



MEETING POSTING

TOWN OF NANTUCKET

Pursuant to MGL Chapter 30A, § 18-25

All meeting **notices and agenda** must be filed and time stamped with the Town Clerk's Office and posted at least 48 hours prior to the meeting (excluding Saturdays, Sundays and Holidays)

Committee/Board/s | Nantucket Historical Commission

Day, Date, and Time | Friday, April 15, 2022 10:00 AM – 12:00 PM

Location / Address | REMOTE PARTICIPATION VIA ZOOM
The meeting will be aired at a later time on the Town's Government TV YouTube Channel:
<https://www.youtube.com/channel/UC-sgxAlfdoxteLNzRAUHIXA>

Signature of Chair | Hillary Hedges Rayport

WARNING: IF THERE IS NO QUORUM OF MEMBERS PRESENT, OR IF MEETING POSTING IS NOT IN COMPLIANCE WITH THE OML STATUTE, NO MEETING MAY BE HELD!

Hillary Hedges Rayport (Chair) Angus Macleod (Vice-Chair) David Silver (Secretary) Clement Durkes, Thomas M. Montgomery, Georgia U. Raysman, Milton Rowland; (Alternate Commissioners: Barbara White, Susan Handy, Ben Normand)

Staff Liaison: Holly Backus

AGENDA

Please list below the topics the chair reasonably anticipates will be discussed at the meeting

Join Zoom Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/94332358504?pwd=N25KSGR2QldOeWFuc2tKUXcvaERGdz09>

Meeting ID: 943 3235 8504

Passcode: 770019

One tap mobile

+16465588656,,94332358504#,,,,*770019# US (New York)

- Public Comment
- Approval of Minutes (January 21 and March 18)
- Administrative update
 - Membership/Appointments
- MHC advised Surveys of Historic Resources
 - Update on 2021-2022 survey
 - Status of 2022-2023 grant

- Historic Preservation Tax Credit Letter of Support for 4/30 submission date
 - 6 Gull Island
- 2022 Work Projects
 - Surveys of town owned Historic Resources (Mickey and Holly)
 - Statement of need for revolving loan fund (David and Georgia)
 - Research on Archeological Preservation Plans state-wide (Susan and Hillary)
 - Assess archival needs with respect to historic town records (Barbara and Hillary)
- Other Business
 - Welcome new staff: Patrick Reed, Transportation Planner
 - Any statements at Town Meeting May 2
 - June 8th NAREB course: Selling Historic Homes
 - Coordinating and Collaborating with HDC
 - BWNIM
 - Memorandum of Understanding

Minutes of Nantucket Historical Commission Meeting – March 18th, 2022

Commissioners Present: Hillary Rayport (Chair), Angus Macleod (Vice Chair), David Silver (Secretary) Mickey Rowland, Clement Durkes, Georgia Raysman, Tom Montgomery, Susan Handy and Barbara White.

Staff: Holly Bakus

Guests: Mary Bergman and Ken Beaugrand.

1.) Public Comment: N/A

2.) Approval of November Minutes

Motion to approve minutes of the NHC's February 2022 Meeting: Tom

Second: Angus

All in favor via roll call

3.) Announcements:

3A Beaver Street: Press Coverage and NHC's Response

The Inquirer and Mirror reported on the matter of the 3 Beaver Street tax credit application and the NHC's decision not to support it. The Chair, Vice Chair and Secretary discussed the coverage. Leadership felt a response was in order and worked to draft a letter to the editor which can be found in today's meeting packet. The letter clarifies that the NHC did not decline to support the project because it is a short term rental, rather, it was declined because it is not a preservation project.

Key Takeaways

The Commission discussed the letter from the MHC to the 3 Beaver Street owner dated January 2022. This correspondence showed that the MHC had many concerns about this project, that the owner was aware of the concerns in advance of meetings with the Nantucket Historical Commission and Historic District Commission, and many of these concerns were the same concerns raised by the NHC. The letter is included in the packet.

Addition to the NHC's Reference Sheet: We will add the question to our reference sheet of whether the applicant has received feedback from the MHC (in a yes or no format). This will help the NHC stay aware of MHC's concerns about projects, and continue to expand our knowledge about what the MHC looks for in a tax credit project.

4.) Survey Update

There are some changes to the map that need to be tweaked, but Barbara, Tom, Angus and Holly have spent time on this already. Final comments on the map from Commissioners should be circulated in time for the next meeting.

Curbing: Type of curbing in front of properties should be noted on the Form Bs. Since there are only a few types of curbs on Nantucket, we should share our Streetscapes Report with them, so they have everything they need to identify the types of curbs.

5.) FY 2022 Work Plan

The NHC discussed potential projects that the Commissioners feel will have community benefit while also addressing and achieving community wide preservation goals.

a. Initiate Preservation Plan for Town Owned Historic Resources

- The plan we are working on with PAL is a 'Preservation Plan' as there are several different types. They come in all different shapes and sizes, and are living, breathing documents.
- Historic Preservation is a key part of the Town's Master Plan.
- Can we survey and document Town-owned historic resources?
- Mickey and Holly to create a list of resources. Consider federally owned resources as well. Brant Point and Great Point Light should be looked at.
- We have an additional \$5,000 dollars budgeted in 2021- 2022 FY for architectural surveys. If we don't use these funds, they will revert to the general fund. Mickey volunteered to work with Holly to activate this. Hillary to follow up with list of structures from Town facilities report.

Initiate Discussion with Tribes and State Archaeologist

Archaeology goes well beyond the tribes, artifacts, human remains, etc. Historic foundations are home to archaeological material and are we interested in trying to deal with regulating interiors? Can we create a separate category for pre-historic? What about underwater and waterfront? When thinking about archaeology and planning, we need to think about where, when, and in what context? Can we work with other communities to help us develop a plan? There is no intention to infringe on private property rights. The goal is to educate, understand archaeological resources and interpret scholarship in our community.

Hillary and Susan will work together to collect information about what other MA towns do regarding planning for archeological preservation and report back to the Commission.

b. Assess Archival Needs with Respect to Historic Town Records

- Digitization of Town Records of all sorts. MHC noted issues with records of maps
- Can the CPC help? We would need letters of support to tap into that funding source

-Discover where town records are located, how they are stored and make a needs assessment to determine which are the most valuable, oldest, etc. Deeds are very important.

-Differences between 'scanning' and 'archival scanning'

Barbara White would like to work on this project and Hillary will join her. Objective is to create a needs assessment and figure out how and if the NHC can be helpful to the other town departments.

c. Develop Concept for Small Loan Fund

-Identify the demand for a small loan fund (I.e., how many historic homes could benefit from a program like this)? Take the study to a bank to show them the demand and try and get a banking partner or two. Bring information, ideas and energy to the community to help push these through. We need to develop and conceptualize a plan and allow the community to manage the administration of a project like this.

David and Georgia will work to develop a needs assessment for this project with GIS and MLS data. Will bring discussion topics to the next meeting.

6.) Other Business

'Building with Nantucket in Mind' will stay on our agenda despite the HDC's pause on our monthly meetings. BWNiM ought to be updated as we continue to notice historic resources on our island falling at odds with developments, old and new. It is a serious concern of the Commission, and we will leave the discussion topic on our agendas moving forward. We also look forward to picking back up with the HDC and finalizing the Memorandum of Understanding between the Commissions.

Minutes of the Nantucket Historical Commission Meeting January 21, 2022

Commissioners Present: Hillary Rayport (Chair), Angus Macleod (Vice Chair), Mickey Rowland, Clement Durkes, Georgia Raysman, Tom Montgomery, Susan Handy and Barbara White.

Staff: Holly Backus

Guests: Mary Bergman, Ken Beaugrand, Betsy Tyler

Public Comment

There was no public comment.

Approval of Minutes: no minutes to approve.

The chair reviewed the 2022 workplan. This item was moved up in the agenda so Ken Beaugrand, Town Real Estate specialist could participate in the discussion, given the Town's concern and requests regarding the NHC's proposed workplan.

1. Initiate Preservation Plan for Town Owned Historic Resources: The object of this project is to survey buildings and objects owned by the town, to provide information to the Select Board and Town Administration regarding historic structures, as the town engages in facilities planning.
2. Initiate discussion with Tribes and State Archaeologist: Intention is to fulfil the Historical Commission's mandate to consider historic resources in the ground. How do we account for and preserve the native history on Nantucket? What are the correct questions to ask and how do we make sure we have a Native voice at the table and don't assume to speak for the Wampanoag?
3. Assess archival needs with respect to historic town records. The purpose of this project is to identify which historic records exist in the town where, what condition they are in, how accessible they are, and what if anything is being done by various departments to preserve them and make them accessible. Further, what if anything the NHC could do to support town departments with these efforts.
4. Develop concept for small loan fund. This is modeled on a public/private partnership that exists in the Town of Arlington. The fund makes low interest loans to residents who live in historic buildings, so they can keep the buildings in good repair. Question is, would such a fund be appreciated and used on Nantucket?

The Commissioners and Ken Beaugrand proceeded to discuss the workplan items. The Town Manager has specifically requested NHC not contact the tribes. The Chair advised that archeology is part of our mandate in our enabling legislation, and deserves careful thought. NHC resolved to research various questions and approaches and discuss possible courses of action regarding Archeology at future meetings.

Barbara White shared that had spoken with Town Clerk Nancy Holmes about Town records and Nancy expressed interest in having assistance with historic records.

There was discussion about whether the Town owned any historic structures and other historic resources aside from structures. Several structures were named including the old fire station, the Jetties pavilion, the Civil War Monument, and cemeteries. Holly has a list. All would be included in a Preservation Plan, which is something Nantucket should have.

Ken questioned who would fund the small loan fund and instructed the Commission that there would not be staff support from the Town for such an activity.

The group committed to continued collaborative, inclusive and transparent discussion of this workplan with the Town.

- MHC advised Surveys of Historic Resources
 - Update on 2021-2022 survey
 - Status of 2022-2023 grant

The chair shared the interim report from PAL. Holly let the commissioners know that the process is fairly prescriptive and PAL is following the MHC format. Holly is providing information and guidance. The commissioners should comment on the work and pay special attention to the neighborhoods identified that will form the organization for the Survey Plan, and identifying neighborhoods is necessary but challenging because so much has evolved organically. These neighborhoods are listed in the Phase I report.

The 2022 grant application is due Feb 7th and we need to identify what area we want to survey next. The Chair read the list of identified areas and showed the list on the zoom screen. The list is available in the packet. The Commissioners discussed the list of neighborhoods and questions. It was decided that the map should be updated to match the table, and this map should be distributed to the commissioners for review, allowing for better ability to visualize the neighborhoods.

The discussion moved on to the topic of what neighborhood(s) to survey with our 2022-2023 survey. We have to include a few neighborhoods in our grant application, which is due before our next meeting. Betsy Tyler suggested finishing the fish lots and continuing south through New Guinea and West Monomoy. She also suggested prioritizing the areas that are under pressure from rising seas. It also might be attractive to prioritize areas that are under pressure from re-development. Mickey suggested Brant Point as an area that is valuable culturally and for heritage, and under pressure from sea level rise and redevelopment. Multiple commissioners seconded the idea of prioritizing Brant Point, because of its importance, because it is threatened by demolition and infill, because there is some documentation and this needs to be updated, and because climate change will be altering the topography and the structures and roads will need to respond to this.

Holly Backus agreed that Brant Point is a priority and it's also attractive to finish the fish lots and move west.

The working group is meeting by zoom with Michael Steinitz from MHC today and will discuss these three priorities for the grant application.

The discussion moved onto the WPI projects that were recently completed, that are of interest to the NHC. They are the Dark Skies and streetlight projects and the Sustainability and Reuse project.

Regarding lighting, NHC should be conscious that there is a lot on Nantucket today that is a constructed idea and not actually historic. What do we know about lighting, from a historic

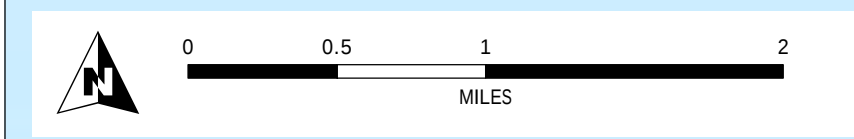
perspective? The Chair briefed the Commissioners on her discussions with the Dark Sky group, the problem with the fading pink colors of High Pressure Sodium Lamps (as the bulbs get older they get whiter and greener). It is unavoidable to have a range of light colors, from the HSP bulbs) how this compares to LED lights, the desire to have a warm LED light (HSP is more 2200 kelvin, bright white is 4000k), issues of glare and the Dark Sky's interest in lights that do not have glass globes. The Commission looked at pictures of globeless lights, which were included in the packet. Some commissioners thought they looked strange. Question is what is historically accurate and what are we looking for in terms of style? There is a report by Errol Coffin on historic lighting that appeared in the NHA magazine in the 1960s. Lauren is finding a copy of this and will share it. The NHC decided a future meeting would discuss the earlier research on lighting, that lead to the "historic" boulevard light, so that we might advise the Town and Dark Sky on approaches to lighting. We are getting a warmer LED bulb and Lauren will let us know where this is installed. There are also globeless lights installed at Richmond and everyone should look at them. Nantucket owns the decorative street lights and the Chair advised that the DPW is responsible for lighting – it's their call. Dark Sky would also like to see the town purchase the cobra lights, but the utility owns and maintains these and the town does not currently want to buy them. This will come back to our agenda when there is a decision point.

Sustainability: Is there an initiative we might get behind or anything we might do on sustainability, which is a high interest topic for us? Any comments on the WPI report? Discussed options for salvage. Discussed extending the existing 60 day demo delay for the purpose of reuse, and how this intersects with preservation. Commissioners were not in favor of "parking" houses at new locations so they could be salvaged, as was suggested in the WPI report – preferred extending the demo delay, but also support the HDC's ability to stop demolition of historic structures. Mary Bergman said her research showed that the cost of a move-on is the barrier to salvage. The chair suggested the NHC should have a slate of legislative ideas that we are working on and developing all the time so we are ready to comment and advise other boards well in advance of town meetings. Various commissioners suggested the discussion about demo delay for salvage should include Housing Nantucket.

Town Meeting discussion: discussed the citizen's warrant article about solar panels and the HDC legislation. Reviewed how this is treated in MHL 40C and contrasted this to the citizen's warrant. Discussed this with Holly Backus, who has concerns about the approach of the citizen's warrant and intends to bring this up with the HDC. Emphasized that Nantucket has decent solar design guidelines and active work of HDC with applicants about Solar. Chair suggested this is something to put on our agenda for the next joint meeting with the HDC which is scheduled for next Friday at 1:00. Holly will follow up on who will be making a motion on this article – Planning Board or Fin Com.

Commissioners also agreed chair should send a letter of support for the "spa" citizen's warrant article to the Planning Board in advance of their next meeting to consider articles of planning concern.

Adjourn.



For 4/15/22 meeting
Re: Archeology
Memo to the Commissioners:

Hillary posted a message to the MHC list serve requesting information from communities in Massachusetts which have undertaken Archeological Preservation activity. The post prompted a strong response and these responses are attached to this memo.

We were also contacted by Ed Bell, deputy SHPO and assistant State Archeologist, who forwarded a sample proposal from the town of Northhampton.

Susan Handy and Hillary had a zoom call with Suanna Crowley, past President of the Massachusetts Archeological Society and sitting member of the MHC review board. She advised the best approach is to undertake a Archeological Preservation Plan for the community. She also provided many links and introductions, as did others.

