



**CITY OF NEW BEDFORD**  
**COMMUNITY PRESERVATION ACT FY26**  
**PROJECT APPLICATION**

PROJECT INFORMATION			
PROJECT TITLE	Preserve historical 1883 Journal & 1891 certificate		WARD
PROJECT LOCATION	Fort Taber-Fort Rodman Military Museum		
LEGAL PROPERTY OWNER OF RECORD	Fort Taber-Fort Rodman Military Museum		
CPA PROGRAM CATEGORY <i>(Select relevant categories for your project)</i>	<input type="checkbox"/> OPEN SPACE	<input checked="" type="checkbox"/> HISTORIC RESOURCE	
	<input type="checkbox"/> RECREATION	<input type="checkbox"/> HOUSING	
ESTIMATED START DATE		ESTIMATED COMPLETION DATE	

PROJECT APPLICANT			
APPLICANT ORGANIZATION NAME	Fort Taber-Fort Rodman Military Museum		
APPLICANT IS (Check only one)	<input type="checkbox"/> CITY DEPARTMENT	<input checked="" type="checkbox"/> NON-PROFIT	<input type="checkbox"/> PRIVATE GROUP/CITIZEN
CO-APPLICANT ORGANIZATION NAME (If applicable)			
CO-APPLICANT IS (Check only one)	<input type="checkbox"/> CITY DEPARTMENT	<input type="checkbox"/> NON-PROFIT	<input type="checkbox"/> PRIVATE GROUP/CITIZEN
PROJECT CONTACT PERSON	Brian Ruh (508) 971-1476		
MAILING ADDRESS (INCLUDE ZIP CODE)	1000C Rodney French Blvd, New Bedford, MA 02744		
TELEPHONE NUMBER	(508)994-3938	EMAIL:	

PROJECT FUNDING		
CPA FUNDING REQUEST <i>(must match CPA request-line 1 of Project Budget on page 8)</i>	\$ 8950	
TOTAL PROJECT BUDGET	\$ 8950	

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)	Brian Ruh, Historian	SIGNATURE	<i>Brian Ruh</i>
CO-APPLICANT NAME (printed)	William Niedzwiedz, President	SIGNATURE	<i>William Niedzwiedz</i>

## Submission Checklist

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

<b>APPLICATION – All items in this section are required</b>	
<input checked="" type="checkbox"/>	Application Information (page 1)
<input checked="" type="checkbox"/>	Submission Checklist (this page)
<input checked="" type="checkbox"/>	Narrative/Project Management/Category Specific Section/Financial (pages 3-7)
<input checked="" type="checkbox"/>	Project Schedule – Project Budget – Funding Sources Summary (page 8)
<input type="checkbox"/>	Construction Budget Summary – to be complete for construction projects ONLY (page 9)
<input checked="" type="checkbox"/>	Certificate of Vote of Corporation and Tax Compliance Certification (page 10) must be completed by both applicant and co-applicant if non-municipal applicant. The form must be completed by authorized board member. *Certificate of Vote named person must be different person from signer of the certificate.
<b>FINANCIAL</b>	
<input checked="" type="checkbox"/>	One cost estimate from an architect <b>OR</b> two written vendor/contractor quotes ( <b>Quotes/cost estimates must be submitted with application – late submissions will not be accepted</b> )
<input type="checkbox"/>	Proof of secured funding (commitment letters or bank statements), if applicable. <b>Please redact account numbers and any sensitive information.</b>
<b>OWNERSHIP/OPERATION (NON-CITY)</b>	
<input type="checkbox"/>	If the applicant is not the owner, attach documentation of site control or written consent of owner to undertake the project. <i>Applications will not be reviewed without this documentation.</i>
<input checked="" type="checkbox"/>	Board of Directors listing
<input checked="" type="checkbox"/>	Certificate of Good Standing – available at MA Secretary of State website
<input checked="" type="checkbox"/>	501(c) certification (if operating as a non-profit) or corporate certificate
<input type="checkbox"/>	Purchase & Sale agreement or copy of current recorded deed, if applicable.
<b>COMMUNITY SUPPORT</b>	
<input checked="" type="checkbox"/>	Letters of support from residents, community groups, city departments, boards or commissions, etc.
<b>PLANS &amp; REPORTS</b> <i>If applicable to your project, please submit in digital format only.</i>	
<input type="checkbox"/>	Renderings, site plans, engineering plans, design/bidding plans, specifications, and any MAAB variance requests.
<input type="checkbox"/>	Applicable reports (21E, Historic Structure Report, appraisals, survey plan, feasibility studies, etc.)
<b>VISUAL</b> <i>If applicable to your project, please submit in digital format only.</i>	
<input type="checkbox"/>	Photos of the project site (not more than four views per site) Digital copies <u>only</u> .
<input type="checkbox"/>	Catalog cuts (i.e. recreation equipment) if applicable.
<b>FOR HISTORIC RESOURCE PROJECTS ONLY</b>	
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Photos documenting the condition of the property/resource. Digital copies <u>only</u> .
<input checked="" type="checkbox"/>	Report or condition assessment by a qualified professional describing the current condition of the property/resource, if available.
<input checked="" type="checkbox"/>	I/We have read the <b><i>U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties</i></b> and understand that planning for and execution of this project must meet these standards.

