



OFFICE OF THE CITY CLERK
9 Dale Avenue • Gloucester, Massachusetts 01930
Office (978) 281-9720 Fax (978) 282-3051

April 13, 2016

To: Debbie Laurie, Senior Project Mgr.
Community Preservation Committee

From: Linda T. Lowe *LT*
City Clerk
Joanne Senos *JS*
Assistant City Clerk

Re: Application for Community Preservation Committee Funds 2016

Please find attached our application for 2016 funds for the City Clerks Archives Preservation and Storage Project Phase One. This is proposed as a multi-year project of up to three years in which we would reapply in year two and three as doing the same work for different areas of the Post Office so that we may preserve and protect the permanent records of other city offices such as the Auditor, Treasurer, and the Legal Department.

I would like to clarify that while I am retiring at the end of April 2016 I intend to return as a City Clerk/Archives volunteer to assist with this project as needed. The Assistant City Clerk will take over the project and I will assist her on a volunteer basis. If you have any questions do not hesitate to contact Joanne Senos at 978 281 9720 or me at lthomaslowe@comcast.net.

Thank you for this opportunity to apply for this very helpful grant.



City of Gloucester Community Preservation Act

APPLICATION AND PROJECT REVIEW INFORMATION

APPLICATION AND REVIEW SCHEDULE

In 2016, Round 7, the Committee will follow this schedule:

Project Eligibility Forms due	February 29, 2016
Completed Applications due	April 15, 2016
Estimated Project Award	November/December, 2016

CPC recommendations are reviewed by the Mayor and approved by the City Council. The City Council approval process takes a **minimum** of two meetings of the Council. This timeframe cannot be accurately predicted; therefore the project award date above is only the committee's best estimate and subject to change.

The CPC may, under highly extraordinary circumstances, vote to accept applications that, because of market opportunities or other deadlines, require consideration outside of the normal funding cycles. Potential applicants who believe that their circumstances call for such unusual action may contact the CPC Chair to discuss the possible submission of an off-cycle submission.

APPLICATION AND REVIEW PROCESS

The following describes the CPC's procedures for reviewing and recommending proposals, and the City's procedures for final approval and funding.

This section also details the precise information that the CPC needs in order to evaluate projects fully and to set priorities among them. Applicants who submit a late or incomplete application should expect the CPC to return the application for completion and resubmission at a future funding round.

The CPC supports the spirit and intent of state procurement and equal opportunity laws. All applicants will be evaluated in the same manner in accordance with the goals of the Community Preservation Act.

Step 1- Determine Project Eligibility

Due to the complexity of the CPA, the CPC requires all project applicants to begin the application process by submitting a one-page **Project Eligibility Determination Form**. Do not submit the full application until the Project Eligibility Determination Form has been submitted and approved.

Revised Dec/2015

Applicants should refer to the Community Preservation Fund Allowable Spending Purpose when filling out the Project Eligibility Determination Form. This information is available from the Department of Revenue and contains the most up-to-date information on both the definitions of the four CPA program areas (Open Space, Historical Preservation, Community Housing, and Recreation), and the allowed uses of CPA funds in the four areas.

Project Eligibility Determination Forms must be submitted at least 45 days in advance of the application deadline. Please submit one paper or one electronic copy to:

Community Preservation Committee
c/o The Community Development Department
3 Pond Road
Gloucester MA 01930
dlaurie@gloucester-ma.gov

The CPC will review Project Eligibility Determination Forms. Applicants will be notified as soon as possible whether their project is eligible for CPA funds.

Applicants with questions may contact Debbie Laurie, Senior Project Manager, Community Development Department, at 3 Pond Road, Gloucester or call 978-282-8004. Information is also available on the City of Gloucester website at www.gloucester-ma.gov.

If the applicant is a private individual or organization applying for CPA funds that involve working on city owned property you will need whichever department you are working with to sign the application as a co-applicant. You will also need a solid maintenance plan and funds for maintenance. You must contact Mark Cole, Assistant DPW Director, to discuss project feasibility and obtain DPW's recommendation and approval. You may contact Mark at 978 281 9785 or mcole@gloucester-ma.gov. If approval is not granted, then you cannot apply.

