



AGENDA ITEM #: 23-61
COUNCIL MTG OF: May 16, 2023
FROM: Dave Caron, Town Administrator
OFFERED BY: Town Clerk
PREPARED BY: Cristina Guilford
SUBJECT: Moose Plate Grant for Preservation

STAFF REPORT
Public Hearing 6-6-23

INTRODUCTION

It is part of the Town Clerk's duty to preserve the documentation of the Town per RSA, both as a permanent record and to be accessible for review by later residents. The Town has undertaken various methods to preserve various records as needed through the budget currently, but it was not a priority in the past. The purpose of this document is to request Council consideration and approval to apply for, accept and expend grant funds from New Hampshire State Library.

TOWN ADMINISTRATOR'S COMMENTS

The Town Council is urged to capitalize on this opportunity for outside funding to assist the Town with its goal to preserve and make available historic documents for public review.

BACKGROUND

The New Hampshire State Library awards Conservation License Plate Grants to help public organizations preserve and care for documents and historic records. Funding for this state program is made possible through the sale of "Moose" Conservation License Plates. A portion of the sales revenue is designated for the NH Department of Natural and Cultural Resources to help conserve New Hampshire's historic and cultural heritage. The use of funds received from conservation license plates is authorized by RSA 261:97-c. The New Hampshire State Library (NHSL)'s Conservation License Plate (CLP) Grant Program awards up to \$10,000 to public institutions and non-profit organizations to conduct conservation activities on publicly owned documents. No matching funds are required from the applicant. Applying for a CLP grant from any Department of Natural and Cultural Resources division is a two-step process: submitting a Letter of Intent to Apply and, if approved, submitting an Application.

DISCUSSION

Upon review of all the records when I took office, the minutes pertaining to our Zoning Board of Adjustment are the minutes that have received no preservation steps. We have minutes dating back to 1967 through the current year. In the 60's, 70's and 80's much of the paper used for typewritten minutes contained acid. This has degraded the paper and the ink, and some pages are falling apart. The conservation treatment procedures we will need to undertake will include a "wash" of the documents to stop deterioration, permanent binding of the minutes and the digitization of the minutes as required by the grant to make these accessible to the public. Once complete, we will actually be able to post these online for the

community to access. Our Letter of Intent was submitted and on May 8th we received word that it has been accepted and we can move on to submitting the application. Per grant guidelines we are required to use a vendor who adheres to the American Institute for Conservation of Historic and Artistic Works (AIC) Code of Ethics. We have obtained the quotes required per the grant. To preserve all of the minutes for the ZBA, we are looking at a total cost of \$25,000.00. However, the grant is for \$10,000.00 so the scope of work will be from 1967 to 1985 for a total cost of \$10,129

FISCAL IMPACT

Grantees receive 90% of their grant award upon approval of grant acceptance paperwork. Grantees receive the final 10% of the grant award upon completion of grant activities and approval of final grant reports. Failure to submit final reports will result in forfeiture of 10% of the grant award and will render the grantee ineligible for future conservation grants from the NH State Library. The vendors we are working with are aware of the rules of the grant and will accept payment in the 90/10 model as they are also required to complete a report. The \$129 will come out of the FY24 Town Clerk's budget for preservation and printing.

RECOMMENDED ACTION BY COUNCIL

Please see Resolution #2023-038

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RESOLUTION

Number 2023-038

To Apply for, Accept and Expend a New Hampshire State Library Grant for the
Preservation of Historic Documents

WHEREAS, Section 9.15 of the Town Charter authorizes the Town Council to accept grant funding; and

WHEREAS, the New Hampshire State Library is allocated a portion of New Hampshire Division of Historical Resources grant funds for the preservation of publicly owned historic documents; and

WHEREAS, the Town continues its program to preserve historical documents, including minutes of Boards, Committees and Commissions;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL, that the Town Administrator is hereby authorized to apply for, and if granted, expend no more than \$10,000.00 from the New Hampshire State Library for the continued preservation of historic documents.

Adopted: June 6, 2023

Attest:

X _____

Charles Foote, Council Chair

Date: _____

X _____

Cristina Guilford, Town Clerk

Date: _____

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