If you have time prior to the meeting, please review the North Attleboro grant proposal, included with this memo, and the following links. We look forward to discussing next steps at Friday's meeting

Archeological non profit in Sandwich: <http://naarchaeology.org/>
Mass Archeological Society <https://www.massarchaeology.org/>
City of Newton Archeological survey and Public Education report
<https://www.newtonma.gov/home/showpublisheddocument/36998/637284512538870000>

Town of Arlington RPF from Sept 2021

<https://www.arlingtonma.gov/home/showpublisheddocument/58156>

Study from Town of Acton: https://www.actonmemoriallibrary.org/uploads/page-body/ACTON_COMMUNITY_WIDE_ARCHAEOLOGICAL_RECONNAISSANCE_SURVEY.pdf

Acton interest group: Friends of Pine Hawk

<https://www.actonmemoriallibrary.org/resources-research/local-history/pine-hawk>

Kay Westcott kwestcott305@gmail.com

The two active towns that I know about would be Acton (Pine Hawk) and Wayland (Tonya Largy - tlargy@wayland.ma.us). I believe the Pioneer Valley area in western Mass. also.

Katherine Gardner-Westcott

Hi Hillary,

We have an archaeology educational nonprofit in Sandwich with an ongoing dig site where students are brought in to participate in the dig experience. The dig site is privately owned but exclusively managed by our nonprofit. www.naarchaeology.org

Best regards,

Tom Keyes

North Atlantic Archaeological Collaborative

501c

508-737-0244

tom@naarchaeology.org

Thomas Keyes

KEYES Quality Systems

PO Box 375

Sandwich, MA 02563

508-737-0244

Hillary,

Some time ago now, Dartmouth got a CPC grant to hire Public Archaeology Lab in Pawtucket RI to do an archaeological survey of the town. Their archaeologist, Holly Herbster, held a public forum at which she spoke to citizens about what they knew of their neighborhoods and any sites that might exist in town, identified arrowheads and other artifacts, and generally collected information from the townspeople. Holly also talked with the Historical Commission members and went through our files for information that might be there. The result was a long report mapping sites and potentially archaeological sensitivity areas. This final report was filed with the state and with our Historical commission. The report is not public information. It falls into a category of sensitive material, because it indicates some areas of burials and other information about Native American sites which are prone to looting. We are just now preparing a new application for CPC funding to update that survey, using more modern tools such as lidar. The early report, though general in nature, has informed our thinking as plans have come forward from time to time for development in town.

Judy Lund, Chair, Dartmouth Historical Commission
Judith Lund judithnlund@gmail.com

Hello, Hillary.

My name is Suanna Crowley and I am a practicing archaeologist, a past president of the [Massachusetts Archaeological Society](#) (Mass Archaeology), and also a sitting member of the Massachusetts Historical Commission State Review Board.

I spotted your inquiry on the MasHistPres listserv and thought I would reach out directly to your posted email address. Thank you for the great question on archaeological stewardship across the state...I see so few on the topic of archaeology on the listserv.

A number of communities are putting in place "archaeological reconnaissance surveys" or "archaeological management plans" to evaluate the status of sites within city/town boundaries. These are projects that MHC will contribute funding to through the Survey & Planning grant program in the fall, particularly with cities and towns that engage a qualified consultant for the assessment. I know that [Arlington](#) is moving toward completing such a survey in the coming year. [Newton](#) has one available and includes an education component. [Bolton](#) has an older assessment (2001) with some specific archaeological information. [Acton](#) has a version that is more accessible to the general public. The [Middlesex Canal Association](#) even created one for the historic canal system in 1998.

The education component is typically managed with some sensitivity for preservation (prevention of looting or vandalism), resulting in restricted site location information, as with the MACRIS archaeological database that is not publicly shared. And increasingly, this reconnaissance work is done in collaboration with the Tribal Historic Preservation Officers (THPOs) and Indigenous community members, who are rightly concerned about disturbance of resources connected to their heritage. Highly recommend!

For its part, Mass Archaeology is the statewide archaeological preservation and education nonprofit that is actively building out resources to support public outreach and messaging around conservation of sites. We have a very active audience engaged with our virtual and in-person programming at our Robbins Museum in Middleboro (near Plymouth), and our board is made up of several archaeologists, preservation professionals as well as a tribal member. Our organization is moving toward decolonizing the interpretation of archaeological heritage in Massachusetts and expanding our education programming, though we do not take on this kind of survey work. If you think we can be of help in other ways, please reach out.

I hope these resources advance your process at the local level. Feel free to connect with me on any questions.

Best wishes,
Suanna Crowley

Suanna Selby Crowley, PhD, RPA
HeadFort Consulting, LLC
Science Communications | Fundraising | Historic Preservation
Suanna@MyHeadFort.com
C: 617-877-6268
[LinkedIn](#)

Hi Hillary,

On Cape Cod, the towns of Chatham and Falmouth have conducted town-wide archaeological surveys and the Historical Commission and Planning Department may use them to guide their comments on projects before the planning board or other agencies. The town of Yarmouth has some archaeology education programs at the Bray Farm complex, largely guided by some very active volunteers. Jack Duggan, who is also active in the Massachusetts Archaeology Society's Cape Cod Chapter, would be a great contact. I've copied him on this email.

Take care,
Sarah



Sarah Korjeff
Planner II (Historic Preservation Specialist)
Cape Cod Commission
508-744-1215
skorjeff@capecodcommission.org

John Duggan <bayviewcapecod@comcast.net>
Hi Hillary,

I am replying from Florida and other points south between now and late April.

I'm glad Sarah added me to her reply. I would be delighted to share lessons from the multi-year town-owned Taylor-Bray Farm archaeology project which I undertook in my role with the non-profit Taylor-Bray Farm Preservation Association. See below for a link with info on the project and additional links to Craig Chartier, the professional archeologist who designed and implement the excavations.

Archaeology 20210316 – Taylor-Bray Farm

<https://www.taylorbrayfarm.org/aarchaeology20210316/>

I'm also a member of the Yarmouth Historical Commission which will soon be issuing an RFP for a town-wide archaeological recon survey that will be backed by a generous Community Preservation grant (the TBF archaeology work was funded by Community Preservation grants). I have added to the CC line of this email the chair and deputy chair of the town Historical Commission plus the two town officers who support historical preservation work in case they would also like to chime in with some comments.

I'm also a board member of the Mass Arch Society's Cape Cod Chapter which operates out of the Cape Cod Museum of Natural History. The Cape chapter has just been re-constituted after many years in dormancy but we have already begun an active educational program that you might be interested in. But more on that later and in a separate channel because this email is getting too busy. The chapter's board is comprised of good folks with various professional and avocational archaeology backgrounds. I think it is probably fair to say that archaeological education is our primary goal.

Massachusetts Archaeological Society - Cape Cod Chapter | Facebook

<https://www.facebook.com/MASCapeCodChapter/>

So that's some background about what we have been doing in Yarmouth in terms of archaeological preservation and education (FYI - Over a period of years we have had several artifact exhibits at town hall, the Taylor-Bray Farm, the Yarmouth Port Library and the Cape Cod Museum of Natural History. Craig Chartier has also made numerous presentations about the TBF digs at different venues around the Cape — Googling Taylor-Bray Farm & archaeology will also produce a bunch of newspaper stories about our digs).

I'd like know more about the Nantucket Historical Commission's archaeological efforts and plans for other steps to help me get a handle on how best to respond to your interests. I'd be happy to try to do this via phone or perhaps ZOOM while I'm on the road but my schedule is dependent on family demands since this trip is a winter getaway as well as a chance to visit with Florida & Virginia grandkids along the way.

I am always delighted to hear from other folks who share an interest in local archaeological preservation work.

Cheers

Jack

Hello, Hillary. I'm writing from Leverett, MA. We received your email about preserving archeological sites - forwarded to us from Pleum. I'm part of a group of founders who recently acquired land around the Sawmill River which includes a pre-revolutionary war sawmill. There were a series of mills down the river originally and while the sawmill we acquired is intact with the saws etc others are only remnants of ponds and some stone work associated with them. We have formed a 501c3 to raise money to preserve and repurpose this area, making a living history museum but also wishing to add additional value to address current day needs of this rural community.

Yesterday we met with Mass Design, an award-winning architectural firm you may have heard of, to brainstorm about how to do this.

Are you looking for expertise in this area or in forming a group facing similar challenges? We'd very much like to hear from you.

Best,
Cynthia Baldwin
53 Cave Hill Rd
Leverett, MA
cbaldwin@umass.edu
413-687-2864 (cell)

Hi Hillary,

My friend Tonya Largy forwarded your email below to me. There are at least two items that you may possibly find interesting:

Here in Acton, our Historical Commission has developed a proposed bylaw to better to better document and protect archaeological and historical assets. Our Select Board and Town Planning staff has been very supportive. The bylaw is on the Town Meeting warrant for this coming May 16. As you no doubt know, there are other Massachusetts Towns with similar bylaws and we have borrowed from a few. For Acton, however, the Town will be covering the expense of a preliminary assessment of a site meeting certain criteria.

We also have an Acton area interest group called the "[Friends of Pine Hawk](#)" that was founded 20 years ago and has put on more 100 events (lectures, films, field trips, etc.) relating to Native American history and archaeology. Since the pandemic started, we have begun having some of these events on Zoom, and of course anyone is invited and all are free. People interested can simply email friends.of.pinehawk@gmail.com to get on our mailing list and receive notice of events.

Sincerely, Bob Ferrara

Hi Hillary,

Jack Duggan forwarded your inquiry to the board of the Cape Cod Chapter of the Mass Archaeological Society.

I am an archaeologist that lives in Hyannis and works in cultural resource management. I am reaching out because I have a few ideas to share with you about archaeological conservation and educational programs.

The key to conserving archaeological sites is knowing where they are located and keeping that information secret from the general public. Knowing where sites are or where they are potentially located would allow the historical commission to make decisions about their preservation. The public can be informed about archaeological resources without giving out specific locations. For example, I've written numerous newsletter articles about artifact finds for the Cape Cod Museum of Natural History that discuss the artifact but are vague about the location. I'll say something like it was "found along the shore of Nantucket Sound" or "near a kettle pond" without being more specific. This allows the find to be publicized without threatening the site.

If the historical commission would like to know where archaeological sites are or where they might be, a town-wide survey is a great place to start. This would include a summary of all the previously documented sites, as well as a sensitivity model for where undiscovered sites are likely to be located. Town-wide surveys are done under permit from the Massachusetts Historical Commission (MHC). They involve background research into the MHC files and a mix of desktop review and walkover survey. They usually include recommendations for the preservation of the town's archaeological resources. These can be used by town planning boards when reviewing projects.

Another idea for site protection is posting signs on public or conservation lands that state the prohibition of activities like the cutting of vegetation, the removal of plants or stones, disturbing the ground, metal detecting, etc. I would recommend signs be placed on all public or conservation lands and not just the ones where archaeological sites are known. If the signs are everywhere people cannot use them to single out which parcels have archaeological sites. It's important they include language about natural resources as to not signal that archaeological resources are present. Using terms like "the removal of stones" in place of "artifacts" prevents people from being able to claim they didn't know something was an artifact.

Interpretive signs can also be a great way to inform the public about archaeological resources. However, the language and placement should be chosen carefully. Places like Taylor Bray Farm in Yarmouth and Fort Hill on the National Seashore have interpretive signs about the archaeology there. Both locations have mostly open vegetation and can be seen from the road and are regularly monitored. These would be tough places to

carry out unauthorized digging without someone noticing. Again, being vague about specific site locations is key. For example, there is a sign about Native history at the entrance to the Indian Lands Conservation Area in Dennis (hard to deny sites at a place called Indian Lands). However, the sign doesn't say "right here on this neck of land is X archaeological resource." It vaguely talks about the history of the whole 25 acre area. Getting input from the Tribal Historic Preservation Offices at Aquinnah or Mashpee on the language of interpretive signs is also a good idea.

Another idea for finding out where sites are located is to host an artifact identification day which encourages people to register finds with the historical commission. I would recommend ensuring them that the commission is interested in the information about the finds and not taking their artifacts. I have found that people are willing to come forward with information if they know they won't have to give anything up. This may be a way to both inform the public about the island's history, promote stewardship, and gather data about undocumented archaeological resources.

If you'd like to talk more about any of this please feel free to email or call me.

Best,

Dan Zoto

Daniel M. Zoto, M.A., RPA
Archaeological Consultant
58 Lexington Drive
Hyannis, MA 02601
(508)-566-2144
Dan Zoto <daniel.m.zoto@gmail.com>

Hi Hillary – with this email I am connecting you with Deborah Cox so that you can reach out to her with your questions about potential Nantucket initiatives to protect archaeological sites.

I also think that contacting the MHC would be a good thing. Deborah C. Cox <DCox@PALINC.COM>

Sincerely,

Mary Lynne

Mary Lynne Rainey
Principal Senior Archaeologist



Richard Grubb & Associates, Inc.

259 Prospect Plains Road, Building D | Cranbury, New Jersey 08512
P. 609-655-0692 x 323 | Direct. 609-619-2332
mlrainey@rgaincorporated.com | www.rgaincorporated.com

Dear Ms. Hedges Rayport,

Thank you for your recent inquiries about ideas to develop an archaeological preservation plan for Nantucket. Coincidentally to the arrival of your follow-up email yesterday, I have just today reached that part of a very tall stack of paper where the March 7th email was awaiting my attention. Thank you for your patience and understanding.

Attached is a recent detailed scope for a community-wide archaeological survey. This example is for North Attleborough.

This scope integrated results of the community-wide survey into the existing Master Plan, Open Space Plan, and Historic Preservation Plan.

The scope included the development of proposed text for a municipal archaeological review by-law for review of proposed projects that only require local permitting by municipal agencies (rather than projects that involve funding, permitting, or approval by state and/or federal agencies, which are reviewed in accordance with state and/or federal historic preservation law and regulations).

The scope included the preparation of maps (based on the town's assessor parcel maps) that indicate archaeologically sensitive areas (not recorded sites, which are "not a public record" and "confidential" to protect the sites from vandalism, Mass. Gen. Laws c. 40, s. 8D; c. 9, ss. 26A & 27C). Recorded sites are of less importance for planning than which particular areas are archaeologically sensitive. The full technical report includes site locations of the then-recorded sites, and that report is kept secure with access controlled by the town historical commission.

The town was particularly interested in a component that would plan future develop of a public education component (grade school and adult). That particular aspect may or may not be of interest at this time to Nantucket. I advise not eliminating other elements of the scope or otherwise significantly modifying the scope without consulting the MHC.

One obvious addition that comes to mind is to reference the updated National Historic Landmark nomination registration form (approved in 2012) that includes some helpful information drawn from archaeological studies. You may also know that the Nantucket Historical Association has important collections. There are many other curated archaeological collections and a vast body of historical and archaeological information that would need to be reviewed during the study.

Because of the scale and complexity of the information and data about Nantucket's archaeological resources, and the size of the survey area, rather than a single fiscal year (as the North Attleborough study was done), a phased study scheduled over two years would be the best approach for Nantucket.

It is important to obtain the services of an archaeological firm that has undertaken these types of community-wide studies in Massachusetts recently and has the experienced and qualified staff, equipment, and facilities to produce the technical products, particularly as the products need to be integrated into the municipal and state information systems, some digital (such as GIS-based), others in paper format. A State Archaeologist's field investigation permit (950 CMR 70) is required for the project. The Principal Investigator of the archaeological team applies for the permit. You may wish to contact the North Attleborough Historical Commission to discuss their project.

Please let me know if you have any questions.

Sincerely,

Edward L. Bell
Deputy State Historic Preservation Officer
Senior Archaeologist
Massachusetts Historical Commission
Mass. Archives Bldg.
220 Morrissey Blvd.
Boston MA 02125
617-727-8470

From: Doherty, Jennifer (SEC) <Jennifer.Doherty@sec.state.ma.us>
Sent: Tuesday, March 29, 2022 11:05 AM
To: Bell, Ed @ SEC <Ed.Bell@sec.state.ma.us>
Subject: FW: Archeology preservation plan

Hi Ed,
Do you have any suggestions for archaeology plans?
Thank you,
Jenn

Jennifer B. Doherty
Local Government Programs Coordinator
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125-3314
Office: (617) 727-8470
Remote: (617) 807-0685

SCOPE OF WORK

NORTH ATTLEBOROUGH TOWNWIDE RECONNAISSANCE ARCHAEOLOGICAL SURVEY AND PLANNING PROJECT

A. Project Goals

The purpose of this project is to conduct a community-wide reconnaissance-level archaeological survey to record and document known and probable locations of archaeological resources associated with patterns of ancient and historical activity in North Attleborough, and to provide the town with professional recommendations for cultural resource management.