Step 2 - Submit Completed Application.

Please review both the **Requirements for Submission** and **Application Instructions** before beginning an application. Once submitted, an application may not be amended without a vote of the committee.

- Each project funding application must be submitted using the "Project Application Cover Sheet." Additional pages should be added as necessary.
- Applicants should **submit 12 paper copies of the application, double-sided, plus an electronic copy.**
- Submit applications to:

Community Preservation Committee
c/o The Community Development Department
3 Pond Road
Gloucester MA 01930
dlaurie@gloucester-ma.gov

Step 3 - Community Preservation Committee Review and Public Comment

1. Application Review: The CPC will review submitted applications on the basis of the General Evaluation Criteria and the Category Specific Evaluation Criteria for funding included in the Community Preservation Plan. All applicants should review the General Evaluation and Category Specific Criteria.

The CPC may request additional or more detailed information, and further clarifications to the submitted proposals. The CPC may request a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have.

2. Project Review Meetings: The CPC may ask applicants or their representatives to meet with the CPC to discuss questions that members might have regarding their applications.

3. Public Comment Session: Although members of the public may attend and speak at all meetings of the committee, the date of a formal Public Comment Session will be specified during each funding round. Applicants are encouraged to invite their supporters to attend this session.

4. Notification: The CPC will notify applicants of its decisions concerning recommendations.

5. Committee Recommendations:

- a. The CPC will make its final recommendations for funding to the Mayor for submission to the City Council.
- b. The CPC reserves the right to attach conditions and to require additional agreements, such as preservation restrictions (see attached sample), as part of a funding recommendation.
- c. The CPC may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. The CPC's recommendations may include detailed project scopes, conditions, and other specifications, as the CPC deems appropriate to ensure CPA compliance and project performance.
- d. If the applicant is a private individual or organization applying for CPA funds that involves working on city owned property, the CPA Committee will also include in their recommendation to the Mayor that the project must also be accepted by the City Council to approve the acceptance of goods and services on city land for their project. This will involve being referred by the City Council to their Planning and Development Committee. If the City Council does not approve the project work on city owned property, then the project cannot be awarded funds.
- e. If the project on city owned land includes construction, then prevailing wages will be required. You may contact Donna Compton, Purchasing Agent, at 978 281 9710 or dcompton@gloucester-ma.gov.

Step 4 - Mayoral Recommendation and City Council Vote

The Mayor will send the CPC's recommendations to the City Council. City Council has the final authority to award funds from Gloucester's Community Preservation Act Fund. The City Council may approve; approve with a lower level of funding; or reject recommendations. Members of the public may speak in favor of or against specific recommendations at the public session preceding each Council meeting.

Step 5 - Award Letter

The CPC will issue award letters for projects approved by City Council, with information on the funding amount, funding conditions, project modification as voted by City Council (if any), Community Preservation staff contact information, and guidelines for project execution. Projects receiving CPA funding will be required to credit this source of funding in promotional materials and, whenever appropriate, at the project location. Signs indicating CPA support will be made available through the CPC.

Step 6 - Disbursement and Monitoring of Funds

CPA monies are public funds raised from dedicated Gloucester tax revenues and from State subsidies. Projects financed with CPA funds must comply with all applicable State and municipal requirements. Funds are administered and disbursed by the City of Gloucester.

For questions about procurements and other financial requirements and procedures applicants should contact the Purchasing Agent, Donna Compton, at 978- 281-9710.

Project oversight, monitoring, and financial control are the responsibility of the CPC or its designee. Questions in these areas should be directed to Debbie Laurie, Community Preservation Act Senior Project Manager via email at dlaurie@gloucester-ma.gov or by calling 978-282-8004.

The CPC will require quarterly project status updates from CPA Fund recipients. The purpose of such updates is to track the progress of funded projects, and identify issues that may assist future applicants.

REQUIREMENTS FOR SUBMISSION

The following requirements should be followed in preparing an application for CPA funding.