# PROJECT NARRATIVE

## ① GENERAL NARRATIVE (1000 Character Maximum)

- Describe the proposed scope of work including the project location, property involved, and the proposed use*

The Fort Taber-Fort Rodman Historical Assoc, located at Fort Taber Park, 1000C Rodney French Blvd, New Bedford has possession of 1 1883 New Bedford City Guard Journal Record Book that records the daily activities of the organization that was the predecessor of the New Bedford Police Department, and 1 State of New Hampshire certificate dated July 1891 for New Bedford resident William Barnett. The Journal is in poor condition due to its age, and without proper restoration will continue to deteriorate. The manuscript certificate is in need of preservation, repair, and framing. The Northeast Document Conservation Center, Andover, MA has examined the Journal and manuscript certificate, and has issued a Recommended Conservation Treatment Plan (to be included in this application). Upon completion we propose to display them in a cabinet with UV light protection for public viewing. These artifacts will fade into history, literally, without the conservation plan we are proposing

## ② COMMUNITY NEED (1000 Character Maximum)

- What community need(s) listed in the current CPA Plan will this project address? How does the project benefit the public and what population(s) will it serve? If it serves a population currently underserved, please describe.*

We believe historically significant artifacts reflecting the actions of New Bedford citizens are a valuable teaching tool for our Museum guests, especially the school groups that visit us. We are told by Northeast Document Conservation that these documents are priceless, valuable beyond their ability to assign a dollar value. Education of our Museum visitors is one of our mission goals. Our New Bedford population needs to understand that its citizens answered the call to serve our country when it was necessary.

## 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 current Community Preservation Plan?*

The certificate to be preserved has suffered significant paper loss. NEDCC plans to reduce the surface soil, specks, and accretions using dry cleaning techniques, will also mend tears and breaks, and fill losses with new paper. They will also flatten and stretch-dry on a board, and then frame. The Journal's binding and covers have become severely damaged. The conservation plan includes mending tears, and reattaching leaves as necessary. The binding will be re-backed, and the leather will be reconsolidated.

**4 MEASURING SUCCESS (1000 Character Maximum)**

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

Saving history through the plan we propose is difficult to measure. However, we believe that by working with a reputable company such as Northeast Document Conservation Center who has a proven track record in this field will yield good results. Success here means the halting of deterioration of the Journal and certificate, the repair of same, and the mounting and framing of the certificate.

**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.*

At their November 03, 2025 meeting, the City of New Bedford Historical Commission found the documents to be historically significant.

**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 certificate is 134 years old and the Journal is 142 years old. I will insert the statements of condition from Northeast Document Conservation Center.

Certificate: "The document had been previously folded and has two strong horizontal crease lines and moderate folds. The entire surface is generally discolored and irregularly stained with foxing and scattered insect specks. Rust stains from paper clips are visible near the middle of the left edge."

Journal: "...half leather binding with cloth sides is detached from...text block,...covers have separated at...front joint. The leather...worn and powdery...; exposed board corners are soft and delaminating. ...spine is thin, torn, and fragmentary. ...cloth is worn...and blistered on both covers. ...text block...sewing is broken.... The front fly leaf and text leaf are loose. ...first pages have surface dirt and discoloration around the edges.

## PROJECT MANAGEMENT

### 1 APPLICANT INFORMATION (1000 Character Maximum)

- *Describe applicant. Is applicant a public entity, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is the history and background of the applicant?*
- *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.*

The Fort Taber-Fort Rodman Military Museum was established in 2004, in the former Fort Rodman Military complex, houses over 5,000 objects, donations from over 1900 New Bedford citizens, representing the Southcoast

veteran's service to our country. We are a private non-profit. We connect our citizens to their sons and daughters of generations past and we communicate their stories of sacrifice in the service of our country.

Project managers for this project will be Brian Ruh, Historian, William Niedzwiedz, President, and Robert Bromley, Curator. All are Museum non paid volunteers.

