point list is acceptable.*
- *Will the project require CPA funding over multiple years? If so, provide estimated annual funding requirements.*
- *What is the basis for the total CPA request?*
- *How will the project be affected if it does not receive CPA funds or receives a reduced amount?*

This is the second such proposal made to the Committee for this purpose. The first resulted in the Committee's decision to fully fund Phase 1 in the amount of $50,000 in 2021.

It has always been known that microfilming the hundreds of thousands of records and documents would require multiple years and phases to complete. Originally, the complete project was estimated to last 4 years, with each year consisting of one phase. However, as previously stated in this application, we now realize, thanks to the experience gained during Phase 1, that this will indeed take longer.

Should this project not continue to receive CPA funds, it will be further delayed until alternate funding can be secured. Should the project be funded at a reduced amount, progress will be hindered in direct correlation to the reduction in award.

PROJECT SCHEDULE – PROJECT BUDGET – FUNDING SOURCE SUMMARY

PROJECT SCHEDULE

Please provide a project timeline below, noting all project milestones. Please note the City Council must approve all appropriations of CPA funds. Grant funding will not be available for disbursement until July 1, 2023.

	ACTIVITY	ESTIMATED DATE
PROJECT START DATE:	Ongoing Contract with King Information Systems for Project	Summer 2021
PROJECT MILESTONE:	Begin Preparation & Microfilming of Records for Phase 2	Summer 2023
50% COMPLETION STAGE:	Approximately 125,000 Records Microfilmed	Winter 2024
PROJECT MILESTONE:	Approximately 200,000 Records Microfilmed	Spring 2024
PROJECT COMPLETION DATE:	250,000 Records Microfilmed	Summer 2024

ANTICIPATED PROJECT BUDGET

*Please include a **complete itemized budget** of all project expenses, including the proposed funding source for each expense, with your application. Note: CPA funds cannot be used for maintenance.*
If the project received CPA funds in another fiscal year, please include this amount on a separate line, not on line 1.

FUNDING SOURCES		EXPENSES				
		STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
1	NEW BEDFORD CPA***	$	$ 50,000	$	$	$ 50,000
2		$	$	$	$	$
3		$	$	$	$	$
4		$	$	$	$	$
5		$	$	$	$	$
6		$	$	$	$	$
7		$	$	$	$	$
TOTAL PROJECT COSTS		$	$ 50,000	$	$	$ 50,000

** Soft costs include design, professional services, permitting fees, closing costs, legal, etc.*
*** Construction refers to new construction, rehabilitation, preservation, restoration work, and/or accessibility related expenses.*
******New Bedford CPA (Line 1) amount should match the amount requested on the application cover page.***

ANTICIPATED FUNDING SOURCE SUMMARY

Please explain the current status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in application packet.

	FUNDING SOURCE	STATUS OF FUNDING
1	New Bedford CPA	Pending acceptance and award of this application for funding
2		
3		
4		
5		
6		
7		

CONSTRUCTION BUDGET
To be completed for construction projects only

ACTIVITY	CPA FUNDS	OTHER FUNDS	TOTAL
Acquisition Costs			
Land	$	$	$
Existing Structures	$	$	$
Other acquisition costs	$	$	$
Site Work (not in construction contract)			
Demolition/clearance	$	$	$
Other site costs	$	$	$
Construction/Project Improvement Costs			
New Construction	$	$	$
Rehabilitation	$	$	$
Performance bond premium	$	$	$
Construction contingency (30%)	$	$	$
Other		$	$
Architectural and Engineering (See Designer Fee Schedule for guidance): https://www.mass.gov/files/design_fee_schedule-_dsb_2015_2007.pdf			
Architect fees	$	$	$
Engineering fees	$	$	$
Other A & E fees	$	$	$
Other Owner Costs			
Appraisal fees	$	$	$
Survey	$	$	$
Soil boring/environmental/LBP	$	$	$
Tap fees and impact fees	$	$	$
Permitting fees	$	$	$
Legal fees	$	$	$
Other	$	$	$
Miscellaneous Costs			
Developer fees	$	$	$
Project reserves	$	$	$
Relocation costs	$	$	$
Project Administration & Management Costs			
Marketing/management	$	$	$
Operating/Maintenance	$	$	$
Taxes	$	$	$
Insurance	$	$	$
Other	$	$	$
TOTAL	**$**	**$**	**$**