- Application packages are available at the Community Development Department, Grants Office, 3 Pond Road, Gloucester, and online at www.gloucester-ma.gov then select "Government", then select "Boards & Commissions" then "Community Preservation Committee." If you need a copy in Word format contact Debbie Laurie, Project Manager at dlaurie@gloucester-ma.gov.
- All applicants must complete a **Project Eligibility Determination Form** no later than 45 days prior to the project application filing deadline.
- Project funding applications should specify the funding period, not to exceed three years.

- If submitting multiple applications, the applicant should indicate a priority ranking of the projects.
- An application for support of a project that requires preservation guarantees should specifically address how such a guarantee will be secured. CPC is available as a resource.
- For Historic Resources, documentation that the building, structure, vessel, real property, document or artifact is listed on the state register of historic places **or** has been determined by the local historic commission to be significant in the history, archeology, architecture or culture of a city or town. You may contact: Debbie Laurie for further information or questions.
- Applicants should include itemized project budgets, with details describing each item and its estimated cost.
- Applicants should obtain at least two professionally prepared detailed quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates prepared by a qualified professional may be used provided the basis of the estimates is fully explained.
- The property owner, when applicable, should sign applications.
- If the funding application is part of a larger project, the applicant should include the total project cost.

THE COMMUNITY PRESERVATION COMMITTEE

Members of the Committee are available to guide you with further information regarding the Community Preservation Act, the Community Preservation Plan priorities, and the funding process.

<u>Member</u>	<u>Representing</u>	<u>Contact information</u>
William Dugan,	Co-Chair, Community Housing	wdugan4@yahoo.com
Stacy Randell	Co-Chair, At-large	strandell1@verizon.net
David Rhineland	Historical Commission	davidrx@aol.com
John Feener	Conservation Commission	thetreedoc@me.com
Henry McCarl	Planning Board	hmccarl@alum.mit.edu
Charles Crowley	Open Space & Recreation	charlie@topdogstudio.com
Scott Smith	At-large	scott.smith@nemoves.com
Barbara Silberman	At Large	barbsilberman@gmail.com
Catherine Schlichte	At Large	catherine@schlichtelawoffice.com

You may also contact Debbie Laurie, Senior Project Manager, Community Development Department, at 978-282-8004.



CITY OF GLOUCESTER COMMUNITY PRESERVATION COMMITTEE

PROJECT APPLICATION COVER SHEET

I: Project Information

Project Title:

City Clerks Archives Preservation and Storage Project Phase One

Project Summary:

This project will replace the plywood shelving in the Clerks PO room with three metal moveable storage units from Gaylord Archival. The shelving should cost \$7500 plus \$800 for shipping and \$800 for installation. They are 72"H x48"Wx24"D and I am buying three units. Once the wood shelves are removed (this will be done by DPW crew) and the new metal ones are installed then we will continue to rebox the materials that are in the room in archival boxes that are properly labelled so that all boxes are stored in chronological order. We will also be buying 100 archival boxes from University Products at a cost of \$19.30 per/box so that we may rebox materials that are in ordinary boxes and have boxes for new materials as they move to the archival room. When the project is complete the boxes will be stored by the name of the governmental body and by the year and will be much more accessible to archives researchers or to persons who need the records for other purposes.

This project is similar to a "sole source" project as there are very few places selling the shelving so that the prices should be regarded as fair for the shelving. Boxes are also sold by Gaylord Archival at a cost of \$21.40 per/box which is a difference of over \$2.00 per/box.

This project meets several CPA goals, namely:

- ...Protecting resources that are otherwise threatened
- ...This is a highly practicable and feasible project
- ...This project should be within budget and on schedule
- ...This project preserves the use of City owned assets

Appropriate professional standards will be followed since Linda Lowe and Joanne Senos will have both completed the Simmons School of Library Science Archival Program for Municipal Clerks course for proper handling of archival materials.

This project has been approved by the Gloucester Historical Commission in its April 1, 2016 letter and it has the support of the City of Gloucester Archives Committee as is expressed in the attached letter of support.