Past successful projects include the Exercise Tiger display, the Civil War display, the Holocaust display, the CPA funded 212 Artillery Mural preservation project, the medal of Honor wall display, and preservation project of 8 historical documents of the 1700s & 1800s.

### 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.*

After reading the above paragraph, we see no barriers or impediments for the successful completion of this historical project. No assessments, zoning or other permits are required.

### 3 PROJECT MAINTENANCE (1000 Character Maximum)

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

These documents will be displayed in locked glass cabinets with UV light protection within the Fort Taber-Fort Rodman Military Museum under climate-controlled conditions, protected with an alarm system; cameras and motion detection are active. We have a contract with an alarm service. Maintenance of these exhibits will be the responsibility of the Museum volunteer staff.

## 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, i.e., hiring of a consultant.*

We have reviewed the U.S. Secretary of the Interior's Standards for Rehabilitation. We firmly believe that this project conforms to the integrity of the historic structure clause, allowing for proper conservation of a historic artifact depicting New Bedford citizens' service to our country. This project will allow for the proper education of our local population of its historical significant past.

## 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?*

1. Mass Humanities SHARP Grants Applied 06/2021 (Denied)
2. The Grimshaw-Gudewicz Charitable Foundation Fall River, MA (Denied)
3. The Massachusetts State Historical Records Advisory Board (SHRAB) Veterans' Heritage Grant 2021 (Denied)
4. CPA 23 successful grant to preserve a WWII canvas mural depicting the route across Europe of a New Bedford based artillery unit.
5. CPA 25 successful grant to preserve 8 historical documents from the 1700s & 1800s era.

CPA funding for this project will be a one time event and not require multiple funding over a period of years.

The basis for this request is the time sensitive deterioration of the 1883 Journal and 1891 manuscript certificate.

Denial of funds would seriously hamper the time line for rehabilitating this Journal and certificate.

## 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 after July 1, 202.

	ACTIVITY	ESTIMATED DATE
PROJECT START DATE:	Deliver Journal & certificate to NEDCC	September 5, 2025
PROJECT MILESTONE:		
50% COMPLETION STAGE:		January 16, 2026
PROJECT MILESTONE:		
PROJECT COMPLETION DATE:		April 17, 2026

### PROJECT BUDGET

Please include an **itemized budget** of all project expenses. 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 FY26***	\$	\$	\$	\$	\$ 8950
2	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$
6	\$	\$	\$	\$	\$
7	\$	\$	\$	\$	\$
<b>TOTAL PROJECT COSTS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\* 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		
2		
3		
4		
5		
6		
7		

## CONSTRUCTION BUDGET

**To be completed for construction projects only**

*If you have a construction budget, it may be submitted in lieu of this page.*

ACTIVITY	CPA FUNDS	OTHER FUNDS	TOTAL
<b>Acquisition Costs</b>			
Land	\$	\$	\$
Existing Structures	\$	\$	\$
Other acquisition costs	\$	\$	\$
<b>Site Work (not in construction contract)</b>			
Demolition/clearance	\$	\$	\$
Other site costs	\$	\$	\$
<b>Construction/Project Improvement Costs</b>			
New Construction	\$	\$	\$
Rehabilitation	\$	\$	\$
Performance bond premium	\$	\$	\$
Construction contingency	\$	\$	\$
Other	\$	\$	\$
<b>Architectural and Engineering (See Designer Fee Schedule for guidance):</b>			
<a href="https://www.mass.gov/files/design_fee_schedule-dsb_2015_2007.pdf">https://www.mass.gov/files/design_fee_schedule-dsb_2015_2007.pdf</a>			
Architect fees	\$	\$	\$
Engineering fees	\$	\$	\$
Other A & E fees	\$	\$	\$
<b>Other Owner Costs</b>			
Appraisal fees	\$	\$	\$
Survey	\$	\$	\$
Soil boring/environmental/LBP	\$	\$	\$
Tap fees and impact fees	\$	\$	\$
Permitting fees	\$	\$	\$
Legal fees	\$	\$	\$
Other	\$	\$	\$
<b>Miscellaneous Costs</b>			
Developer fees	\$	\$	\$
Project reserves	\$	\$	\$
Relocation costs	\$	\$	\$
<b>Project Administration &amp; Management Costs</b>			
Marketing/management	\$	\$	\$
Operating/Maintenance	\$	\$	\$
Taxes	\$	\$	\$
Insurance	\$	\$	\$
Other	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**CERTIFICATE OF VOTE OF CORPORATION AUTHORIZING  
EXECUTION OF CORPORATE AGREEMENTS**

At a meeting of the Board of Directors of FTFRHA, Inc. (organization) duly called and held on October 16, 2025 at which a quorum was present and acting throughout, the following vote was duly adopted.