The information and accompanying recommendations shall be presented in a format that will allow more effective protection of significant archaeological resources in the town through existing and potential public permitting and approval processes and through ongoing public and private efforts at land acquisition, protection, and public education.

The project is designed to provide professional cultural resource expertise to the Town of North Attleborough. Products of the project will be used by North Attleborough officials and their staff—Town Manager, Town Council, Town Planner, Planning and Zoning Board of Appeals, Conservation Commission, Historical Commission, Building Official, Schools; by Tribal Historic Preservation Officers and their staff; by state and federal agencies in project review and planning; and by the public. Specific project goals are as follows:

1. To identify known ancient and historical period archaeological sites and areas in the town that are sensitive for having significant archaeological resources; document publications and reports of previous archaeological investigations conducted in town; document the locations, size, and summary contents of curated archaeological collections at public or private institutions from archaeological investigations in the town; document collections of artifacts and associated documentation from the town by private individuals to ascertain and record their discovery locations.
2. To develop town-wide archaeological sensitivity maps for areas likely to have significant ancient and historical period archaeological sites. These maps will become a layer to be available on the town's internal GIS mapping system to coordinate with the assessor's maps.
3. To produce a short, plain language guide to understanding and using the archaeological sensitivity maps for non-professionals
4. To prepare a professional town-wide archaeological reconnaissance survey report meeting the standards of 950 CMR 70.14 and the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* (48 Fed. Reg. 190 (1983)).

5. To develop management recommendations for the protection of significant archaeological sites and archaeologically sensitive areas, including recommended local by-laws and/or review procedures, public and private land acquisition for conservation, protection and management strategies, and recommendations for public education initiatives for grade school students and adults.
6. To prepare recommended text and graphics to revise the North Attleborough Master Plan, Open Space Plan, and Historic Preservation Plan that incorporate the project results.
7. To prepare recommended cultural resource management procedures and guidance documents that will assist town, state, and federal officials, Tribal Historic Preservation Officers, NGOs (land trusts), and their staffs to consider the project results when they review projects for new development, maintenance, or land conservation projects in the town. Consider other proposed actions that are reviewed and permitted by government agencies, and projects undertaken by NGOs or private citizens.
8. To develop protection strategies, including recommended text of a town by-law, that would provide a consistent procedure to protect the public interest to avoid, minimize or mitigate adverse effects to significant archaeological resources in North Attleborough whenever it is determined that a private or public project requiring review or approval by the Town may harm significant archaeological resources. Develop recommended text of a policy document for the protection of sensitive information about the locations of cultural sites or artifacts, and for dissemination of appropriate information to the interested public.
9. To recommend specific and effective public educational initiatives and outreach programs for residents of the town, both school students and adults, that could be developed and implemented by qualified educators as a separately funded future project, with the goal to develop respect and appreciation for non-renewable historic and archaeological resources and ongoing cultural heritage.
10. To ascertain and deliver the required number and desired formats of the final products to the involved agencies and interested participants to complete the project.

B. Project Phases

The project will consist of four phases. Project personnel, including consultant, local project coordinator, North Attleborough Historical Commission Chair, and interested/available others, will meet with the Massachusetts Historical Commission (MHC) staff at their office in Boston and/or by telephone conference call, to review the project progress and the products produced at the end of each phase. The consultant shall facilitate participation of the local project coordinator in other meetings undertaken during this project as part of phase tasks. Work tasks to be carried out during each phase and the work products that will be due at the end of each phase are described below.

Phase I: Research and Fieldwork (14 weeks)

Tasks:

- 1.(Start-up meeting) Meet with the local project coordinator/local historical commission (LPC/LHC) and MHC staff to discuss the scope and methodology of the project and information on the locations and availability of archival materials, archaeological collections, informants, and institutions to be consulted.

2. Meet with the North Attleborough Historical Commission members, the North Attleborough Planning Board and/or the Town Planner or their staff, the Conservation Commission or their staff, the Wildlands Trust, the Native Land Conservancy, Aquinnah and Mashpee Tribal Historic Preservation Officers (THPOs) and/or their staff. Learn from local government officials, NGOs, and their staff about the types of projects undertaken by the town, and undertaken by public and private entities, that that could adversely affect, or that could assist to preserve and protect, significant archaeological resources. Learn about and assess permitting and approval processes, local by-laws, existing town and regional planning practices and review mechanisms, and land acquisition and protection strategies potentially relevant to archaeological resource planning and protection. Seek ideas as to procedures and guidelines that would best assist local government and NGOs in their decision-making.
3. With Town Planner and both North Attleborough and MHC GIS staff, discuss digital data requirements to incorporate archaeological sensitivity map layer with town and MHC's GIS system, and arrange to obtain and to provide GIS data to be used to prepare and to provide the archaeological base maps in paper and digital formats. Obtain town Master Plan, Open Space Plan, and Historic Preservation Plan.
4. Organize meeting with public grade school administrators and professional educators together with Native American and other cultural educators to discuss opportunities and achievable initiatives for residents (school students and adults) to learn about the town's ancient and historical period cultural resources, with the goal to develop respect and appreciation for non-renewable cultural heritage.
3. Organize a Local Archaeology Day (LAD) for the residents of North Attleborough. Present information on archaeology and why it is important in a fun public setting. At the LAD there would be film, slides, and/or examples of local discoveries. The LAD will provide an opportunity for local collectors to meet and review their finds with the consultant to record pertinent data about the collections, and for the consultants to arrange follow-up meetings to further interview collectors and record their collections. The consultant will provide notices of the LAD in the *Sun Chronicle* daily area newspaper, the Richards Memorial Library, and local social media, notifying residents of the LAD and cover any costs of the notices. Work with North Attleborough Historical Commission web site manager to post this information to the front page of the Town of North Attleborough web site.
4. Review and evaluate local historical sources and other pertinent information, such as surficial and bedrock geology (particularly to identify locations of Native lithic resources), USDA soils maps, historical maps, USGS maps (current and past editions), aerial photographs, and publications available at local and state repositories as well as information from the Inventory of Historic and Archaeological Assets of the Commonwealth at MHC including archaeological reports of professional surveys, MHC collections survey reports, and other reports and publications at other repositories about the history of archaeological investigations in North Attleborough.
5. Identify institutional curatorial facilities that curate North Attleborough archaeological collections, and make inquiries and arrange visits as necessary to identify the collections, to summarize their contents and estimate their size (linear or cubic feet and number of boxes) and, relate the collections to archaeological sites and reports.
6. Interview local collectors and other knowledgeable people including representatives of THPOs, the North Attleborough Town Planner and Planning Board, and the North Attleborough Conservation Agent and Conservation Commission for information relating to known and potential sites and important issues.
7. Summarize the town's ancient and historical period development and ecological and topographic conditions in order to develop a specific predictive model for locating significant ancient and historical period sites in North Attleborough.

8. File a State Archaeologist's permit application (950 CMR 70) and receive permit.
9. Field check and verify information on archaeological sensitivity by performing a surface reconnaissance on a sample of locations as necessary. Assess topography, patterns of disturbance, and areas of sensitivity to refine the results of the review and evaluation of the sources above. Field reconnaissance results should be incorporated into the archaeological sensitivity map.
10. Meet with the local project coordinator/local historical commission (LPC/LHC) and MHC staff to review Phase I tasks and products and to discuss upcoming Phase II work.

PRODUCTS

1. Application for State Archaeologist's Permit.
2. Written summaries of meetings, LAD, interviews, research, fieldwork, and predictive model.
3. List of previously and newly identified archaeological sites in the town.
4. Bibliography of North Attleborough archaeological literature.
5. List of Archaeological Collections.

Phase I will be completed by January 3, 2020.

Phase II: Cultural Resource Management (10 weeks)

TASKS

1. Review relevant examples of functioning local archaeological protection by-laws, and other ways to protect and preserve archaeological resources on public and private property developed by local, state, and national governments and NGOs that are relevant to for protection of archaeological resources in North Attleborough; and which are able to be integrated with North Attleborough's policies, rules, and procedures.
2. Prepare draft cultural resource management recommendations of procedures and guidance documents, by-laws and protection methods, including zoning and/or other land use controls, that will assist the town Historical Commission, Town Planner, Planning Board, Conservation Commission and other town officials to consider the project results when they review projects for new development or maintenance projects, land conservation projects, and other proposed actions that are reviewed and permitted by local government. Include recommended text for policy to protect sensitive archaeological site locational information, and for the dissemination of appropriate information to the interested public. Include the archaeological sensitivity maps and user's guide. Submit draft cultural resource management recommendations for review and comment to the North Attleborough government officials and the MHC.
3. Prepare draft recommended text and graphics to revise the North Attleborough Master Plan, Open Space Plan, and Historic Preservation Plan that incorporate the project results. Submit the materials for review and comment to the Town Planner, Conservation Commission, Historical Commission, and MHC.

4. Prepare draft recommendations for developing, as a separately funded future project, specific and effective educational initiatives and outreach programs for residents of the town, both school students and adults. Consider both local and regional places available to visit. Identify possible sources of funding and professional staffing requirements to implement the programs as an ongoing and developing endeavor. Submit draft public educational initiatives for review and comment by the North Attleborough public schools, cultural educators, North Attleborough Historical Commission, and the MHC.
5. Prepare draft outline of Reconnaissance Survey Report based on research, fieldwork, and predictive model, for review and comment to the North Attleborough Historical Commission and the MHC.
6. Draft maps in paper format of archaeologically sensitive areas. The maps must show and identify the assessor's parcels. Conventions used to indicate sensitivity should not obscure base map information and must be able to be readily reproduced in black and white. Digital data used to prepare the base map of archaeologically sensitive areas must be compatible with the GIS system used by North Attleborough, and prepared to be suitable for public review. The sensitivity maps shall clearly indicate areas that are either archaeologically sensitive or not archaeologically sensitive. Please note especially that degrees of archaeological sensitivity (such as tripartite schemes of low, medium, high, etc.) are not sought and will not be accepted. Submit the draft maps for review and comment to the North Attleborough Historical Commission and the MHC.
7. Draft user's guide to archaeological sensitivity maps. Prepare a plain language instructional summary (less than one page of text) that explains the factual basis of the data shown on the maps, and how to interpret and use the information shown on the maps, including the interpretive limits of the data and any other considerations to their intended and appropriate use. Prepare the guide to be compatible to appear with the sensitivity map on the town GIS system. Submit the draft user's guide to the North Attleborough agencies and the MHC.
8. Meet with the local project coordinator/local historical commission (LPC/LHC) and MHC staff to review Phase II tasks and products and to discuss upcoming Phase III work.

PRODUCTS

1. Draft cultural resource management recommendations for local government.
2. Draft text and graphics to revise the Master Plan, Open Space Plan, and Historic Preservation Plan.
3. Draft public education recommendations.
4. Outline of Reconnaissance Archaeological Report, including a brief summary of research results.
5. Draft maps of archaeologically sensitive areas.
6. Draft user's guide to archaeological sensitivity maps.

Phase II will be completed by March 13, 2020.

Phase III: Recommendations (10 weeks)

TASKS

1. Finalize cultural resource management recommendations for local government.
2. Finalize public education recommendations.
3. Prepare draft reconnaissance archaeological report. The report shall include the list of previously and newly identified archaeological sites; shall incorporate the bibliography of North Attleborough archaeological literature; and, shall include as appendices, the cultural resource management recommendations for local government; the public educational recommendations; publicity and presented information (such as PowerPoint slides and presentation text) from the LAD; the list of archaeological collections; MHC archaeological site forms updated for previously identified sites, and forms for newly recorded sites; archaeological base maps; and user's guide.
4. Finalize archaeological base maps of archaeologically sensitive areas based on research, fieldwork and predictive model, and place data on town assessor's map. Prepare GIS data for sensitivity maps.
5. Finalize user's guide to understanding and using the archaeological sensitivity maps.
6. Submit cultural resource management recommendations, public education recommendations, maps, user's guide, draft reconnaissance survey report, and management recommendations to the appropriate local government agencies, other participating organizations or individuals as appropriate, and MHC.
7. Meet with the local project coordinator/local historical commission (LPC/LHC) and MHC staff to review Phase III tasks and products and to discuss upcoming Phase IV work.

PRODUCTS

1. Final cultural resource management recommendations for local government departments.
2. Final text and graphics to revise the Master Plan, Open Space Plan, and Historic Preservation Plan.
3. Final public educational recommendations.
4. Draft archaeological report.
5. Final archaeological base maps of sensitive areas, user's guide, and GIS data for sensitivity maps.

Phase III will be completed by May 22, 2020.

Phase Four: Final Product Distribution (4 weeks)

TASKS

1. Finalize Archaeological Reconnaissance Report.
2. Prepare and distribute Final Products in the quantities that are required by the agencies and by other project participants.

FINAL PRODUCTS (hard copy unless otherwise specified)

1. Cultural Resource Management Recommendations.

Copies to the Historical Commission, Town Planner, Planning Board, Conservation Commission, and three (3) copies to the MHC.

2. Final text and graphics to revise the Master Plan, Open Space Plan, and Historic Preservation Plan.

Copies to Historical Commission, Town Planner, Planning Board, Conservation Commission. Three (3) copies to MHC.

3. Public education recommendations.

Copies to participants of meeting. One (1) copy to North Attleborough Historical Commission. Three (3) copies to MHC.

4. Final archaeological sensitivity maps and user's guide.

Copies to Town Planner, Planning Board, Conservation Commission and other town officials as directed by local project coordinator. Two (2) copies for North Attleborough Historical Commission. Copies of the map and guide to Aquinnah and Mashpee THPOs. Two (2) copies (for the State Archaeologist) to the Massachusetts Historical Commission.

5. GIS Data of Archaeological Sensitivity Maps and Guide.

One digital dataset for North Attleborough. One digital dataset for MHC.

6. Final Archaeological Reconnaissance Report.

Two (2) hard copies to the North Attleborough Historical Commission. Copies to the THPOs. Two (2) hard copies (for the State Archaeologist) to the MHC.

7. Original completed MHC archaeological site inventory forms with all required attachments.

One original set to MHC.

8. A CD with a Word file listing the archaeological report authors, date, title, page count, and archaeological abstract.

One original to MHC.

9. A CD with Adobe pdf. files of all Final Products, except for the GIS dataset.

One (1) to North Attleborough Historical Commission, one (1) to MHC.

Phase IV will be completed by June 30, 2020.

Technical requirements:

Consulting firms responding to this Scope of Work must have successfully completed Massachusetts community-wide archaeological reconnaissance survey funded through the federal Survey and Planning Grant Program. The consultant's Principal Investigator and Research Team must meet the State Archaeologist's Professional Qualifications (950 CMR 70.10), and the National Park Service's *Professional Qualifications* for Archeology and for History (36 CFR 61). The archaeological reconnaissance survey and documentation project must use MHC and National Park Service (NPS) criteria and methodology to current standards, including the State Archaeologist's Permit Regulations (950 CMR 70); State Archaeologist's memoranda; the MHC's *Historic Properties Survey Manual*:

Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts (1992) with the MHC's Form D Archaeological Site Inventory Form instructions; and, the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* (48 Fed. Reg. 190 (1983)). These publications are all incorporated into this scope by reference.

All materials prepared as part of this project must include the following statements:

The activity that is the subject of this [type of publication, report, etc.] has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior, through the Massachusetts Historical Commission, Secretary of the Commonwealth William Francis Galvin, Chairman. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, or the Massachusetts Historical Commission.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, DC 20240.

Project materials showing archaeological site locations must have the following statement displayed prominently:

Information in this document is confidential and not a public record (Mass. Gen. Laws c. 9, ss. 26A & 27C, M.G.L. c. 40, s. 8D) to protect archaeological sites from looting and vandalism. This information must not be included in any form or manner available for public review to protect the sites.