Estimated start date: Fall 2016 Estimated completion date: Winter 2016-17

CPA Program Area:

- Open Space
- Community Housing
- x Historic Preservation
- Recreation

II: Applicant/Developer Information

Contact Person with primary responsibility for project: Linda Lowe /Joanne Senos

Organization (if applicable): Gloucester City Clerks	
Mailing Address: 9 Dale Ave. Gloucester Ma. 01930	
Daytime phone #: 978 281 9720	Fax #: 978 282 3051
E-mail address: llowe@gloucester-ma.gov jsenos@gloucester-ma.gov	
Federal ID#	

III: Budget Summary

Total budget for project: \$11,030

CPA funding request: \$11,030

CPA request as percentage of total budget: 100%

Applicant's Signature: _____

Linda Lowe City Clerk *Joanne M. Senos*

Printed name and Position: Linda Lowe, City Clerk, Joanne Senos Asst. City Clerk

CPA APPLICATION INSTRUCTIONS

1. Please read the entire CPA Application & Review Process before beginning.
2. Complete the Application Cover Sheet.
3. Include the following information:
 - **Narrative:** A description of the project and, when applicable, of the property involved and its proposed use. Include responses to the following questions:
 - What Community Preservation criteria – both general and category specific – does this project meet?
 - What community need(s) does this project serve? If the project serves multiple needs and populations, please describe them. If the project serves a population that is currently underserved, please describe.
 - What specific guarantees will assure the long-term preservation of the project? Describe the nature and level of community support for the project.
 - How will the success of this project be measured?
 - Is ongoing maintenance and upkeep required? If yes, please explain how this will be accomplished.
 - **Project Budget:** Please provide the total budget for this project, including detailed costs and specifically how CPA funds will be spent (See Budget Form). All items of expenditure must be clearly identified. Include project quotes, or show why this is not appropriate or feasible. List any additional funding sources, either committed or under consideration. Include commitment letters if available.

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.

- **Maps:** USGS topographical map, assessors map, or other map as appropriate, showing location of the project.
- **Visual materials:** Photographs, renderings or design plans of the site, building, structure or other subject for which the application is made.
- **Applicant Qualifications:** Explain your ability to carry out the project.

4. Include the following attachments, if applicable and available:

- Record plans of the property
- Natural resource features. (Please include resources subject to the Wetlands Protection Act.)
- Zoning (district, dimensional and use regulations as applies to the land)
- Inspection reports
- 21E Reports and other environmental assessment reports
- For historic properties or artifacts, Massachusetts Historic Commission Historic inventory sheet indicating a National Register designation or a determination made by the Gloucester Historical Commission.
- Historic structure report or existing condition reports
- Names and addresses of project architects, contractors, and consultants
- Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed
- Proof of specific site control, or plan to obtain site control such as Purchase and Sale Agreement, option, or deed
- Evidence that the proposed site is free of hazardous materials or that there is a remediation plan in place. CPA funds can be used for mitigation
- Letters of support sufficient to document clear endorsement by community members and groups, and where appropriate, by municipal boards, committees and commissions, and departments
- Any other information useful for the Committee in considering the project



CITY OF GLOUCESTER COMMUNITY PRESERVATION COMMITTEE APPLICATION EVALUATION CRITERIA

GENERAL EVALUATION CRITERIA

All projects must be eligible for the Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation (Chapter 44B of Massachusetts General Laws). The Gloucester Community Preservation Committee gives preference to proposals which address as many of the following general criteria as possible:

1. Consistent with various plans which are relevant to and utilized by the City regarding Open Space, Recreation, Historic Resources and Affordable Housing.
2. Preserve and enhance the essential character of the City.
3. Protect resources that would otherwise be threatened.
4. Serve more than one CPA purpose or demonstrate why serving multiple needs are not feasible.
5. Demonstrate practicality and feasibility, and that the project can be implemented within budget and on schedule.
6. Produce an advantageous cost/benefit value.
7. Leverage additional public and/or private funds (e.g. qualify the project for additional grants from other sources) or receive partial funding from other sources and/or voluntary contributions of goods or services.
8. Preserve or improve use or intended purpose of City-owned city assets.
9. Receive endorsement by other municipal boards, committees and commissions or departments and broad-based support from community members.

CATEGORY SPECIFIC CRITERIA

In addition to the general evaluation criteria outlined in the overview section, the Community Preservation Act funds the community preservation interests in Open Space, Historic Preservation, Affordable Housing and Recreation.