**Bill Niedzwiedz President**  
VOTED: That Bill Niedzwiedz (person), the President (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:

**Paul Souza**

Name (printed)

*Paul Souza*

(Affix Corporate Seal)

Signature

**Member of the Board of Directors**

Title

**October 27, 2025**

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.

*Robert St. Laurent*

Signature

Ft Taber~Ft Rodman Historical Association, Inc.

Organization name

**Robert St. Laurent**

Print Name

**23-7319147 17053114308038**

Federal Tax ID #

**October 17, 2025**

Date

## HOW CPA FUNDS WILL BE SPENT ON DOCUMENT PRESERVATION PROJECT

Conservation Treatment	\$6170
Matting / Framing	\$730
Digital Imaging	\$1155
Housing	\$170
Insurance	\$500
New Display Case	\$225
Grand Total	\$8950



100 Brickstone Square, Andover, MA 01810-1494  
ph 978-470-1010 • fax 978-475-6021 • [www.nedcc.org](http://www.nedcc.org)

Fort Taber-Fort Rodman Historical Association, Inc.  
1000c Rodney French Blvd.  
New Bedford, MA 02744  
Contact: William Niedzwiedz  
[info@forttaber.org](mailto:info@forttaber.org)  
508-994-3938

July 30, 2025  
Project # 24-119\_PIF\_001

### **Object**

manuscript certificate  
Artist/Author: sign up by A.D. Ayling, Adjutant- General  
Place/Date: July, 1891  
Title/Subject: State of New Hampshire certificate for William Barnett

Dimensions: 10" x 7 3/4"  
Media: printed black inks, iron gall inks, blue inks  
Support: wove paper  
Housing: paper folder

### **Current Condition**

The document had been previously folded and has two strong horizontal crease lines and moderate folds along the left edge. Surface dirt is moderate, and there are areas of embedded grime along the folds. The entire surface is generally discolored and irregularly stained with foxing and scattered insect specks. Rust stains from paper clips are visible near the middle of the left edge.

The iron gall ink writing near the bottom left fold was partially erased and corrected, resulting in a skinned surface and a whitish halo.

Brown inks were tested for solubility and showed no resistance to aqueous treatment.

### **Recommended Conservation Treatment Plan**

- Provide representative written and photographic documentation of condition before and after treatment.
- Reduce surface soil, fly specks, and accretions using dry cleaning techniques as possible.
- Test solubility of inks and adhesives.
- Mend tears and breaks/ fill losses with toned Japanese/ Western paper and wheat starch paste/ methyl cellulose.
- Humidify and flatten between blotters/felts under moderate pressure/ by stretch-drying on a board.
- House in a new frame for exposure.

### **Optional Work**

#### Digital Imaging/Printing

Because of the long-term negative effects on historic and artistic objects of exposure to light and air, displaying original materials is discouraged. For this reason, we encourage the use of print reproductions for display and/or use by researchers. Print reproductions also have the benefit of improving the look of

faded or color-shifted objects, which cannot be done with conservation treatment. The attached Imaging Addendum outlines the specifications for imaging the object after conservation treatment has been performed, and printing digital reproductions for display and/or handling by researchers.

#### Matting/Framing

- The treated object will be attached to a 100% cotton rag primary backing board with Japanese paper hinges adhered with wheat starch paste.
- A window mats made of 100% cotton rag board will be cut and hinged to the primary backing board with linen tape.
- A sealed package will be created by sealing the window mat, object and archival backings between a piece of UV filtering acrylic glazing and a vapor barrier of Marvelseal with Scotch #805 archival sealing tape.
- Each of the mounted and matted pieces will be fitted into new custom frames. The recommended frame is a simple 1/2" wide square profile moulding made of solid hardwood with a natural finish. Final frame selection to be confirmed with the client prior to completion.
- The back of the frame will be finished with a wooden strainer back and appropriate hanging hardware.

#### Cost Summary

	(Please check.)		
<b>Recommended Conservation Treatment</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$905
<b>Optional Work</b> (These can only be carried out if the corresponding treatment above is also selected.)			
Matting/Framing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$730
Supplemental Digital Imaging/Printing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$25
Additional Insurance (indicate value in Terms, below)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$1/\$1,000/mo.