Unless otherwise specified (e.g., CDs, GIS data), the final products shall be provided in paper format.

Projects materials shall be prepared with careful attention to conventional professional editorial standards for production (typography, design, resolution, organization, etc.). Products must be copyedited for style, usage, and form; to eliminate typographic and production errors; and to resolve and correct any other inconsistencies. The *Chicago Manual of Style* (with the Society for American Archaeology style guide for technical archaeological matters) should guide production and copyediting decisions.

**Massachusetts Historic Rehabilitation Tax Credit
Letter Request Form
Repeat Applications**

This form is to expedite the information sharing process for projects seeking letters of support from the **Nantucket Historical Commission**, for application to the Massachusetts Historic Rehabilitation Tax Credits **for repeat applications**. This form helps us keep up to date with the project and track MHRTC data on Nantucket.

The Nantucket Historical Commission generally meets on the third Friday of every month. The meeting schedule is posted on the Nantucket Historical Commission Town of Nantucket website. **In order to place your project on our agenda for discussion, we must receive this completed form at least one week before a scheduled meeting. We require three business days after a meeting to generate your support letter.** Please plan accordingly, to ensure the support letter for your application is ready before the deadline (January 15th, April 30th, or August 31st). **Requests received too late to allow time for review and response may not be ready before the deadline.**

Please note all letters will be emailed to the requestor electronically and a hard copy will be mailed to the MHC.

Submit this form, your Part I and Part II application (if completed), and any applicable MHC comments you've received to Holly Backus, Preservation Planner, Town of Nantucket:

hbackus@nantucket-ma.gov

Questions? Please call Holly Backus at (508) 325-7587 x7026

1. Requestor Name, Phone, and Email:

Sarah Noelle McLane
917-612-4235
snmclane@gmail.com

2. Project Name:

Hannah Gardner House LLC

3. Project Street Address:

6 Gull Island Lane
Nantucket, MA

4. Project Proponent (Developer): Self

5. What is the status of the Massachusetts Rehabilitation Tax Credit Application? (check all appropriate):

☐ Part 2 approved by MHC ☐ Part 2 approved by NPS

☐ Part 2 Amendments Submitted to MHC ☐ Part 2 Amendments Submitted to NPS

☐ Part 2 Amendments Approved by MHC ☐ Part 2 Amendments Approved by NPS

☐ Part 3 submitted to MHC ☐ Part 3 approved by MHC

☐ Part 3 approved by NPS

☒ Other - Part 2 for both MHC & NPS additional information requested prior to determination

6. Have you received a review and recommendation comment from the MHC?

NO

If yes, please submit a copy of the comment(s).

7. Estimated Total Project Cost: \$5,106,600

8. Estimated Rehabilitation Cost: \$3,252,300

9. Total MAHRTC Requested/Eligible: \$650,460

10. Has the project received an award in a previous round?

No

If yes, please list amounts and dates of award

11. Please summarize how the project has been revised since last request for letter of support from NHC (or indicate no change) No change



HISTORIC PRESERVATION CERTIFICATION APPLICATION
STATE HISTORIC PRESERVATION OFFICE
REVIEW & RECOMMENDATION SHEET
PART 2 / PART 3—REHABILITATION

SECTION 1. APPLICATION INFORMATION

PROJECT NUMBER 43588

Historic Property Name Hannah Gardner House

Property Address 6 Gull Island Lane, Nantucket, MA 02554-3617

Certified Historic Structure (select one) ☒ Yes ☐ Pending

☒ Part 2

☐ Preliminary consultation (date) _____

☒ Applying for state tax credit

☐ Part 3 (Part 2 previously reviewed)

☐ Completed rehabilitation work conforms to work previously approved

☐ Completed rehabilitation work differs substantively from work previously approved
(describe divergences from Part 2 scope of work in Section 5)

☐ Part 3 (Part 2 not previously reviewed)

Application received (date) 7/21/2021

☐ Amendment (applicant signature date _____)

Additional information requested (date/s) _____

☐ Request for an advisory determination for a phase

Complete information received (date) 7/21/21

☐ Property visited by SHPO staff (date/s):

Transmitted to NPS (date) 9/13/21

Before _____, during _____, and/or after _____ rehab.

SHPO REVIEW SUMMARY

- ☐ No outstanding concerns
☐ In-depth NPS review requested
☒ Applicant informed of SHPO recommendation

SECTION 2. APPLICATION MATERIALS

Sent previously: ☐ Photographs ☐ Other (list) _____

Attachments: ☒ Photographs ☐ Rolled plans ☐ Flat plans, large size ☒ Flat plans, 11" x 17" or smaller ☐ Other (list)

Sent separately: ☐ Photographs ☐ Rolled plans ☐ Flat plans, large size ☐ Flat plans, 11" x 17" or smaller ☐ Other (list)

Documentation remaining on file in SHPO (e.g., masonry repointing samples, specifications) _____

SECTION 3. SHPO RECOMMENDATION

Joshua Porin, who meets the Secretary of the Interior's Professional Qualification Standards, has reviewed this application.

This rehabilitation work (select only one):

- ☐ meets the Standards.
☐ meets the Standards with concerns.
☐ meets the Standards *only* if the attached conditions are met (Part 2 and Amendments only).
☐ does not meet Standard number(s) _____ and for the reasons described in Section 5.
☐ does not meet Standard number(s) _____ as completed, but could be brought into conformance with the Standards if the remedial work recommended in Section 5 is completed (Part 3 only).
☒ warrants denial for lack of information.
☐ is being forwarded without recommendation.

9/13/21
Date

Brona Suran SHPO
State Historic Preservation Office Signature

SECTION 4. ISSUES

- | | |
|---|--|
| ☐ Alteration of significant exterior features or surfaces | ☐ Alteration, removal, or covering of significant interior features or finishes |
| ☐ Window replacement | ☐ Changes in significant interior plan, spaces, or circulation patterns |
| ☐ Additions, including rooftop | ☐ Other (explain) _____ |
| ☐ Extensive site work, adjacent new construction, or demolition of adjacent structures | |

SECTION 5. SHPO EVALUATION

Explain the recommendation and any concerns, particularly issues checked in Section 4. Where denial is recommended, explain fully. For Part 3s, describe any work that differs substantially from the approved work. For Part 3s that do not meet the Standards as completed, describe remedial work, if any, that could enable the project to meet the Standards. Comment on notable aspects of the project, such as technical design innovations or creative solutions.

Please see attached comments.

SECTION 6. NATIONAL PARK SERVICE EVALUATION

Date

National Park Service Signature

Hannah Gardner House
6 Gull Island Lane
Nantucket, MA
NPS #43588
Part 2

The MHC has reviewed the application and finds that the application is not complete. The following information should be provided for review:

- Clarification on the existing condition and proposed treatment of historic fabric. Given the extensive deterioration of the existing building, the proposed demolition of multiple historic additions, and the proposed widespread removal of historic fabric within the portions of the building to be retained, a professional report from a structural engineer and historic materials specialist must be submitted that documents the condition and preservation potential of the existing historic elements proposed for removal and/or replacement. This report should provide both a detailed analysis of the scope of deterioration and a set of recommendations for specific treatment options for the structural stabilization of the building and the retention of historic materials and finishes. Please note that the widespread removal of historic fabric may not meet the Secretary of the Interior's Standards for Rehabilitation. For further guidance, please see the National Park Service's *Guidance for Evaluating Part 1 and Part 2 Applications for Deteriorated, Damaged, or Previously Altered Building Within Registered Historic Districts*. Specifically, as noted within this guidance, the "...reasonable replacement of damaged, deteriorated, or missing material is acknowledged within the treatment 'rehabilitation,' if undertaken in accordance with Standard 6 of the Secretary's Standards for Rehabilitation." (Standard 6 states, "Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.") Determining what constitutes a reasonable amount of replacement requires a more thorough assessment of the existing conditions and treatment options than is provided in the materials submitted.



Historic Preservation Certification
Application, Part 2

The Hannah Gardner House 6 Gull Island Lane, Nantucket



Submitted to:
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125

Submitted by:
Hannah Gardner House LLC
11887 SE Shell Avenue
Hobe Sound, MA 33455

Prepared by:
Epsilon Associates, Inc.
3 Mill & Main Place, Suite 250
Maynard, MA 01754

HISTORIC PRESERVATION CERTIFICATION APPLICATION

PART 2 – DESCRIPTION OF REHABILITATION



Instructions: This page must bear the applicant's original signature and must be dated. The National Park Service certification decision is based on the descriptions in this application form. In the event of any discrepancy between the application form and other, supplementary material submitted with it (such as architectural plans, drawings and specifications), the application form takes precedence. A copy of this form will be provided to the Internal Revenue Service.

NPS Project Number

1. Historic Property Name Hannah Gardner House

Street 6 Gull Island Lane

City Nantucket County Nantucket State MA Zip 02554-3677

Name of Historic District or National Register property Nantucket

☐ Listed individually in the National Register of Historic Places; date of listing _____

☒ Located in a Registered Historic District; name of district Nantucket

☒ Part 1 – Evaluation of Significance submitted? Date submitted June 16, 2021 Date of certification _____

2. Project Data (for phased projects, data entered in this section must be totals for entire project)

Date of building 1800 Estimated total rehabilitation costs (QRE) \$3,252,300

Number of buildings in project 1 Floor area before / after rehabilitation 3,973 / 4,053 sq ft

Start date (estimated) 01/01/2020 Use(s) before / after rehabilitation res / res

Completion date (estimated) 01/01/2022 Number of housing units before / after rehabilitation 1 / 1

Application includes phase(s) 1 of 1 phases Number of low-moderate income housing units before / after rehabilitation 0 / 0

☐ Intend to elect IRS 60-month phased rehabilitation

3. Project Contact (if different from applicant)

Name Brian Lever Company Epsilon Associates, Inc.

Street 3 Mill and Main Place, Suite 250 City Maynard State MA

Zip 01754 Telephone (978) 461-6261 Email Address blever@epsilonassociates.com

4. Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct. I further attest that [check one or both boxes, as applicable]:

☒ I am the owner of the above-described property within the meaning of "owner" set forth in 36 CFR § 67.2 (2011), and/or

☐ if I am not the fee simple owner of the above described property, the fee simple owner is aware of the action I am taking relative to this application and has no objection, as noted in a written statement from the owner, a copy of which (i) either is attached to this application form and incorporated herein, or has been previously submitted, and (ii) meets the requirements of 36 CFR § 67.3(a)(1) (2011).

For purposes of this attestation, the singular shall include the plural wherever appropriate. I understand that knowing and willful falsification of factual representations in this application may subject me to fines and imprisonment under 18 U.S.C. § 1001, which, under certain circumstances, provides for imprisonment of up to 8 years.

Name Sarah McLane Signature (Sign in ink) [Signature] Date July 29/2021

Applicant Entity Hannah Gardner House LLC SSN _____ or TIN 84-2068182

Street 11887 SE Shell Ave. City Hobe Sound State FL

Zip 33455 Telephone (917) 612-4235 Email Address snmclane@gmail.com

☐ Applicant, SSN, or TIN has changed since previously submitted application.

NPS Official Use Only

The National Park Service has reviewed the Historic Preservation Certification Application – Part 2 for the above-named property and has determined that:

☐ the rehabilitation described herein is consistent with the historic character of the property and, where applicable, with the district in which it is located and that the project meets the Secretary of the Interior's Standards for Rehabilitation. This letter is a preliminary determination only, since a formal certification of rehabilitation can be issued only to the owner of a "certified historic structure" after rehabilitation work is complete.

☐ the rehabilitation or proposed rehabilitation will meet the Secretary of the Interior's Standards for Rehabilitation if the attached conditions are met.

☐ the rehabilitation described herein is not consistent with the historic character of the property or the district in which it is located and that the project does not meet the Secretary of the Interior's Standards for Rehabilitation.

Date _____

National Park Service Authorized Signature (Sign in ink) _____

☐ NPS conditions or comments attached

HISTORIC PRESERVATION CERTIFICATION APPLICATION

PART 2 – DESCRIPTION OF REHABILITATION

Historic Property Name Hannah Gardner House NPS Project Number _____

Property Address 6 Gull Island Lane, Nantucket, MA

5. Detailed Description of Rehabilitation Work. Use this page to describe all work or create a comparable format with this information.

Number items consecutively to describe all work, including building exterior and interior, additions, site work, landscaping, and new construction.

Number <u>1</u>	Feature <u>Exterior Masonry and Cladding</u>	Date of Feature <u>see attached</u>
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Describe existing feature and its condition

see attached

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature

see attached

Number <u>2</u>	Feature <u>Windows</u>	Date of Feature <u>see attached</u>
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Describe existing feature and its condition

see attached

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature

see attached

Number <u>3</u>	Feature <u>Exterior Entrances</u>	Date of Feature <u>see attached</u>
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Describe existing feature and its condition

see attached

Photo Numbers see attached Drawing Numbers see attached

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

Historic Property Name Hannah Gardner House NPS Project Number _____

Property Address 6 Gull Island Lane, Nantucket, MA

Describe work to feature

see attached

Number 4	Feature Roof	Date of Feature <u>see attached</u>
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Describe existing feature and its condition

see attached

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature

see attached

Number 5	Feature Interior Stairs	Date of Feature <u>see attached</u>
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Describe existing feature and its condition

see attached

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature

see attached

Number 6	Feature Interior Spaces	Date of Feature <u>see attached</u>
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Describe existing feature and its condition

see attached

**HISTORIC PRESERVATION CERTIFICATION APPLICATION
PART 2 – DESCRIPTION OF REHABILITATION**

Historic Property Name Hannah Gardner House NPS Project Number _____

Property Address 6 Gull Island Lane, Nantucket, MA

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature
see attached

Number <u>7</u>	Feature <u>Building Systems</u>	Date of Feature <u>see attached</u>
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Describe existing feature and its condition
see attached

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature
see attached

Number <u>8</u>	Feature <u>Site</u>	Date of Feature <u>NA</u>
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Describe existing feature and its condition
see attached

Photo Numbers see attached Drawing Numbers see attached

Describe work to feature
see attached

Introduction

The property has undergone decades of deferred maintenance and neglect by previous owners. As documented by the Town of Nantucket through violation letters, the building has suffered from continued water infiltration and rot. Unfortunately, despite repeated attempts by the Town to prompt owners to properly maintain the property, the owners have simply chosen to sell it rather than pay for repair costs. This has allowed the property to degrade for many years through a continuous cycle of deterioration; whereby there are efforts by the Town to enforce repairs, further deterioration and then the property is sold to avoid enforcement action. Enclosed are letters of complaint by neighbors as well as violation letters issued by the Town of Nantucket. None of the issues addressed in these letters were rectified by the time Hannah Gardner House LLC purchased the property.

Number 1

Architectural Feature: Exterior Masonry and Cladding
Approximate Date of Feature: ca. 1800, ca. 1870, ca. 1930, ca. 1950, ca. 1980

Describe Existing Feature and its Condition:

The Federal style building consists of a two and a half story main block with a center brick chimney. The main block measures four by three bays. The building is supported by a variety of foundation types including brick, wood posts, rubble-stone and concrete block. The building is clad in wood shingles with wood trim.

At the west end of the façade is the circa 1920 porch addition that was later enclosed as finished livingspace circa 1950. The one-story, two by one bay addition has a brick chimney. At the east elevation of the main block is a circa 1950 second story addition that is cantilevered over the first-story. The one and a half story addition is one by one bay.

The rear elevation of the main block is only partially exposed at the east end. At the rear of the main block are a series of additions and alterations to the rear ell built over different campaigns. The original rear ell built circa 1825 was a narrow one-story, one by two bay ell with an entrance on the east elevation. Approximately 1870, the rear ell was expanded westward by one bay in width, projecting past the main block, making it two by two bays. The expansion contains one entrance on the west elevation. At the time of the expansion, a new small narrow brick chimney was added.