1. **Open Space** proposals will be evaluated according to the following specific criteria:
 - Permanently protect important wildlife habitat, particularly areas that include:
 - locally significant biodiversity;

- variety of habitats with a diversity of geologic features and types of native and noninvasive vegetation;
 - Threatened or endangered habitat or species of plant or animal.
- Preserve active agricultural use.
- Provide opportunities for passive recreation and environmental education.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or protected open space.
- Acquire land or easements for potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Protect drinking water quantity and quality.
- Provide flood control/storage.
- Preserve and protect important surface water bodies, including streams, wetlands, vernal pools, riparian zones or Areas of Critical Environmental Concern (ACEC).
- Buffer for protected open space, or historic resources.

2. Historic Preservation proposals which address as many of the following criteria as possible will receive preference for funding:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate city-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- Demonstrates a public benefit.
- Ability to provide permanent protection for the historic resource.

3. Affordable Housing proposals which address as many of the following criteria as possible will receive preference for funding:

- Contribute to the goal of 10% affordability as defined by chapter 40B of Massachusetts General Laws.
- Promote a socioeconomic environment that encourages a diversity of income.
- Provide housing that is harmonious in design and scale with the surrounding community.
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units pursuant to chapter 40B.
- Ensure long-term affordability.
- Address the needs of a range of qualified households, including very low, low and low-to moderate income families and individuals.
- Provide for individuals with special needs and who require assisted living.
- Provide affordable rental and affordable ownership opportunities.
- Promote use of existing buildings or construction on previously-developed or city-owned sites.

▪

4. Recreation proposals will be evaluated with the following criteria:

- Address a need or objective identified in a City Plan
- Serve a significant number of residents
- Preserve and expand the range of recreational opportunities available to city residents of all ages and abilities, including those at-risk of obesity as identified through the Get Fit Gloucester! Community Action Plan.
- Promote recreational activities.
- Maximize the use of land already owned by city
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.
- Preserve and enhance the natural wildlife habitat functions and values of open space for wildlife.

CITY OF GLOUCESTER

COMMUNITY PRESERVATION COMMITTEE

PROJECT SCHEDULE

Please provide a project timeline below, noting all project milestones. Please note that because the City Council must approve all appropriations, CPA funds may not be available until up to two months following Committee approval.

	Activity	Estimated Date
Project Start Date:	November 2016 Order Shelving	November 2016
Project Milestone:	Remove wood shelves Install metal shelves	December 2016-January 2017
50% Completion Stage:	Completion of shelving installation Begin reboxing/labelling existing boxes	February – March 2017
Project Milestone:	Complete reboxing/labelling and begin boxing current materials	April and ongoing 2017
Project Completion Date:	This project should be “complete” by May 2017 however it will never be complete because we will always be working on it	

Please note: If the project is approved, the recipient must provide progress reports to the Committee on a quarterly basis (by the 15th of January, April, July and October) depending on the length of the project. The recipient shall also provide an interim report at the 50% Completion Stage, along with budget documentation.

Please feel free to photocopy or re-create this form if more room is needed.

CITY OF GLOUCESTER

COMMUNITY PRESERVATION COMMITTEE

BUDGET FORM

Project Name: City Clerks Archives Preservation and Storage Project Phase One

Applicant: Linda T.Lowe Joanne Senos

SOURCES OF FUNDING		
Source	Amount	
Community Preservation Act Fund	\$11,030	
(List other sources of funding)		
Total Project Funding	\$11,030	
PROJECT EXPENSES		
Expense	Amount	Please indicate which expenses will be funded by CPA Funds:
Shelving ,delivery and installation	9100	All
Archival boxes	1930	All

Total Project Expenses	\$11,003	

Please feel free to photocopy or re-create this form if more room is needed.