#### Terms & Conditions

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

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

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

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

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

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

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

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Owner or Authorized Agent	Date
---------------------------	------



7/30/2025

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

Date

P.O.# required? Yes        No        #



NORTHEAST DOCUMENT CONSERVATION CENTER

100 Brickstone Square, Andover, MA 01810-1494  
978-470-1010 • fax: 978-475-6021 • nedcc.org

Fort Taber - Fort Rodman Historical Association  
1000 C Rodney French Blvd.  
New Bedford, MA 02744

July 28, 2025  
Project # 25-177\_BI

Contact: William Niedzwiedz  
[info@forttaber.org](mailto:info@forttaber.org)  
508-994-3938

### **Object**

record book

Title: 1883 New Bedford City Guard Journal

Dimensions: 264x208x32mm

No. of Pages: ~430 (~120 w/  
entries)

Call No.: 2024.1902.1.D

### **Current Condition**

The half leather binding with cloth sides is detached from the text block, and the covers have separated at the front joint. The leather is worn and powdery overall, and is worn away at the board edges and corners; the exposed board corners are soft and delaminating. The tightback leather spine is thin, torn, and fragmentary; it is covered with gummed paper tape which has become brittle and has pulled off the surface layer of the leather. The cloth is worn through along the board edges and is blistered on both covers. The pastedowns and flyleaves have surface dirt and discoloration. Notations are written in graphite pencil on both pastedowns, and a title is written in ink on the front flyleaf. A sticky note with accession information is adhered to the front flyleaf.

The text block consists of machine-made, lined paper gathered into sections and sewn through the fold onto textile sewing supports. The sewing is broken at the front of the volume and the first gathering is detached. The front flyleaf and first text leaf are loose. Entries are written in a variety of inks on the first ~120 pages. The remaining pages are blank. The pages have surface dirt and discoloration around the edges. The front flyleaf and first text leaf have tears and chips along the edges. A textile ribbon is laid into the volume as a bookmark; the ribbon is creased and discolored.

The volume is housed in a non-archival corrugated board box.

### **Conservation Treatment Plan**

- Provide written and photographic documentation before and after treatment.
- Collate (note order and location of detached leaves).
- Disbind (retain sewing).
- Remove sticky note and surface clean pages to reduce surface dirt as necessary to facilitate repairs.
- Treat as necessary to remove paper tape from binding and reduce residual adhesive as possible.

Please note: further skinning of the leather's surface layer is likely to occur.

- Mend tears, guard folds, and reattach leaves as necessary using Japanese paper and starch paste.
- Add linen hinges and reinforce sewing with linen thread.
- Repair binding by rebacking using leather. Original leather spine will be reattached over reback if feasible.
- Reinforce board corners using wheat starch paste and Japanese paper toned with acrylics.
- Consolidate leather.

## Optional Work

### Housing

- Construct a custom-fitted archival box to dimensions of volume. Title box. (Unless otherwise changed, title will appear as on attached sheet.)

### Digital Imaging/Printing

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

---

### Cost Summary

#### **Recommended**

	(Please check.)	
Conservation Treatments	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$5,265
Shipping/Handling – return via client pick up	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$0

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

Housing	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$170
Digital Imaging/Printing	Yes <input type="checkbox"/> No <input type="checkbox"/>	See addendum
Additional Insurance (indicate value in Terms, below)	Yes <input type="checkbox"/> No <input type="checkbox"/>	\$1/\$1,000/mo.

### Terms & Conditions

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

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

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

THE UNDERSIGNED AGREES TO INDEMNIFY AND HOLD NEDCC HARMLESS FROM ALL CLAIMS AND DEMANDS FOR LOSS OR DAMAGE TO THE ABOVE OBJECTS HOWEVER OCCASIONED UNLESS DUE TO THE WILLFUL

NEGLIGENCE OF NEDCC. IN NO EVENT SHALL NEDCC BE LIABLE TO ANY PARTY FOR ANY SPECIAL, PUNITIVE, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.

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

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

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

---

Owner or Authorized Agent

Date



---

7/28/2025

Bexx Caswell-Olson, Director of Book Conservation, NEDCC

---

Date

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

## **IMAGING ADDENDUM**

### **Subject to Conservation**

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

### **Image Count**

The “image count” corresponds to the number of digital files that will be produced. This proposal is based on the estimated image counts in the Cost Summary, below. *Please check the appropriate box*, below, to indicate how you would like us to proceed if the image count differs from this estimate.

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

### **Blank Pages/Versos**

We will image the front and back covers and the recto and verso of all leaves with content and occasional blank leaves; groups of blank leaves (generally 3 or more) will not be imaged.

