



## Community Preservation Committee Littleton, Massachusetts

The CPC was established by Town Meeting in 2007. The CPC has the powers and responsibilities specified by Massachusetts General Law Chapter 44B, section 5(b), the Community Preservation Act.

### Community Preservation Application for Funding

Date: 9/6/2023

Project Title:

Vitals Preservation / History

Name of Applicant:

Diane Crory

Name of Organization:

Town Clerk

Address:

39 Shattuck St. Room 207

Telephone:

978 540 2402

Email: dcrary@littletonma.org

CPA Category (circle all that apply):

Open Space

Historic Preservation

Recreation

Community Housing

CPA Funding Requested: \$ 8000.00

Total Project Cost: \$ 8000.00

Please attach answers to the following questions. Include supporting materials as necessary.

1. **Project Description:** Please give a detailed project description, including specific objectives.

Bind and re-bind all Vitals / Elections / Town Meeting

2. **Goals:** How does this project accomplish the goals of the Community Preservation Plan for

Littleton? (See Guidelines for Project Submission for general criteria)

Preservation of Town Records

3. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?

Start January 2024

Finish June 2024

4. **Budget:** Please provide a full budget including the following information, as applicable.

(NOTE: CPA funds may not be used for maintenance):

a. Total amount of the project cost, with itemization of major components. \* Attached

b. Additional funding sources. Please include those that are available, committed, or under consideration. Nothing available now, but will watch for grants.

Sent to 4 Vendors

c. Describe the basis for your budget and the sources of information you used. Two vendors

responded to date.

5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or

approved the project? What is the nature and level of community support for this project?



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### Community Preservation Eligibility Request

Project Title: Vital Preservation / History Date: 7/6/2023  
Name of Applicant: Diane Crory  
Name of Organization: Town Clerk  
Address: 37 Shattuck St. Room 207  
Telephone: 978-540-2402  
Email: dcrory@littleton.ma.org

CPA Category (circle all that apply):  Open Space  Historic Preservation  
 Recreation  Community Housing

CPA Funding Requested: \$ 16000.00 Total Project Cost: \$ 16000.00

**Project Endorsements:** Are you the owner of the material property and/or assets that are at stake in this project? (circle one of three, below):

YES  NO

THE PROPERTY/ASSETS ARE OF THE TOWN OF LITTLETON

(If response, above, is other than "yes", have you received approval from the owner or the pertinent town board(s) to serve as agent for this project? (circle one): YES  NO  )

**Project Description:** Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials, as might be necessary for the CPC to gain a general understanding of the project.

Preservation of records in the vault. Vital records  
birth/death/marriage, burial permits. All records  
for Town Meetings (local) and all records local/state  
and Federal Elections.

**NOTE:** This "Eligibility Request" enables the CPC to assess the project's eligibility for further consideration. If eligible, the "Application for Funding" must be completed.



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**To Applicant: Please circle the word(s) "yes" for which your project meets eligibility (see pg. 6).**

View a .pdf version of the official Department of Revenue allowable uses chart at:  
<http://www.communitypreservation.org/DOR-Allowable-Uses-2012.pdf>

Projects are only eligible for CPA funding if they are a "yes" below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

*Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.*

Attach this table to your completed "Community Preservation Eligibility Request" and submit both to:

Keith A. Bergman  
(978) 952-2311  
Town Administrator  
Town Offices, 3<sup>rd</sup> floor  
37 Shattuck Street  
P.O. Box 1305  
Littleton, MA 01460

Hi Diane,

I'll take a look at my notes on previous work. If this is a true bind-only job (no preservation or additional labor such as paper flattening, staple/paperclip removal, or reordering required) then it would be \$385-  
425 per bound book (depending on stamping details), which would be \$12,320-\$13,600 total for approximately 32 books. If there's any way you could provide a few photos of each type that would be helpful for a more accurate estimate. Are they all/some currently soft bound?

I'll do my best to get what you need by EOW!

Thank you,  
Carolyn

**Carolyn Yetto**  
Account Executive - MA | ME | NH | RI

\*\*THIS EMAIL WAS SENT BY AN EXTERNAL SENDER\*\*

Hello Diane,

All the books listed are \$115.00 each plus shipping. You will get a sewn, hardcover book, flat spines and spine lettering only. See attached photo.

You must elastic band each book and include a binding slip (attached) with each book. Only thing I need filled out on the binding slip is the color, and the spine titling. Any questions please let me know. Colors available, black, maroon, green, brown, tan, red, navy blue, royal blue, and light blue (limited discontinued)

FYI we did your binding years ago, but it looks like you used someone in the interim going by years in your email. Our ticket # 17739

Thanks

Robert DeCristoforo  
Harcourt Bindery LLC  
50 Terminal Street  
Building 2, Unit 612  
Charlestown, MA 02129  
617.242.5959  
[www.harcourtbindery.com](http://www.harcourtbindery.com)  
[robert@harcourtbindery.com](mailto:robert@harcourtbindery.com)