APPENDIX I: CPA INFORMATION GUIDE

- As part of the Community Preservation Act in Gloucester, the City Council created the Community Preservation Committee. The ordinance which the Council approved can be found on the City's website, www.gloucester-ma.gov
- The Community Preservation Coalition, of which the Gloucester CPC is a member, is an alliance of open space, affordable housing, and preservation organizations that works with municipalities to help them understand, adopt, and implement the CPA. The Coalition website has a wide variety of information, including links to the other CPA communities. See <http://www.communitypreservation.org/index.cfm>. Furthermore, the "Links" page offers helpful CPA related connections to many agencies and organizations - <http://www.communitypreservation.org/links.cfm>
- It is important for every applicant, and useful for anyone else interested in the Community Preservation Act, to read the actual legislation. (Chapter 44B, Commonwealth of Massachusetts General Laws.)
<http://www.mass.gov/legis/laws/mgl/gl-44b-toc.htm>
- There are a number of relevant Planning documents that provide guidance on values and priorities that have been identified by the citizens of Gloucester. These include:
 - "A Comprehensive Plan, the Community Development Plan for the City of Gloucester, 2001"
 - "The City of Gloucester's Open Space Plan, 2010"
 - "The Harbor Plan/Designate Port Area Master Plan 2009"
 - "City of Gloucester Housing Element 2004"
 - "City of Gloucester Consolidated Plan/ Annual Action Plan, 2010 – 2015"
 - "A Preservation Plan for the City of Gloucester, 1990"

GAYLORD ARCHIVAL

Preserve Today. Share Tomorrow.

Price Quote

Quoted to: **CITY OF GLOUCESTER**
9 DALE AVE
GLOUCESTER, MA 01930
Contact: LINDA LOWE (Acct# 555584)
E-mail: LLOWE@GLOUCESTER-MA.GOV
Phone: 978-281-9721

Quote # 164816
Date 03-28-2016
Expires 60 Days
Gaylord Archival
P.O. Box 4901
Syracuse, NY 13221-4901

Product #	Description	Qty	Unit Price	Subtotal
X5S2448	Storage System Sliding 5 Units On Tracks 72H x 48W x 24"D {Each}	3	\$2,500.00	\$7,500.00

Product Subtotal \$7,500.00
Shipping \$800.00

Includes Power Lift gate and Inside delivery
see below for details

Grand Total without Installation \$8,300.00
Grand Total w/Installation \$9,100.00

Terms & Conditions

All orders resulting from this proposal are subject to Credit Approval

Except for manufacturing defects, all custom and non-stock items are non-cancelable and non-returnable.

Shipping: Items too heavy or too large to ship by a parcel carrier will be shipped LTL common carrier. Shipping charges quoted are based on a dock delivery. In those instances, if a large truck cannot back up to a raised dock at your delivery location, then you may require extra services. If you do not have a loading dock or forklift enhanced delivery services are strongly encouraged and or may be required to facilitate a safe off-loading of your merchandise. Special Delivery Instructions: Please include receiving hours, days you are closed, and any other instructions for the delivering carrier when placing your order.

Lift Gate Truck Delivery- Additional \$75.00 Charge:

The driver will be using a truck that has a lift, which will lower the shipment to ground level. From there you will provide the movement of shipment into the building.

Inside Delivery -Additional \$55.00 charge:

The driver may *assist* you in the movement of merchandise from the truck through the first door of the building, where it will be out of inclement weather. Movement beyond the first door is customer's responsibility. If you do not have a ramp this service is not available please discuss other options with your Salesperson. Some doorways are not large enough for certain deliveries; please verify the physical clearance of your thresholds before ordering.

Note: Additional inside delivery charges will be incurred for delivery requests that are made for areas beyond the inside of the first floor door and are only offered if a freight elevator is available for use.

T: 1-800-448-6160 | F: 1-800-272-3412 | E: customerservice@gaylord.com

7282 William Barry Boulevard • Syracuse, NY 13212

WWW.GAYLORD.COM

Price Quote

Installation & Assembly: Installation or Product Assembly are *not* included in shipping charges. You may opt to add different services such as Installation or Assembly to your order. Please contact the Gaylord Sales Department at 800-345-5330 to discuss your options and obtain costs for these services.

Orders Over \$5,000: If your order exceeds \$5,000.00 we require a signed purchase order. If your organization doesn't use formal purchase orders, no problem! We will send you an Order Acknowledgement to review for accuracy. Simply return a copy endorsed by an authorized signer, and we'll finalize your order. In some circumstances, credit references may be required for successful placement of your order. Please have them available upon request.