### **Project Scope**

Following accepted best practices, the purpose of our service is to create a faithful image surrogate of archival materials in their current condition. The objects identified above will be imaged using a medium format digital camera with apochromatic macro flat field optics on our specialized workstations. Imaging will be done following the Federal Agencies Digitization Guidelines Initiative (FADGI) *Technical Guidelines for Digitizing Cultural Heritage Materials* (2023) and the following project specifications:

#### **Preservation Files**

Format: TIFF

Spatial Resolution: 400 ppi at original size

Bit Depth: 16-bit

Color Profile: Adobe RGB 1998

#### **Access Files**

Format: JPEG

Spatial Resolution: 400 ppi at original size

Bit Depth: 8-bit

Color Profile: Adobe RGB 1998

#### **PDF**

Images from the volume will be combined into one multi-page PDF.

#### **Targets**

An Image Science Associates (ISA) Object-Level Target will be used as a photographic reference standard during the course of imaging reflective material. ISA Object-Level Targets include: 18 color patches of varying hues, saturations, and brightnesses; 12 spectrally neutral gray patches; vertical and

horizontal slant edge targets for calculating spatial frequency response (SFR); and metric- and English-based rulers for scale and calculating optical resolution.

### **Cropping**

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

### **Metadata**

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

### **File Naming**

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

### **Special Conditions**

Micro spatulas and/or optically pure glass may be used to gently hold down pages that do not lie flat on their own.

### **Quality Control**

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

### **Delivery Medium**

The digital files will be delivered on a USB drive.

### **Cost Summary**

<b>Project Scope</b>	<b>\$/Unit</b>	<b>Quantity</b>	<b>Total</b>
Project Set-up	\$300	1 set-up	\$300
Preservation Files	\$6	130 files	\$780
Access Files	\$0	130 files	\$0
PDF	\$0	1 file	\$0
USB Drive	\$50	1 drive	\$50
<b>TOTAL</b>			<b>\$1,130</b>

**NOTE: Please return to the Cost Summary on Page 2 and select “Yes” or “No” for Digital Imaging.**

## TITLE SHEET

Client: Fort Taber - Fort Rodman Historical Association

Job No: 25-177\_BI

Item No.: 001

Title information will appear as illustrated below. Any revisions should be made in the space provided. Please sign the sheet and return with signed treatment authorization form. The recommended title will be used if the revision form is not returned.

Client Signature: \_\_\_\_\_

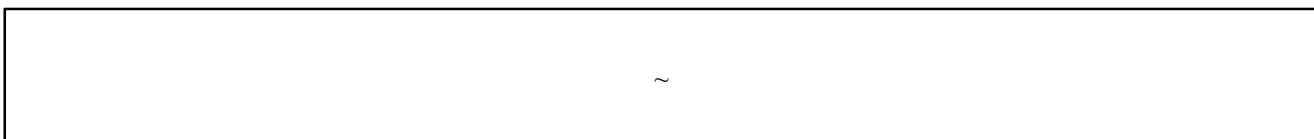
Date: \_\_\_\_\_

### Vertical / Long Horizontal Title

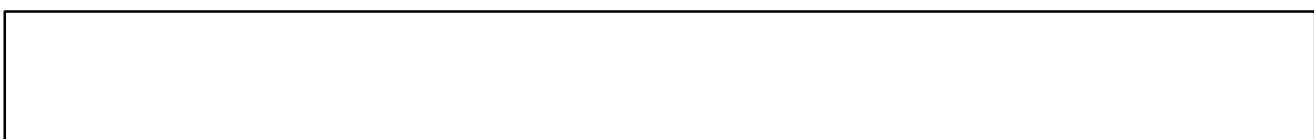
Probable label placement (see diagram below):

Book title:

~



Box title:

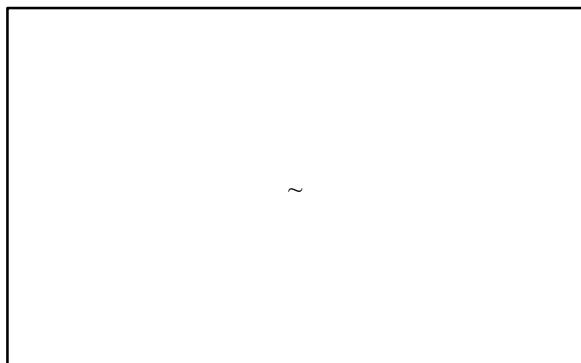


### Horizontal Title

Probable label placement (see diagram below):  3

Book title:

~



Box title:

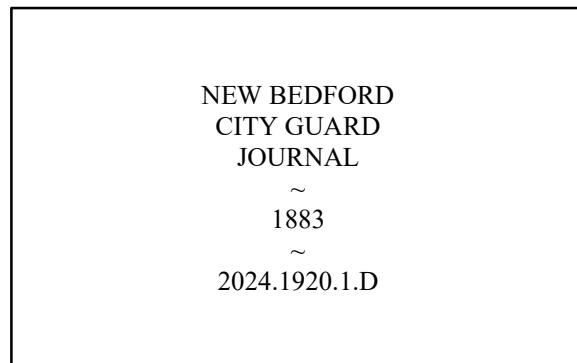
NEW BEDFORD  
CITY GUARD  
JOURNAL

~

1883

~

2024.1920.1.D



### LABEL PLACEMENTS:

1.