Circa 1897, a one-story gable roofed two by one bay scullery was added to the rear of the ell. Approximately 1903, a second floor was added onto the rear ell and over part of the scullery. The second story addition is one and a half stories and cantilevered over the first story of the ell and scullery at the east elevation supported by wood posts. In the mid-20th century portions of the rear ell's foundation were replaced with concrete block.

The masonry is in very poor condition. The building's foundation has crumbled causing it to list in different directions, with the rear ell leaning both north and east and the main block leaning north. Mortar is deteriorated or missing, and some masonry units are deteriorated, broken or chipped. Foundation problems and stress placed on the building by later additions have caused components throughout the building to be racked.

The exterior shingle cladding is also in poor condition as is the wood trim. Missing or rotted shingles and trim are present. In some areas rot has penetrated through the building. As the building's wood frame sits close to the ground without flashing, the sills have thoroughly

rotted, and rot has continued upward into the building. In areas where shingles are missing or too rotted to prevent water infiltration, water has penetrated in between the walls. The cantilevered addition on the north elevation is exhibiting stress on the main block causing deflection of the north elevation. Additionally, the rear ell is pulling away downward and eastward from the main block and causing stress and deflection with trim and shingles cracking and out of alignment.

Photo No. 1-11, 13-30

Drawing No. EX-2.1- EX-2.2, A-2.1-A-2.2, Masonry Specifications

Describe Work and Impact on Existing Feature:

Exterior masonry on the chimneys will be selectively cleaned and repointed. Where mortar is deteriorated, the joints will be raked and repointed to match existing. Mortar repointing will match the color, texture, tooling, and appearance of the existing historic mortar. In areas where the brick has been cracked or broken, the existing masonry will be removed, and the areas reconstructed using new masonry units to match the existing as closely as possible. Salvaged or new matching masonry will be toothed into the existing brickwork and isolated replacements will be made within the existing brick locations and openings. Masonry specifications are enclosed.

At the rear ell, a small narrow utilitarian chimney will be removed. The bricks will be salvaged for patching on the remaining two chimneys as needed, with the majority of the salvaged brick to be reused in the new foundation. The building's foundation will be replaced throughout. The building will be resupported with new wood sills and placed on a new level foundation. The new foundation will be faced with red brick salvaged from the removal of the chimney in the rear ell as well as new matching red clay brick. Throughout the building, shingles and trim will be retained unless beyond salvageable and if so, they will be replaced to match existing. New trim will match existing except where warped or out of alignment due to the building's sagging, in those cases new level trim will be installed.

At the east elevation of the building the cantilevered second-story addition will be removed, and a wood clad oriel placed in its location. The elevation will be resupported with new wood posts and cornerposts as needed. The west elevation of the main block will have the roofline altered and raised slightly for code compliance with head height at the attic stair.

At the rear of the building the scullery will be separated from the rear ell temporarily and then reattached to the reconstructed ell, when complete. The rear ell will be deconstructed salvaging beams, floorboards, shingles, and other materials where salvageable. Salvageable

shingles will be reused to reclad the scullery, due to its small size and availability of salvageable shingles. Due to the placement of the reconstructed ell at the rear of the main block, it is minimally visible when viewing the building from Gull Island Lane. The reconstructed ell will have a slightly smaller footprint than the existing ell and its second-story will not extend over the scullery or be cantilevered over the north elevation. The reconstructed ell will maintain the same appearance from Gull Island Lane when viewing the façade of the building and will incorporate small porches at the first-story. The reconstructed ell will also intersect higher onto the roof of the main block and will have an even gable roofline to assist with connecting mechanical runs.

Number 2

Architectural Feature: Windows
Approximate Date of Feature: ca. 1800, 1845, ca. 1870, ca. 1897, ca. 1920, ca. 1950

Describe Existing Feature and its Condition:

All of the existing windows on the building are wood frame single-glazed windows. Windows are both fixed and double-hung with a variety of muntin patterns including: six, eight and 20-lite windows and 6/6, 9/9 and 12/12 double hung windows.

Existing wood windows are in poor condition and exhibit: broken and rotted sashes and frames; missing components; deteriorated glazing compounds; peeling paint, water damage and broken glass. Historic windows also suffer from air gaps and deteriorated jambs and other non-functional components.

Photo No. 1-3, 5-11, 13-16, 18-30
Drawing No. EX-2.1- EX-2.2, A1.3, A-2.1-A-2.2, Window Section Detail

Describe Work and Impact on Existing Feature:

On the main block, the vast majority of the windows will be retained and repaired with the addition of exterior wood framed half-screens added on the bottom sash. On the north elevation, a new oriel window will be added in place of the second story addition that will be removed. At the west elevation, one third-story double-hung window will be replaced and one six-lite window will be installed.

At the west addition, all of the existing windows dating from the 1950s will be replaced with new matching wood double-hung windows. One window opening at the south elevation will be swapped with the door opening, with a half-height six-lite window installed.

The reconstructed ell will have a combination of windows salvaged from the ell and reinstalled as well as new custom wood windows replicating historic details. One relocated six-lite window will be installed at the small section of exposed west elevation of the reconstructed ell. One relocated eight-lite window will be located on the south elevation of the reconstructed ell. The remaining windows on the ell will be new wood double-hung windows with muntin patterns designed to complement the existing windows on the ell and the existing windows on the main block.

On the scullery, all of the existing windows will be retained and repaired.

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Proposed windows will match the existing historic windows in size, configuration, and dimension and have historically accurate muntin patterns, based on existing windows. Proposed windows will be wood true divided light windows. A window detail sheet is enclosed, and shop drawings of the proposed replacement sash will be provided during the construction phase of the project for review and approval, if requested.

Number 3

Architectural Feature: Exterior Entrances
Approximate Date of Feature: ca. 1800, ca. 1870, ca. 1897, ca. 1950

Describe Existing Feature and its Condition:

The building has one entrance on the main block. The historic facade entrance consists of a glazed wood panel door flanked by pilasters and topped with entablature. The entrance is accessed via a concrete step.

At the west addition, there is one entrance consisting of a 15-lite wood French door.

On the rear ell, there are two entrances, one at the east elevation and another at the north elevation, both entrances consist of wood plank doors.

The scullery has one entrance on the east elevation consisting of a wood plank door.

The existing entrances are in poor condition. All entrances suffer from peeling paint and water damage. The entrances on the rear ell and scullery are racked and have been cut or simply do not fit the opening.

Photo No. 1-2, 5, 14-17, 24-27
Drawing No. EX-2.1-EX-2.2, A-2.1-A-2.2

Describe Work and Impact on Existing Feature:

The entrance at the main block will be retained, repaired, and repainted.

The door at the west addition will be replaced in kind and will be relocated slightly to the west in place of an existing window opening, with a reused six-lite window installed in the former door location.

On the rear ell, the north elevation entrance will be replaced with a new wood 15-lite door. At the east elevation of the ell, the entrance will be replaced with windows.

The entrance on the scullery will be replaced with a 20-lite wood door found in the crawlspace. A new basement entrance will be installed on the west elevation of the scullery

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consisting of a wood plank half-height door and a reused four-lite window (found in the building).

Number 4

Architectural Feature: Roof
Approximate Date of Feature: ca. 1980

Describe Existing Feature and its Condition:

The roofs on building are all gable roofs with asphalt shingles. The main block, west addition and the rear ell also have brick chimneys. At the main block is an access hatch used to climb up on top of the roof.

The roofs have exceeded their useable lifespan and need to be replaced. The roofs have active water leaks, missing and broken shingles and sections of the eaves are rotted and have holes in them. The roof over the rear ell has large gaps in the eaves.

Photo No. 1-3, 6, 9-10, 14-15, 18-22, 24, 26-28, 30, 52
Drawing No. EX-2.1-EX-2.2, A-2.1-A-2.2

Describe Work and Impact on Existing Feature:

The asphalt shingle roofs over the main block and scullery will be replaced as well as the deteriorated eaves and trim. On the main block, the access hatch will also be replaced, and a captain's walk will be installed. As stated in Number 1: Exterior Masonry and Cladding, the chimneys on the main block and west addition will be repaired and repointed as needed. At the west elevation of the main block, the roofline will be adjusted to a shallower pitch to accommodate head height at the attic staircase.

The roof structure at the rear ell will be reconfigured in the reconstructed ell. The existing rear ell is a series of additions including two second story additions. The reconstructed ell will have a gable roof that will intersect higher up on the main block and will include two smaller rooflines over the porches at the first-story.

Number 5

Architectural Feature: Interior Stairs
Approximate Date of Feature: ca. 1800

Describe Existing Feature and its Condition:

The building has two interior staircases and a roof access ladder (scuttle stair). The staircases both originate at the first-floor. The primary staircase originates at the façade entrance and terminates at the second-floor. The secondary stair originates at the rear of the main block and terminates in the attic. The roof access ladder (scuttle stair) is within the attic below the roof hatch adjacent the chimney.

Both staircases have wood frames, and wood treads. The primary stair has a wood balustrade, while the secondary stair has a simple wood handrail. The access ladder (scuttle stair) is a historic wood ladder affixed in place.

The secondary stair's flight to the attic stair does not have adequate head height to be code compliant. Both stairs have worn painted treads, are cracked, and have had water damage. Staircases generally have peeling paint and deteriorated treads and sidewalls. No changes to handrail height are required due to continued use of the building as a single-family rental property.

Photo No. 39, 41, 45, 53, 57
Drawing No. EX-1.1-EX-1.3, A-1.0-A-1.3

Describe Work and Impact on Existing Feature:

The primary stair will be repaired as needed and repainted. There is no proposed replacement of materials or modifications proposed.

The secondary stair has inadequate head height at the flight leading to the attic. The pitch of the roof will be altered to create adequate head height, and a window added for light, otherwise the stair will be unmodified and repaired and repainted as needed.

The roof access ladder (scuttle stair) will be retained.

One new set of stairs will be installed at the basement level consisting of a wood frame and treads located underneath the scullery.

Number 6

Architectural Feature: Interior Spaces
Approximate Date of Feature: ca. 1800, 1845, ca. 1870, ca. 1897, ca. 1920, ca. 1950

Describe Existing Feature and its Condition:

The building consists of three floors, there is no basement level. As a single-family house the building consists of numerous rooms serving as bedrooms as well as a living room, family room, dining room, kitchen, and the scullery/washroom. There is no central hallway and rooms are accessed off of other rooms or staircase landings. Walls and ceilings are typically plaster with wood trim and exposed beams (in select rooms). Some rooms have wood paneling, either from the 19th (around fireplaces) or 20th century (rear ell). Floors are typically softwood, with vinyl in the bathrooms. At the third-floor of the main block are fiberboard walls and fiberboard drop ceilings as well as exposed roof rafters.

The main block possesses original historic features such as original fireplaces, while the later additions have either reused historic features such as doors from elsewhere or have features intended to mimic historic features. Examples include the wide board flooring in the west addition, which is modern, but intended to appear as historic as well as wood paneling in the west addition. The rear ell and scullery have a hodgepodge of finishes due to their many alterations, including wood flooring which is modern in the scullery, but historic at the first-floor of the rear ell. The second-floor of the rear ell has finishes dating to the 20th century.

The interior of the building is in poor condition due to improperly sealed window openings, leaks through roof, rotting of the sills and rising damp creating general water damage, peeling paint, as well as rotted and deteriorated walls and flooring. The building is also infested with black mold.

Photo No. 31-61
Drawing No. EX-1.1-EX-1.3, A-1.0-A-1.3

Describe Work and Impact on Existing Feature:

Throughout the building all existing wood trim will be repaired and repainted (where painted) and flooring refinished. Existing interior doors and hardware will be reused. Mold will be removed, and walls and ceilings patched and repaired. Where walls are open due to deterioration, wool batt insulation will be installed within the existing wall cavity, no additional wall thickness is proposed. All walls and ceilings including new and existing to be

repaired will be plaster. Original softwood floors will be retained or replaced in kind where needed. New ceiling mounted light fixtures and combination smoke and carbon monoxide detectors will be installed throughout the building. Bathrooms will include low flow toilets and new bathroom hardware as well as porcelain and marble floors. Historic sinks where possible will be restored and reused, while tubs and toilets will be replaced. Existing sealed fireplaces will be reopened, with the hearths restored with red brick, salvaged from the removal of the rear ell's chimney. Plaster fireplace surrounds will be restored, and existing mantels and wood paneling will be retained and repainted. A new custom metal door will be installed over the beehive oven in the dining room fireplace, when reopened.

Limited interior changes are proposed for the main block. At the second-floor, an existing bedroom will be converted to a bathroom, with one doorway fixed closed. At the third-floor of the main block, a new bathroom will be constructed as well as a bedroom and mechanical area. The existing wide board flooring will be retained and reused except in the bathroom. The existing exposed roof rafters will remain exposed with plaster finish installed between the rafters. All fiberboard and drop ceilings will be removed and new walls and ceilings (which will be full height) will be plaster.

The east addition will be removed.

At the west addition, a bedroom and bathroom will be constructed.

The rear ell will be reconstructed and will reuse salvageable historic materials such as the first-floor wide plank flooring, doors, windows, trim, and other structural elements that may be hidden within the walls. The first-floor of the reconstructed ell will include a kitchen and mudroom. As is typical for homes of this period, the kitchen floor will be painted in the rear ell, while other wood flooring will be oil-finished (including salvaged kitchen flooring from rear ell to be used elsewhere for patching). The second-floor will include a bedroom and two bathrooms. The rear ell will include plaster walls and ceilings and softwood flooring as well as painted wood trim, doors, cabinets, countertops, and plumbing fixtures. New energy star appliances including a range, refrigerator and vented hood will be installed.

The scullery will be converted to a bathroom and laundry room. Beneath the rear ell and scullery, a basement level will be added for mechanical spaces. There will be no interior access to the basement.

Number 7

Architectural Feature: Mechanical, Plumbing, Electrical
Approximate Date of Feature: ca. 1920, ca. 1950

Describe Existing Feature and its Condition:

The building has no heating or cooling equipment. The building has one non-operational propane water heater. Water and electrical lines run exposed and hidden in walls and ceilings. Water and waste plumbing services are fed by first-floor level water service and where available in the rear ell and scullery. Electrical service is provided by a fuse box. There is no functional electrical, cable or plumbing in the building. There is no fire detection equipment in the building.

Wholesale replacement of all of the building's mechanical, electrical and plumbing equipment is necessary.

Photo No. 34, 36, 44, 49, 54, 56
Drawing No. EX-1.1-EX-1.3, A-1.0-A-1.3

Describe Work and Impact on Existing Feature:

Complete new electrical, plumbing, fire detection, cable and HVAC systems are to be provided for the building. Cooling will be provided by outdoor air handler units located to the east of the scullery, outside of view from the public way. A new boiler and hot water heater for domestic hot water will be installed, and new fixtures and faucets will be installed in the proposed bathrooms and the kitchen. Where possible, historic bathroom sinks will be refinished and reused. A new fire protection system will be installed. Wiring, plumbing and cable will be hidden in wall chases. New plumbing fixtures including stop valves and faucets will be installed in residential units. New wiring will be installed for fixtures and outlets including GFI outlets in kitchens and bathrooms.

New HVAC ductwork will consist of specialized narrow gauge round ducts. Ductwork will be concealed within the walls of the reconstructed ell and will connect to ductwork that will run through the basement and crawlspace under the building to the other parts of the building as well as to the attic in the main block, where it will be concealed under the eaves. Since the ell will be reconstructed, it is an opportunity to use it as a mechanical bridge/conduit to the other parts of the building allowing mechanical systems to be concealed. Within the main block, west addition, and scullery, only HVAC vents will be visible in the floors and

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ceilings. Beneath the rear ell and scullery, a basement level will be added for mechanical spaces, with the crawlspace remaining under the main block and west addition.

Number 8

Architectural Feature: Site
Approximate Date of Feature: NA

Describe Existing Feature and its Condition:

The property consists of an approximately .11-acre parcel of land. The property is gently to the south and aside from the building has crushed seashell driveway and a concrete patio. A two-story garage is also on the property. A concrete stoop is at the façade entrance on Gull Island Lane. Grassed areas are at the western and southern ends of the property.