Ready to Order? To help expedite your order and to ensure it is placed correctly, below is a checklist for you to reference when placing your Gaylord order.

____ Complete Billing Address – Include Contact Name & Phone Number

____ Complete Shipping Address – Include Contact Name & Phone Number (if different from above)

____ Gaylord Product Numbers - Please include the product numbers you'd like to order and specify your color choices or sizes, when applicable. If you are unsure of how to find product numbers, or are not sure if you are using the correct product number, please contact Customer Service at 800-448-6160 for assistance.



contact us : request catalog : customer service : bid & quote
your account : track order : cart : checkout
ph 1.800.628.1912

Search keyword / item # GO

- PHOTO PRODUCTS
- ARCHIVAL STORAGE
- CONSERVATION MATERIALS
- EQUIPMENT & TOOLS
- LIBRARY PRODUCTS
- IDENTITY FURNITURE
- COLLECTORS STORAGE
- NEW PRODUCTS
- SPECIAL OFFERS
- QUICK ORDER

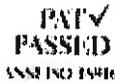
Products

Perma/Cor Coroplast Corrugated Bulk Storage Carton

LIVE SUPPORT
▶ OFFLINE
LEAVE A MESSAGE

DESCRIPTION FEATURES RESOURCES

Constructed from archival grade, high density, chemically inert co-polymer plastic, these ready-to-assemble storage cartons ship flat and snap together using no tools or adhesives. Double thick bottom panels provide exceptional strength for letter and legal size documents or folders. Ship and store flat, allowing for economical reuse and lower freight charges. Won't burst on the Mullen tester. Remarkably durable and reusable. Offers unparalleled water resistance. Price each.



Click to Enlarge

View Cart | Checkout

Qty	Item No.	Size (L x W x H)	1	25	100	Ship Info
0	225-0771	15" x 12" x 10"	\$24.15	\$21.70	\$19.30	

ADD TO CART ADD TO WISH LIST

RELATED ITEMS:

- Moisture Resistant Corrugated Bulk Storage Cartons
- Heavy Duty Artifact Bulk Storage Tote Box
- Perma/Cor B-Flute Corrugated Bulk Storage Cartons
- Storage Carton Racks
- Archival Tan Corrugated Bulk Storage Cartons

HOME ABOUT US CONTACT US PRIVACY POLICY BID & QUOTE WHOLESALE DIVISION REQUEST CATALOG

about us : contact us : privacy policy : bid & quote : wholesale division

FOLLOW UNIVERSITY PRODUCTS:
FACEBOOK TWITTER YOUTUBE BLOG



GLOUCESTER ARCHIVES COMMITTEE

City Hall, 9 Dale Avenue, Gloucester, MA 01930-5998

archives@gloucester-ma.gov

(978) 282-3043

April 13, 2016

To the Community Preservation Committee:

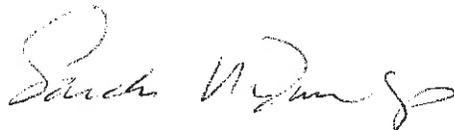
I am writing this letter in very strong support of City Clerk Linda Lowe's application for CPA funds to be used for new metal shelving in the basement of the Gloucester Post Office.

When space in City Hall ran out of, space for storage (of continuously-created records from all departments of the City government) was found and generously offered for our use by the Post Office. Boxes and files and binders of documents were moved there, and stored haphazardly, until some temporary wooden shelves were built. These shelves were better than nothing. There are still rooms in the basement of the Post Office with no shelving and in those rooms boxes of documents are randomly piled, and in some cases disintegrating from moisture or pressure, on floors. But even the wooden shelves are beginning to tilt and collapse. They are also non-archival, since the acids in the wood accelerate the aging of the papers.

Having the funds to purchase and install adequate metal shelving for current and some future needs of the document retention process, would create the basic framework for all records to be housed in an accessible manner. It would facilitate the retrieval of records when needed, and would also greatly improve the ability to keep track of the retention and disposal of those records that can be shredded after a legally-specified number of years.

And, should the City ever actually build its own document storage facility, these metal shelves could be dismantled and moved to the new space.

Sincerely yours,



Sarah Dunlap

Gloucester Archives Committee, co-chair