1. Horizontal label along spine.

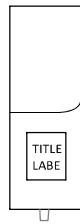
2.



3.



4.



2. Vertical label along spine (used if volume or box is too thin to label across spine).

3. Horizontal label across spine.

4. Horizontal label across spine on a flip-top box.

### Notes/client revisions:

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 23 2018

FORT TABER FORT RODMAN HISTORICAL  
ASSOCIATION INC  
1000 C RODNEY FRENCH BOULEVARD  
NEW BEDFORD, MA 02744

Employer Identification Number:  
23-7319147  
DLN:  
17053114308038  
Contact Person:  
CHRIS BROWN ID# 31503  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b) (1) (A) (vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
May 15, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

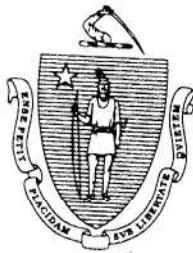
Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar



*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

TO WHOM IT MAY CONCERN:

September 24, 2025

I hereby certify that

**FORT TABER HISTORICAL ASSOCIATION, INC.**

appears by the records of this office to have been incorporated under the General Laws of this Commonwealth on **June 29, 1972 (Chapter 180)**.

I also certify that by Articles of Amendment filed here **April 8, 2008**, the name of said corporation was changed to

**FORTTABER - FORT RODMAN HISTORICAL ASSOCIATION, INC.**

I further certify that so far as appears of record here, said corporation still has legal existence.

In testimony of which,  
I have hereunto affixed the  
Great Seal of the Commonwealth  
on the date first above written.



Secretary of the Commonwealth



## FTFRHA Officers

President: Bill Niedzwiedz  
Vice-President: Manny Bagaco  
Curator: Robert Bromley  
Treasurer: Robert St. Laurent  
Secretary: Bob Lytle  
Historian: Brian Ruh  
Volunteer Coordinator:  
Public Relations & Media:

Directors  
Stanley Dzieciolowski  
Robert Bromley  
Dan Cox  
Jack Byrnes  
Kirk Nieoff  
Paul Souza  
Beth Goodhue  
Bob Lytle  
Col. Joseph Napoli (Retired)

State of New Hampshire.

ADJUTANT-GENERAL'S OFFICE,

Concord, July 13 1891

I certify that the initial records of the following show

William Barnett

enlisted on the 30<sup>th</sup> day of Aug. 1864

and was mustered into the service of the United States as a

Private in Company D, 18<sup>th</sup> Regiment

Infantry NEW HAMPSHIRE VOLUNTEERS, on the

13<sup>th</sup> day of Sept. 1864, for the period

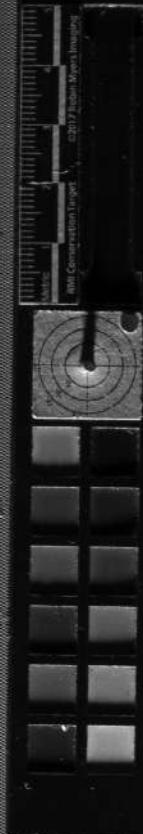
of one year.

He is also officially reported as mustered out

June 10 1865.

A. D. Ayling

Adjutant-General.





# City of New Bedford

## STAFF REPORT

### NEW BEDFORD HISTORICAL COMMISSION MEETING

November 3, 2025

#### Guidelines for Determination of Historic Significance for Historic Resources Funded through CPA

##### OVERVIEW

To be determined eligible for Community Preservation Act (CPA) funding a historic resource must either be listed on the State Register of Historic Places or be determined “significant in the history, archaeology, architecture or culture” of New Bedford by the New Bedford Historical Commission (NBHC).

The CPA defines a historic resource as a building, structure, vessel, real property, document or artifact. The NBHC may wish to consider establishing two processes and sets of guidelines for making significance determinations: one for buildings and structures, which have traditionally been under the purview of the NBHC, and one for vessels, real property, documents, and artifacts.

The CPA legislation requires that all CPA historic resources projects comply with the U.S. Secretary of the Interior’s Standards for Rehabilitation. The following proposed guidelines are based on the of the U.S. Secretary of the Interior’s Standards for the Treatment of Historic Properties and the National Park Service’s Criteria for Evaluation.