Site features are generally in fair condition. The stoop and patio have cracks.

Photo No. 1-3, 5-6, 9-10, 12-15, 17-18, 20, 22-28
Drawing No. Site Plan of Land, L-1.1

Describe Work and Impact on Existing Feature:

A new granite stoop will be added as a step to the entrance on the façade, replacing the existing concrete stoop. Two HVAC condenser units will be placed to the east of the scullery and an outdoor shower will be attached to the back of the scullery. As stated in Number 1: Exterior Masonry and Cladding, porches will be added to the north and south elevations of the reconstructed ell. A new driveway will be installed consisting of cobblestone with grass in between running up to the garage.

TOWN OF NANTUCKET VIOLATION LETTERS DISCUSSING DETERIORATION

June 17, 2014

Megan B. Bayer
mbayer@k-plaw.com

CERTIFIED MAIL - RETURN RECEIPT REQUESTED
AND FIRST CLASS MAIL

Ms. Sasha Cavander
P.O. Box 17
6 Gull Island Lane
Nantucket, MA 02554

Re: **ENFORCEMENT ORDER**
6 Gull Island Lane

Dear Ms. Cavander:

This firm is Town Counsel for the Town of Nantucket (the "Town"). We have been engaged to undertake enforcement regarding property owned and controlled by you at 6 Gull Island Lane, Map 42.4.3, Parcel 61 (the "Property").

The Property is located in the Nantucket Historic District and is thus subject to the Town's Historic District Act (the "Act") and Section 124-13 of the Town Code ("Section 124-13"), which sets forth the minimum maintenance requirements for historic buildings and structures. The Property is in a state of disrepair, and you have failed to preserve and protect the historic structures located at the Property in violation of the Act and Section 124-13.

On June 14, 2014, the Chair of the Historic District Commission (the "Commission") inspected the Property from the nearby public ways and observed the following conditions:

1. Deterioration of the two chimneys at the dwelling – the chimney on the west side is starting to lean towards the abutting property, and the chimney in the rear is missing pieces and falling over;
2. Deterioration and sinking of the dwelling foundation - specifically, the foundation is part brick, and part rubble stone, which is the original 200 year old foundation. Parts of the foundation are crumbling and it is possible to see into the structure through the gaps. As a result of the deteriorating foundation, the house is shifting and is not level;
3. Deterioration of the dwelling roof – roof shingles are missing and there are areas of rot. The gutters are ineffective and have holes, areas of rot, and are covered in mold and leaves. The eaves have little wood left;
4. Deterioration of the sills at the dwelling – it is possible to see through gaps in the foundation and see that the sills are rotting;
5. Deterioration of the exterior walls – the structures have not been painted in decades, which has allowed the wood to be saturated by the elements, and the wall shingles are

- past their useful life. Additionally, the corner boards are rotted and missing in areas due to rot, and holes in the trim are allowing water penetration;
6. Deterioration of the one-story addition on the dwelling – the addition is built on piers that are sinking into the ground, and the addition is rotting off and leaning. The west addition wall is rippling;
 7. Deterioration of the second-floor cantilevered section – this section is not part of the original house and it is coming down and leaning towards an abutting house. This section is only held on by two brackets and a few support posts, one of which is not sitting squarely on a concrete pad;
 8. Deterioration of the two-story addition – the rear two-story addition is falling backwards and away from the dwelling, with a sagging ridge and tilted walls;
 9. Deterioration of the carriage house - the carriage house is leaning and not stable, missing wall and roof shingles, not painted, the roof is sagging, the second floor stairs are not safe and are leaning west, and the windows and trim are rotting; and
 10. Deterioration of architectural features – including, but not limited to, windows, doors, window and door surrounds, corner boards, trim, front door, front step and garage doors.

These conditions violate the following provisions of Section 124-13:

Section 124-13(A) – Owners “shall provide sufficient minimum maintenance as defined herein in Subsection B below, to the minimum extent necessary to keep such buildings from falling into a state of poor repair”

Section 124-13(B) – “In carrying out the responsibilities set forth in §124-13A above, owners shall therefore be responsible for taking at least the minimum steps necessary to prevent the deterioration of the following items, which would, if allowed to deteriorate, cause a detrimental effect upon the character of the Historic District as to such contributing buildings and structures as follows:

- (1) Foundations, exterior walls or other vertical supports (exterior or interior);
- (2) Roofs or other horizontal members (including joists, beams, etc.);
- (3) Chimneys or chimney support systems.

Section 124-13(D) – “In all cases for such contributing buildings and structures, nonstructural exterior architectural features shall be repaired. In situations where it is impractical to repair the feature, or prohibitively expensive to replace it, it shall be stored safely until such time as it is possible to recreate the feature from the original pieces at reasonable expense.”

These conditions have been observed at the Property over several years until the present. Furthermore, you have been previously made aware of these violations. You have failed to remedy

Ms. Sasha Cavander

June 17, 2014

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any of these violations, and have failed to apply for, and receive, a waiver from Section 124-13, pursuant to §124-13(E), or any necessary permits or certificates, pursuant to the Act.

Furthermore, the Property constitutes a threat to public health and public safety. The Property is located in a densely populated neighborhood, and is in close proximity to neighboring structures, including other historically significant structures. The Property presents a risk of collapsing and risk of fire, which endangers any occupants, abutters and first responders. If the structures on the Property were to collapse, they would likely impact neighboring structures, and may block access to the other properties on Gull Island Lane, which is a very small, old cobblestone lane.

This matter has now been referred to Town Counsel to initiate enforcement litigation, unless you cease and desist these violations by filing an application for a Certificate of Appropriateness to perform the work necessary to remedy these violations by 4:30 p.m. on July 9, 2014, and after issuance of a Certificate of Appropriateness, complete the necessary work forthwith.

Furthermore, if you do not comply with Section 124-13, as set forth above, you will be subject to fines pursuant to Section 124-13(F), and Section 1-2 of the Town Code, in the amount of \$300.00 per day.

It is in everyone's interest to avoid the expense and inconvenience of litigation. This can be accomplished only if you comply immediately with this Cease and Desist Order. You may contact the Commission Administrator, Mr. Mark Voigt, directly at (508) 325-7587, or the Chair of the Commission, Ms. Linda Williams, directly at (508) 221-0432, or you may contact me regarding obtaining compliance with this Order. No further notice will be provided prior to initiating enforcement litigation.

Very truly yours,

Megan B. Bayer

MBB/lem

cc: Town Manager
Historic District Commission

499553/NANT/0001

Ms. Sasha Cavander
June 17, 2014
Page 4

Ms. C. Elizabeth Gibson
Town Manager
Nantucket Town Hall
16 Broad Street
Nantucket, MA 02554

Historic District Commission
Nantucket Town Hall
16 Broad Street
Nantucket, MA 02554



HISTORIC DISTRICT COMMISSION

2 Fairgrounds Road
Nantucket, Massachusetts 02554

Telephone: 508.325.7587

Fax: 508.228.7298

DATE: 6/06/2019

BY CERTIFIED MAIL

DUNPHY MAUREEN J TR ETAL
SIX GULL ISLAND LN REALTY TRUST
330 E 43RD STREET # 605
NEW YORK, NY 10017

Re: 6 Gull Island Lane, Nantucket, Massachusetts

42.4.3/61

VIOLATION NOTICE

To whom it may concern:

The Nantucket Historic District Commission (the "Commission") has discovered that you or your representatives are in violation of Chapter 124-13 of the Nantucket Town Code (the "Town Code") at the property located at 6 Gull Island Lane, Nantucket (the "Property"), a building listed on the National Register as Contributing. The following activities are in violation of sufficient minimum maintenance to the extent necessary to keep a building from falling into a state of poor repair.

1. Rotted exterior trim exposing and deteriorating interior framing supports.
2. Trim work around windows.
3. Deterioration of windows, front door, and front door frontispiece.
4. Chimney deterioration.
5. Exterior painting to trim and windows.
6. Sidewall and roof deterioration.

Since you have not taken the minimum steps necessary to prevent the deterioration of a contributing building you are being issued this citation. If you desire to contest this citation you may do so by making a written request for a non-criminal hearing, and enclosing a copy of this notice, within 21 days of the date of this notice to: Clerk-Magistrate, Nantucket District Court, 16 Broad Street, Nantucket, MA 02554.

Please be advised that the Town Code authorizes the Commission to impose a monetary penalty of \$300 for a violation of any Town Code provision within the Commission's jurisdiction and that each day that the violation continues to exist shall be considered a separate violation.

DUNPHY MAUREEN J TR ETAL
SIX GULL ISLAND LN REALTY TRUST
330 E 43RD STREET # 605
NEW YORK, NY 10017

If you would like to discuss this situation further or if you have any questions you may call the number above, Monday through Friday, from 7:30 a.m. until 4:30 p.m. or stop by the Planning and Land Use Service building located at 2 Fairgrounds Road. The Commission hopes that you will expeditiously comply with this notice so that it need not pursue further enforcement measures against you. I look forward to your prompt response.

Issued by: John Hedden
Printed Name: John Hedden
Dated: 6/6/2019

cc: Town Manager
Raymond Pohl, Chair

Town of Nantucket, MA
Thursday, June 6, 2019

Chapter 124. Signs; Satellite Dishes; Rooflines

Article IV. Certificates of Appropriateness, Etc.

§ 124-13. Minimum maintenance of buildings and structures to which St. 1970, c. 395 applies.

[Added 4-12-2004 ATM by Art. 55, approved 9-3-2004]

- A. Owners of certain contributing buildings and structures in the Nantucket Historic District shall provide sufficient minimum maintenance as defined herein in Subsection **B** below, to the minimum extent necessary to keep such buildings from falling into a state of poor repair as may be identified hereinafter by the Nantucket Historic District Commission rules and regulations as contributing buildings and structures to the historic authenticity of the Nantucket Historic District. This provision shall only apply to the exterior architectural features of such contributing buildings and structures, as defined in St. 1970, c. 395, § 2A, ^[1] as amended, and also to the interior portions of buildings and structures which, if not adequately maintained, would cause the exterior architectural features to deteriorate or become damaged.

[1] *Editor's Note: See Ch. A301, § A301-4, Historic District Commission.*

- B. In carrying out the responsibilities set forth in § 124-13A above, owners shall therefore be responsible for taking at least the minimum steps necessary to prevent the deterioration of the following items, which would, if allowed to deteriorate, cause a detrimental effect upon the character of the Historic District as to such contributing buildings and structures as follows:

- (1) Foundations, exterior walls or other vertical supports (exterior or interior);
- (2) Roofs or other horizontal members (including joists, beams, etc.);
- (3) Chimneys or chimney support systems.

- C. In cases where deterioration has already progressed to an advanced stage, and where immediate removal is requested by the owner, the standard for razing in St. 1970, c. 395, § 6 shall apply.

- D. In all cases for such contributing buildings and structures, nonstructural exterior architectural features shall be repaired. In situations where it is impractical to repair the feature, or prohibitively expensive to replace it, it shall be stored safely until such time as it is possible to recreate the feature from the original pieces at reasonable expense.

E.

The Nantucket Historic District Commission upon application and after hearing, may grant a waiver from the requirements of this section upon a showing of impossibility, or financial hardship, or the occurrence of events beyond the owner's control, or such other exigent circumstances as the Commission may determine.

- F. Any person violating this section shall be subject to a fine or penalty in the amount of \$300, with each day to be considered as a separate violation. The enforcing person for purposes of Nantucket Code § 1-2 shall be the administrator of the Historic District Commission or his/her designee.



Town of Nantucket Massachusetts

VIOLATION NOTICE

DEPARTMENT FILE NO.

19-10118

DATE NOTICE WRITTEN

6/6/2019

DEPARTMENT:

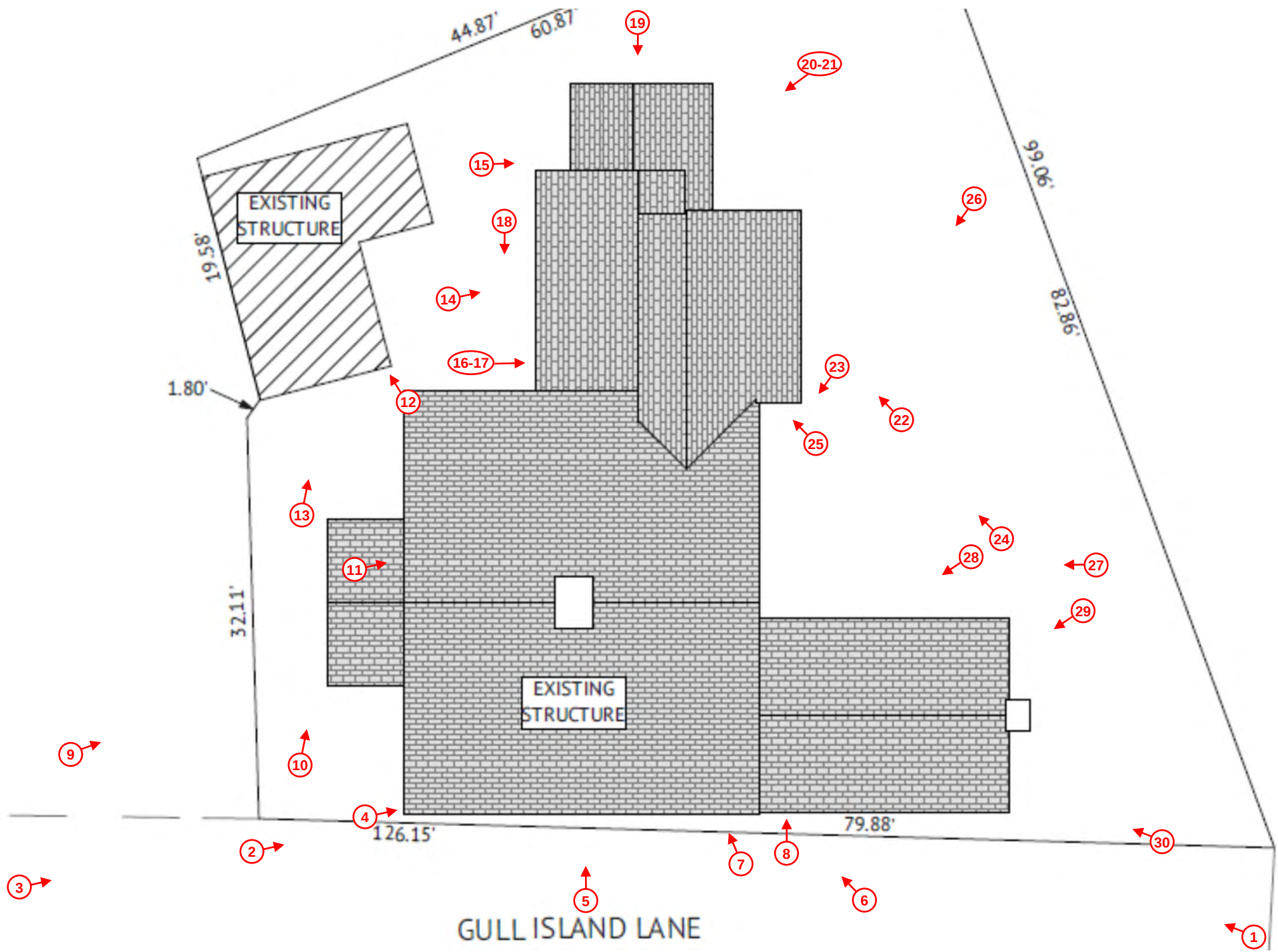
☐ POLICE ☒ HEALTH ☐ BUILDING
☐ MARINE ☒ H.D.C. ☐