CERTIFICATE OF VOTE OF CORPORATION AUTHORIZING EXECUTION OF CORPORATE AGREEMENTS

At a meeting of the Board of Directors of _____(organization) duly called and held on _____, 20_____ at which a quorum was present and acting throughout, the following vote was duly adopted.

VOTED: That _____(person), the_____(title) of the corporation, be and hereby is authorized to affix the Corporate Seal, sign and deliver in the name and on behalf of the corporation, contract documents with the City of New Bedford, the above mentioned documents to include but not be limited to Bids, Proposals, Deeds, Purchase and Sales Agreements, Agreements, Contracts, Leases, Licenses, Releases and Indemnifications; and also to seal and execute, as above, surety company bonds to secure bids and proposals and the performance of said contract and payment for labor and materials, all in such form and on such terms and conditions as he/she, by the execution thereof, shall deem proper.

A TRUE COPY, ATTEST:

_____
Name (printed)

_____ (Affix Corporate Seal)
Signature

_____ _____
Title Date

==========

TAX COMPLIANCE CERTIFICATION

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named contractor, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____ _____
Signature Print Name

_____ _____
Organization name Federal Tax ID #

_____
Date

KING INFORMATION SYSTEMS, INC.

3 Edgewater Drive Norwood, MA 02062 (781) 762-6477 FAX (781) 769-1236
Branch Office 2701 Boston Road, Wilbraham, MA 01095 (413) 599-1377

November 1, 2022

City of New Bedford
133 William Street
New Bedford, MA 02740

Attn: Dennis Farias

Dear Dennis:

This letter is written as a result of our recent conversations, and is intended as a quotation to provide microfilming services to the City of New Bedford.

The use of microfilm for permanent records is a sound decision from both a space savings perspective and as a valuable tool for disaster recovery. Microfilm is currently the only media which satisfies permanent, unalterable record storage for key documents that are considered vital. It is the medium of choice for ensuring permanence for a number of reasons. An important consideration is that paper can and will deteriorate with time unless extraordinary and expensive measures are taken to prevent inevitable decay. Another factor to consider is that digital images can be altered. This is not a characteristic that you want in a disaster backup!

The city clerk's office has approximately 270 boxes of Permanent records that are excellent candidates for microfilming, such as Meeting Minutes, ZBA Case Files, Property Cards, and Contracts. We recommend starting with Licenses and Permits.

The basic cost of microfilming is $60.55 per thousand images for standard documents. The price includes processing, quality control measures, 10-point indexing, and security labeling. The filming price also includes the pickup of documents and return or destruction of the documents upon completion of the filming, if applicable. Preparation work includes removal of staples, paper clips, reordering of material, repairing tears, etc. as needed, at a cost of $236.00 per day. We will create a second original roll of microfilm for disaster recovery that does not currently exist, at a cost of $23.25 per roll. This is not a second generation duplicate, but a silver master film, and can be stored at an off-site location, or at our facility.

Unfortunately, there is no formula to determine an exact cost. Because of the countless number of variables when it comes to filming records, such as; the exact number of documents, are they double sided, are they various sizes, or oversized, etc. are they folded, are there staples, paperclips, tears, etc., which would be part of the prep work to get the documents camera ready.

We strongly recommend establishing a yearly budget. We will keep a running tally of your expenditures, film up to that number, then stop filming until you ask us to begin again.

Dennis, thank you for the opportunity to submit this proposal. As always, we look forward to being of service to the City of New Bedford.

Very truly yours,
KING INFORMATION SYSTEMS, INC.