##### Buildings and Structures

**Process:** Staff will recommend a significance determination to the NBHC using the guidelines below, and the NBHC will vote on a final determination.

**Guidelines:** The NBHC will determine the significance for buildings and structures based on the following criteria:

##### **1. Date of Construction**

The property must be at least 50 years old.

##### **2. Cultural or Historic Association**

The property must either:

- a. Be associated with one or more historic persons or events;
- b. Be associated with the broad architectural, cultural, economic, political or social history of the City of New Bedford.

##### **3. Architectural/Design Quality**

The property must either:

- a. Embody the distinctive characteristics of a type, period, or method of construction;
- b. Be associated with a famous architect or builder;
- c. Possess high artistic values;
- d. Have architectural significance, either by itself or in the context of a group of buildings or structures.

##### **4. Integrity**

The National Park Service defines historic integrity as the ability for a historic resource to convey significance. Integrity must be evident through historic qualities including location, design, setting, materials, workmanship, feeling, and association. To retain historic integrity a property will always possess several, and usually most, of these aspects.

## Vessels, Real Property, Documents, and Artifacts

### **Definitions:**

Vessel – *The Community Preservation Coalition has stated that, in the context of the CPA, a vessel refers to a ship or large boat.*

Real Property - *The CPA legislation defines real property as “land, buildings, appurtenant structures and fixtures attached to buildings or land, including, where applicable, real property interests.”*

**Process:** Staff recommends that the NBHC give consideration to have applicants submit an “Explanation of Significance” written by a professional in the field associated with the resource type and a brief statement of the professional’s credentials and/or expertise.

**Guidelines:** The NBHC recommends the explanation of significance address the following criteria:

**1. Level of Completeness**

Typically, this pertains to completeness of records, but can also apply to other resources if they are composed of multiple pieces or materials.

**2. Historic Scope**

The resource must convey the scope of history with which it is associated. The scope of history represented may be identified by the cultural association or design quality. The resource may:

- a. Illustrate the site of an important historic event;
- b. Identify a person or group of persons who have impacted the community;
- c. Exemplify the cultural, economic, industrial, social, or political heritage of the City;
- d. Embody distinctive characteristics of a type, period, or method of creation;
- e. Represent the work of a master craftsman, artist, etc.
- f. Possess high artistic values; or
- g. Be used to inform an area of scholarship.

**3. Integrity**

The National Park Service defines historic integrity as the ability for a historic resource to convey significance. A historic resource should possess sufficient integrity to convey, represent, or contain the values and qualities for which it is judged significant.

For records, the Society of American Archivists defines integrity as the principle that a body of records resulting from the same activity must be preserved as a group, without division, separation, or addition, to protect the evidential and informational value that can be discerned from its context.

## CPA HISTORIC RESOURCE EVALUATION FORM

<b>Historic Resource Information</b>	
PROPERTY NAME:	Military Documents
PROPERTY LOCATION:	Fort Taber-Fort Rodman Historical Association
PROPERTY AGE:	1883, 1891
PROPERTY TYPE:	Manuscript and Record Book

YES	NO	<b>Buildings and Structures</b>
<input type="checkbox"/>	<input type="checkbox"/>	Resource is associated with historic events or activities such as the broad cultural, economic, industrial, political or social history of the City of New Bedford.
<input type="checkbox"/>	<input type="checkbox"/>	Resource is associated with important persons.
<input type="checkbox"/>	<input type="checkbox"/>	Resource possesses distinctive design or physical characteristics in terms of period, style, method of building construction or association with a famous architect or builder, either by itself or in the context of a group of buildings or structures.
<input type="checkbox"/>	<input type="checkbox"/>	Resource retains integrity.

<input type="checkbox"/>	<input type="checkbox"/>	<b>Vessels, Real Property, Documents, and Artifacts</b>
<input type="checkbox"/>	<input type="checkbox"/>	Resource is a complete set of materials.
<input type="checkbox"/>	<input type="checkbox"/>	Resource illustrates the site of an important historic event.
<input type="checkbox"/>	<input type="checkbox"/>	Resource identifies a person or group of persons who have impacted the community.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resource exemplifies the cultural, economic, industrial, social, or political heritage of the City.
<input type="checkbox"/>	<input type="checkbox"/>	Resource represents the work of a master craftsman, artist, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Resource possesses high artistic values.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resource can be used to inform an area of scholarship.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resource retains integrity.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>NBHC Determination of Significance</b>
<b>NOTES:</b>	<p><b>The documents are related to the military history in New Bedford.</b></p> <p><b>The Historical Commission voted unanimously that the documents were historically significant.</b></p>	