A 25843

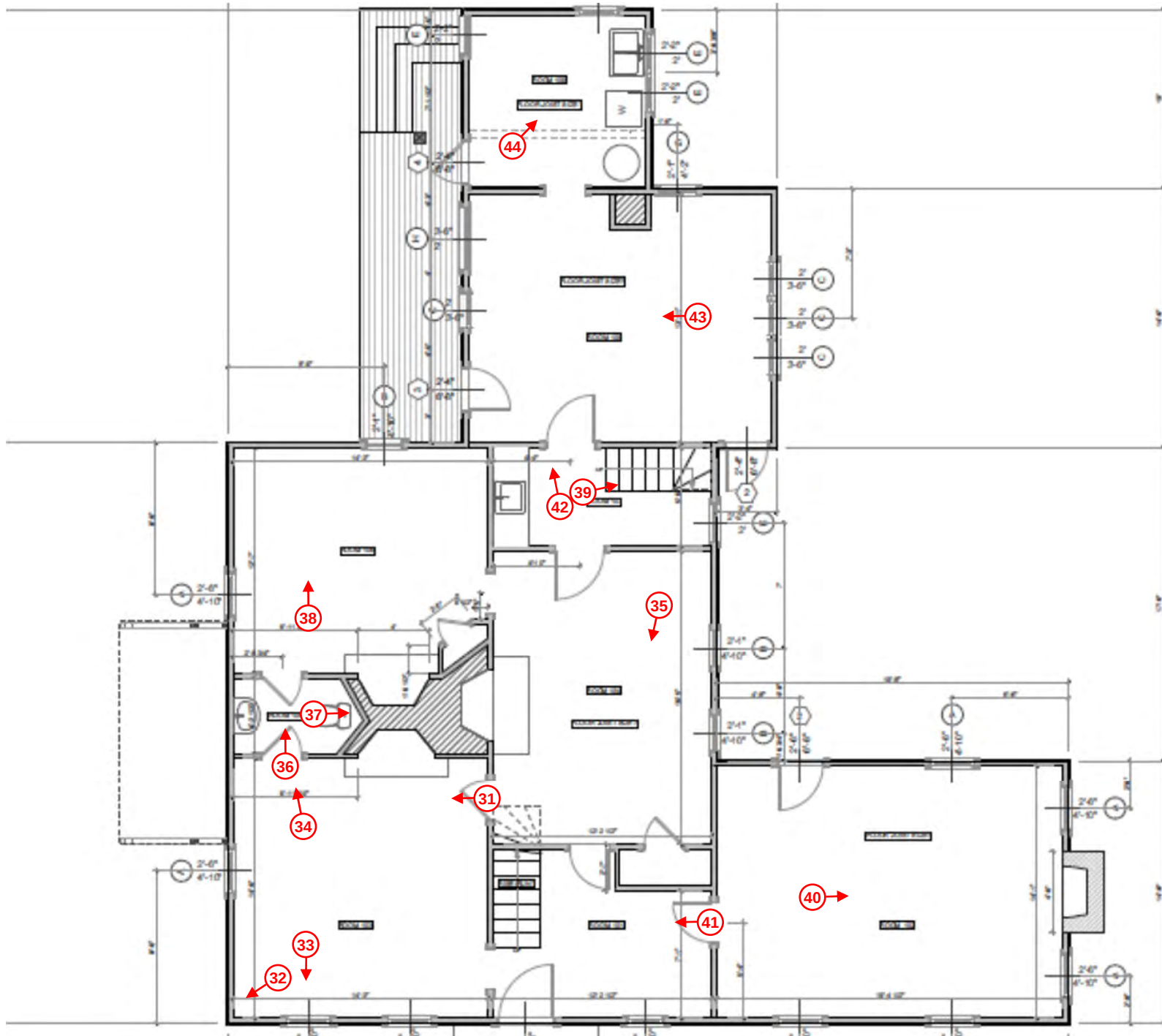
VIOLATOR	NAME (Last, First, Initial)		OWNER (if different) or PARENT (if minor)				
	Dunphy, Maureen J TR Etal		Dunphy, Maureen J TR Etal				
	ADDRESS		ADDRESS				
	6 Gull Island Lane		330 E 43rd Street #605				
OFFENSE(S)	CITY/TOWN	STATE	ZIP	CITY/TOWN	STATE	ZIP	
	Nantucket	MA		New York	NY	10017	
	DATE OF BIRTH	RACE/SEX	SOCIAL SECURITY NUMBER	DESCRIPTION OF AREA/PREMISES, BICYCLE OR VEHICLE			
				Deterioration of contributing building			
OFFENSE(S)	DATE OF VIOLATION	LOCATION OF VIOLATION	TIME	NOTICE TO VIOLATOR SEE REVERSE SIDE FOR IMPORTANT INFORMATION ON YOUR RIGHTS AND DUTIES REGARDING THIS VIOLATION NOTICE.			
	6/6/2019	6 Gull Island Lane	AM				
	A. Lack of minimum maintenance		VIOLATION CODE				FINE
			124-13				\$300.00
OFFICER: CHECK ONE ONLY		☐ WARNING ☒ NON-CRIMINAL	IF NON-CRIMINAL TOTAL AMOUNT DUE:	\$300.00			
OFFICER CERTIFIES COPY GIVEN TO VIOLATOR		ID NO.	☐ BY HAND ☒ BY MAIL	VIOLATOR ACKNOWLEDGES RECEIPT OF NOTICE			

VIOLATOR COPY

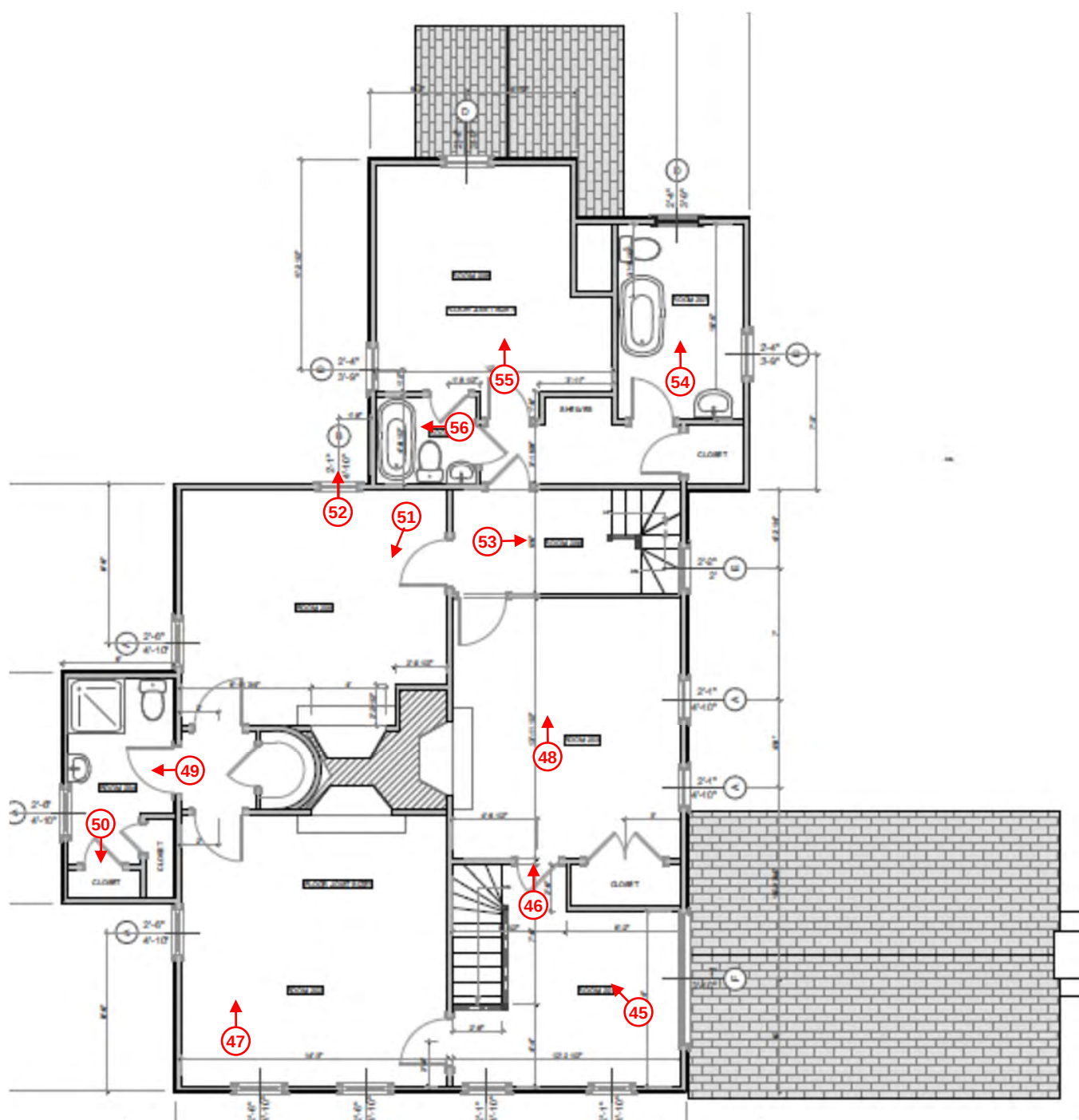
EXISTING CONDITIONS PHOTOGRAPHS



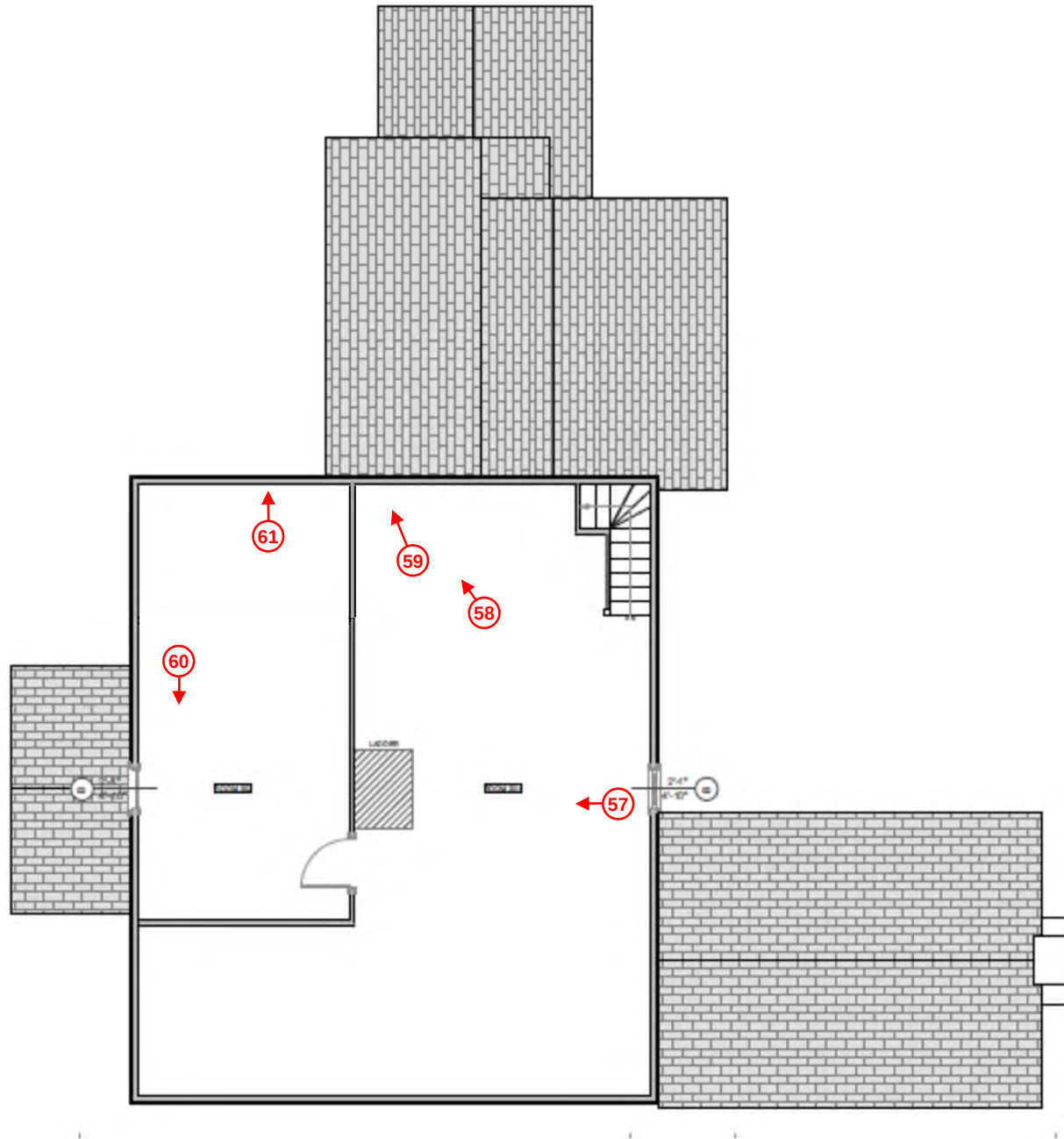
Hannah Gardner House, 6 Gull Island Lane Nantucket



Hannah Gardner House, 6 Gull Island Lane Nantucket



Hannah Gardner House, 6 Gull Island Lane Nantucket



Hannah Gardner House, 6 Gull Island Lane Nantucket

EXISTING PLANS AND ELEVATIONS

GULL ISLAND RESIDENCE

**6 GULL ISLAND LANE
NANTUCKET, MA**

	DRAWING LIST	
	COVER	SITE PLAN, LOCUS MAP

COVER	SITE PLAN, LOCUS MAP
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A 1.2	SECOND FLOOR PLAN
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A 1.4	ROOF PLAN
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A 2.2	NORTH & EAST ELEVATIONS
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SIX GULL ISLAND LANE
NANTUCKET, MA

USE OF DRAWING

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Thornewill Design LLC
48 Dukes Road
Nantucket, Ma. 02554
Tele. 508 228 9161 Fax 508 228 3165

Project No: _____
Designed by: _____
Drawn by: _____
Checked by: _____

Sheet No:

COVER

____ Contents: _____

____ Cover Sheet



CURRENT ZONING CLASSIFICATION:
Residential Old Historic (R-OH)

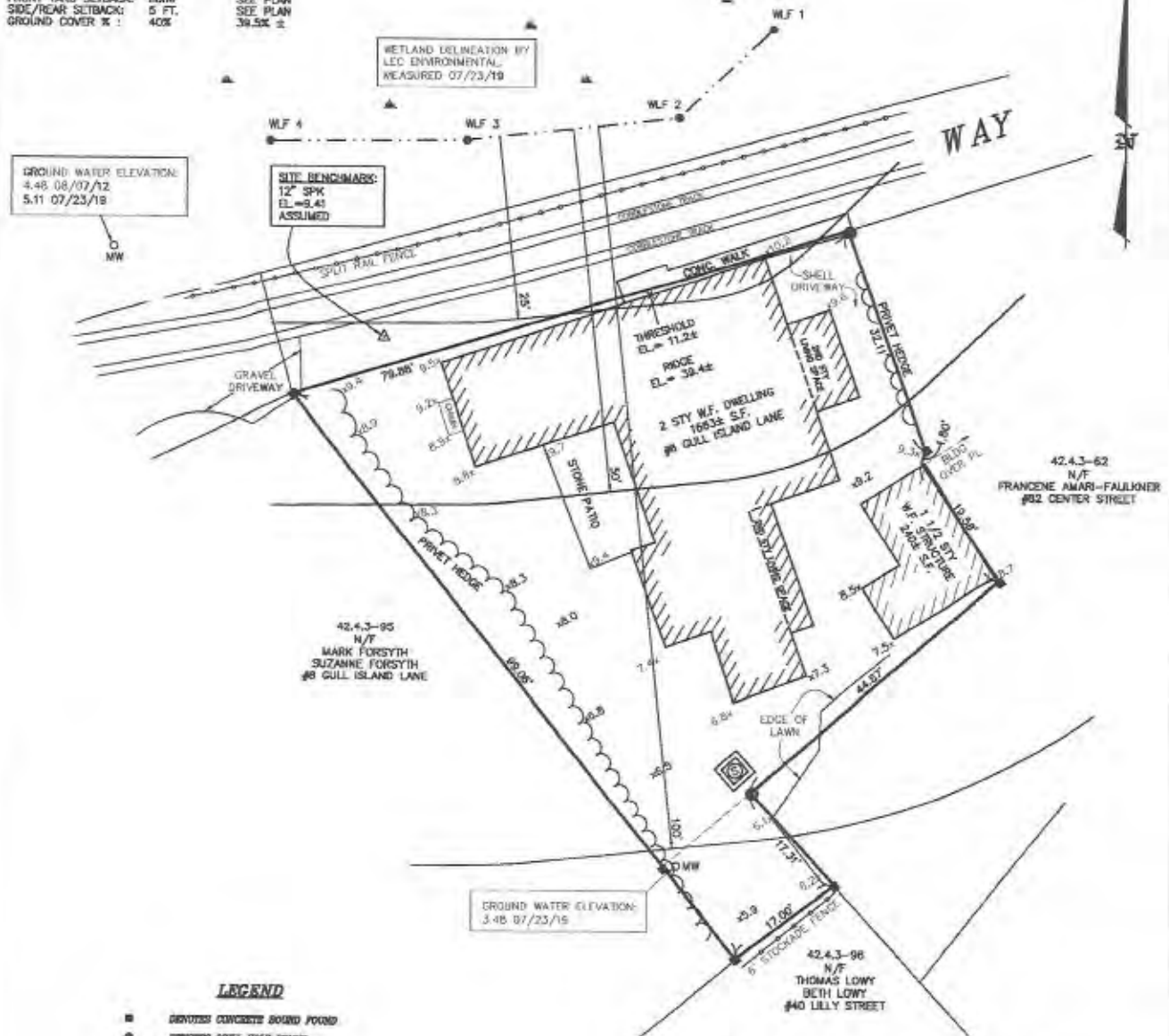
MINIMUM LOT SIZE: 5000 S.F.
MINIMUM FRONTAGE: 50 FT.
FRONT YARD SETBACK: none
SIDE/REAR SETBACK: 5 FT.
GROUND COVER %: 40%