Paula R. Macdonald
Account Representative

PRM/cb
cc: Patricia M. Tigue
President

PLANNING DIRECTOR
TABITHA HARKIN

CITY OF NEW BEDFORD
DEPARTMENT OF CITY PLANNING

133 William Street • Room 303 • New Bedford, MA 02740
508-979-1488 • www.newbedford-ma.gov

HISTORICAL COMMISSION

Determination of Historic Significance for Historic Resources Funded through CPA

Historic Resource Information	
PROPERTY NAME:	**City Record Preservation**
PROPERTY LOCATION:	**City Hall- Clerk's Vault**
PROPERTY AGE:	**Dates to 18th century**
PROPERTY TYPE:	**Documents**

DESCRIPTION

The purpose of this proposal is to acquire funding for the micro-filming of (eventually) all City records that the City Clerk's Office is legally mandated to permanently maintain. These records include, but are not limited to: Minutes and Meeting Packages of the City Council and all City Boards & Commissions, civil actions, various licenses and permits, city maps, street layouts, site-plan decisions and, of course, all vital records (birth, marriage & death). This project is critical when one considers that many of these records are well over one hundred years old and with each passing day they are at risk of decay, fire damage/loss and other factors. Should any or all of these records be damaged beyond usefulness, the loss to the City and the public interest would in fact be devastating. Micro-filming is the industry choice when storing records of such magnitude because records can be stored safely in a small amount of space. Furthermore, micro-film is considered the industry standard due to the fact that it is considered 'technology-proof', meaning that no other technology has been thus far proven to be dependable (or even available) for over one hundred years.

Considering the fact that the City is currently in possession of thousands upon thousands of records dating back to the late 1700's, this project will be an enormous, yet necessary, undertaking. Not only will past records be micro-filmed, but going forward a schedule will be developed and adhered to so that all new/present records can be efficiently preserved and effectively managed. As a result, the City's critical records will be secure and preserved in perpetuity. It is estimated that this entire project will take approximately 4 years to complete, provided that the necessary funding is available.

CPA HISTORIC RESOURCE EVALUATION FORM

Historic Resource Information	
PROPERTY NAME:	**City Hall Record Preservation**
PROPERTY LOCATION:	**City Hall- Clerk's Vault**
PROPERTY AGE:	**Dates to 18th Century**
PROPERTY TYPE:	**Documents**

YES	NO	Buildings and Structures
Cultural or Historic Association:		
☐	☐	Resource is associated with the broad architectural, cultural, economic, industrial, political or social history of the City of New Bedford.
☐	☐	Resource is associated with one or more important persons or events.
Architectural/Design Quality:		
☐	☐	Resource possesses distinctive design or physical characteristics in terms of period, style, or method of building construction.
☐	☐	Resource is associated with a famous architect or builder.
☐	☐	Resource possesses high artistic values.
☐	☐	Resource has architectural significance, either by itself or in the context of a group of buildings or structures.
Integrity:		
☐	☐	Resource retains integrity.

YES	NO	Vessels, Real Property, Documents, and Artifacts
☐	☒	Resource is a complete set of materials or records.
☐	☒	Resource illustrates the site of an important historic event.
☒	☐	Resource identifies a person or group of persons who have impacted the community.
☒	☐	Resource exemplifies the cultural, economic, industrial, social, or political heritage of the City.
☐	☒	Resource represents the work of a master craftsman, artist, etc.
☐	☒	Resource possesses high artistic values.
☒	☐	Resource can be used to inform an area of scholarship.
☒	☐	Resource retains integrity.

YES	NO	NBHC Determination of Significance
☒	☐	

NOTES:	This project is one phase of a larger plan to preserve and micro-film the City's documents that date to the late 18th century. These documents are significant as they demonstrate the development of the city and yield important information. Greater accessibility will aid research activities. The current storage area is within a vault in City Hall's basement. There are current plans to install climate controls within the vault and the installation of new storage systems is encouraged to ensure the preservation of the original documents.