EXISTING:
4817± S.F.
SEE PLAN
SEE PLAN
SEE PLAN
39.5% ±

WETLAND DELINEATION BY
LEC ENVIRONMENTAL
MEASURED 07/23/19

GROUND WATER ELEVATION:
4.48 08/07/12
5.11 07/23/19

SITE BENCHMARK:
12" SPK
EL.=9.43
ASSUMED



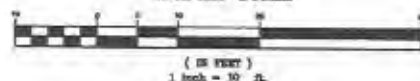
Site Plan of Land in Nantucket, MA Prepared for **SARAH MCLANE**

ASSESSOR'S MAP 42.4.3, PARCEL 61
#6 GULL ISLAND LANE

Scale: 1" = 10' July 24, 2019

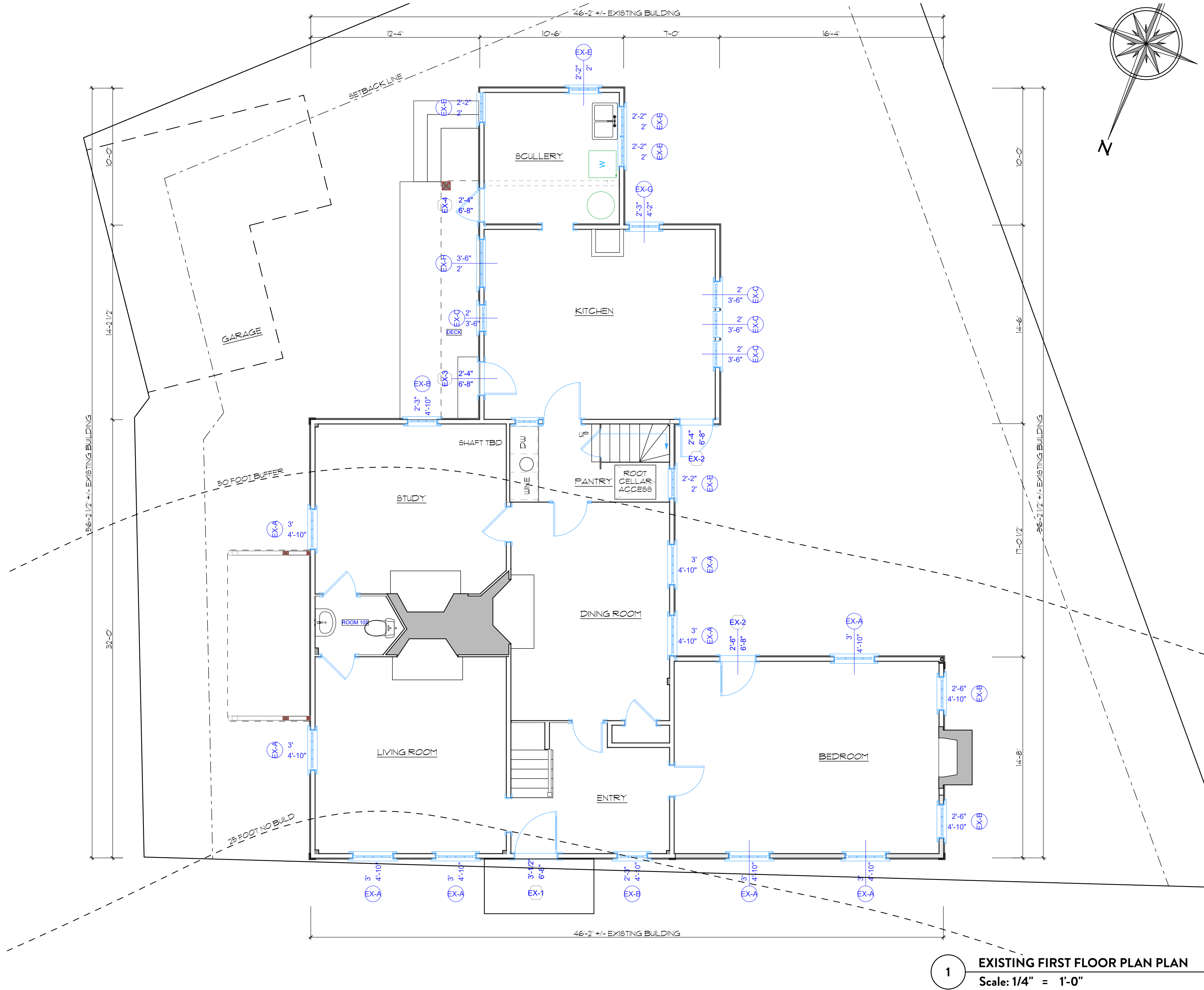
BLACKWELL & ASSOCIATES, Inc.
Professional Land Surveyors
20 TEASDALE CIRCLE
NANTUCKET, MASS. 02554
(508) 228-9026

GRAPHIC SCALE



OWNER INFORMATION

ANJONIC REAL ESTATE 13 COMPANY LLP
5X GULL ISLAND LANE REALTY TRUST
Cet. 25735
L.C.C. 19917-A, PARCELS B & C
ASSESSOR'S MAP 42.4.3, PARCEL 61
#6 GULL ISLAND LANE



1 EXISTING FIRST FLOOR PLAN PLAN
Scale: 1/4" = 1'-0"

Residence at

6 Gull Island Lane

Nantucket, MA 02554

MAP NO. 42.4.3 ZONING INFO. ROH

PARCEL NO. 61 PROJECT NO. 41

REVISION: July 15, 2021

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Existing First Floor Plan

REVISIONS

DATE

BOTTICELLI & POHL

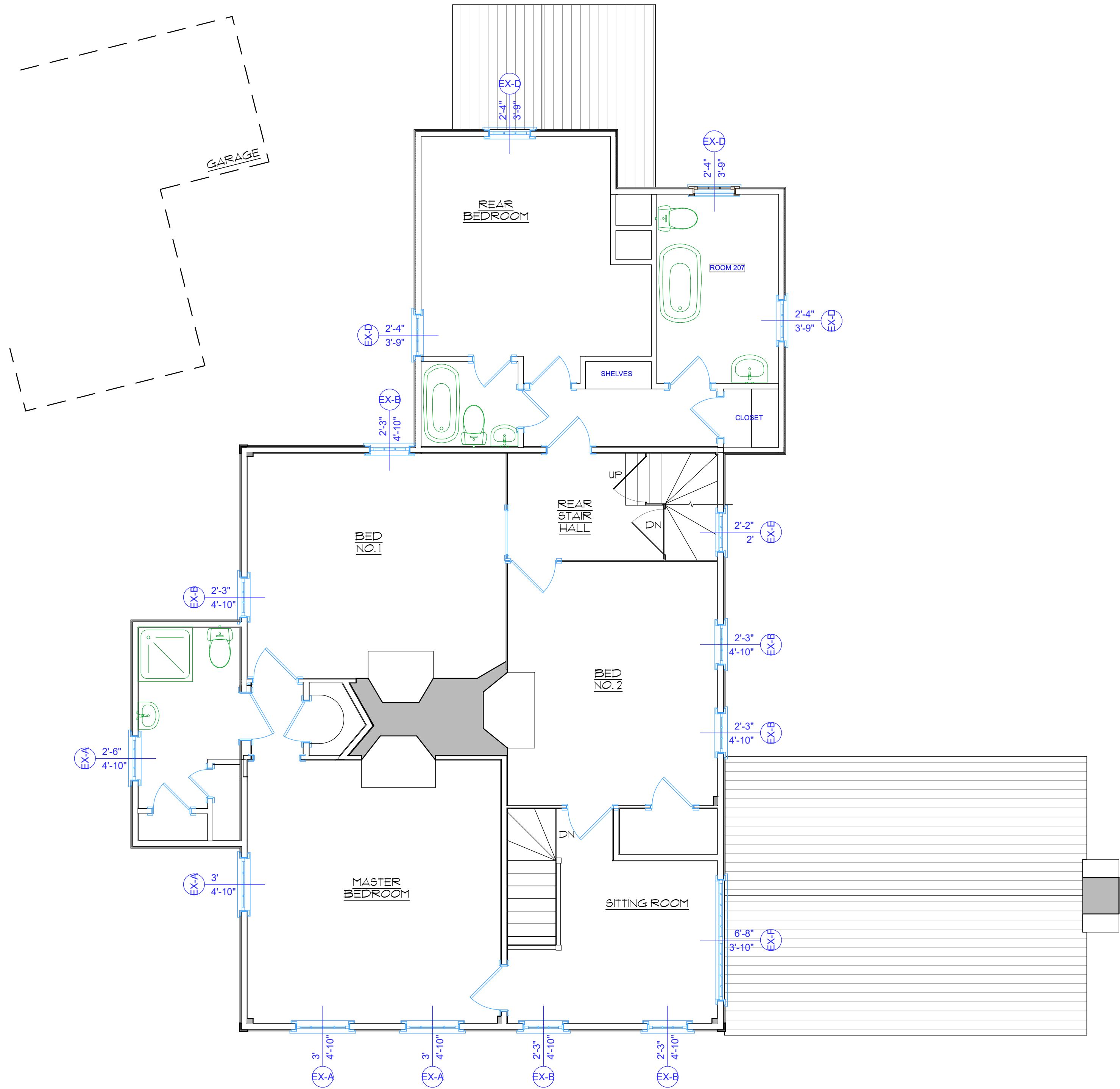
11 OLD SOUTH ROAD, NANTUCKET, MA 02554 | 31 STATE STREET, BOSTON, MA 02109 | BOTTICELLIANDPOHL.COM

P 617.482.4543

P 508.228.5455

ID #

EX-1.1



1 EXISTING SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

Residence at

6 Gull Island Lane

Nantucket, MA 02554

MAP NO. 42.4.3 ZONING INFO: ROH

PARCEL NO. 61 PROJECT NO. 41

REVISED: July 15, 2021

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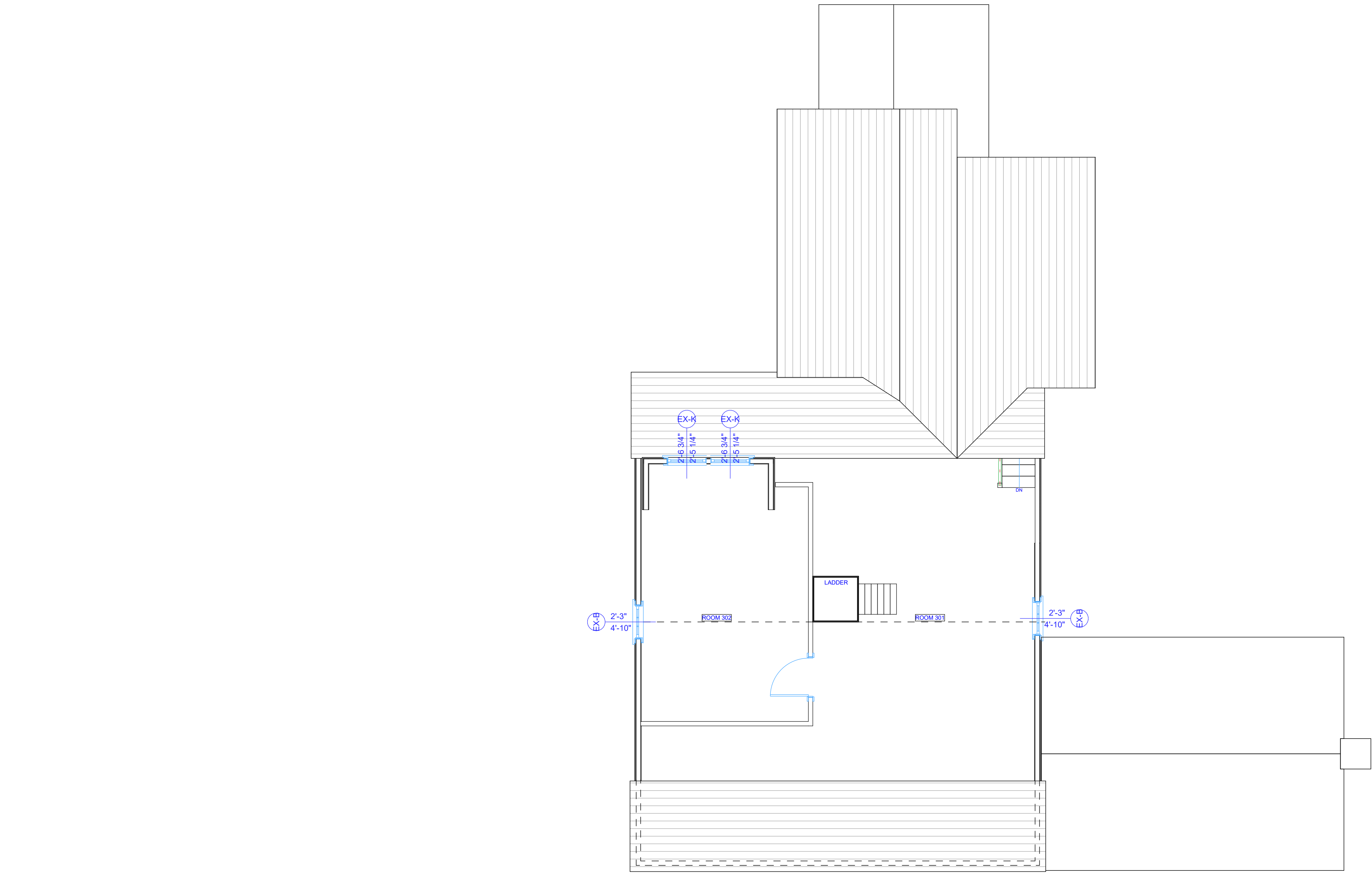
ID #

EX-1.2

Existing Second Floor Plan

DATE	REVISIONS

BOTTICELLI & POHL



1 EXISTING THIRD FLOOR PLAN
Scale: 1/4" = 1'-0"

Existing Third Floor Plan

Residence at
6 Gull Island Lane
Nantucket, MA 02554
MAP NO: 42.4.3 ZONING INFO: ROH
PARCEL NO: 61 PROJECT NO: 41
REVISED: July 15, 2021
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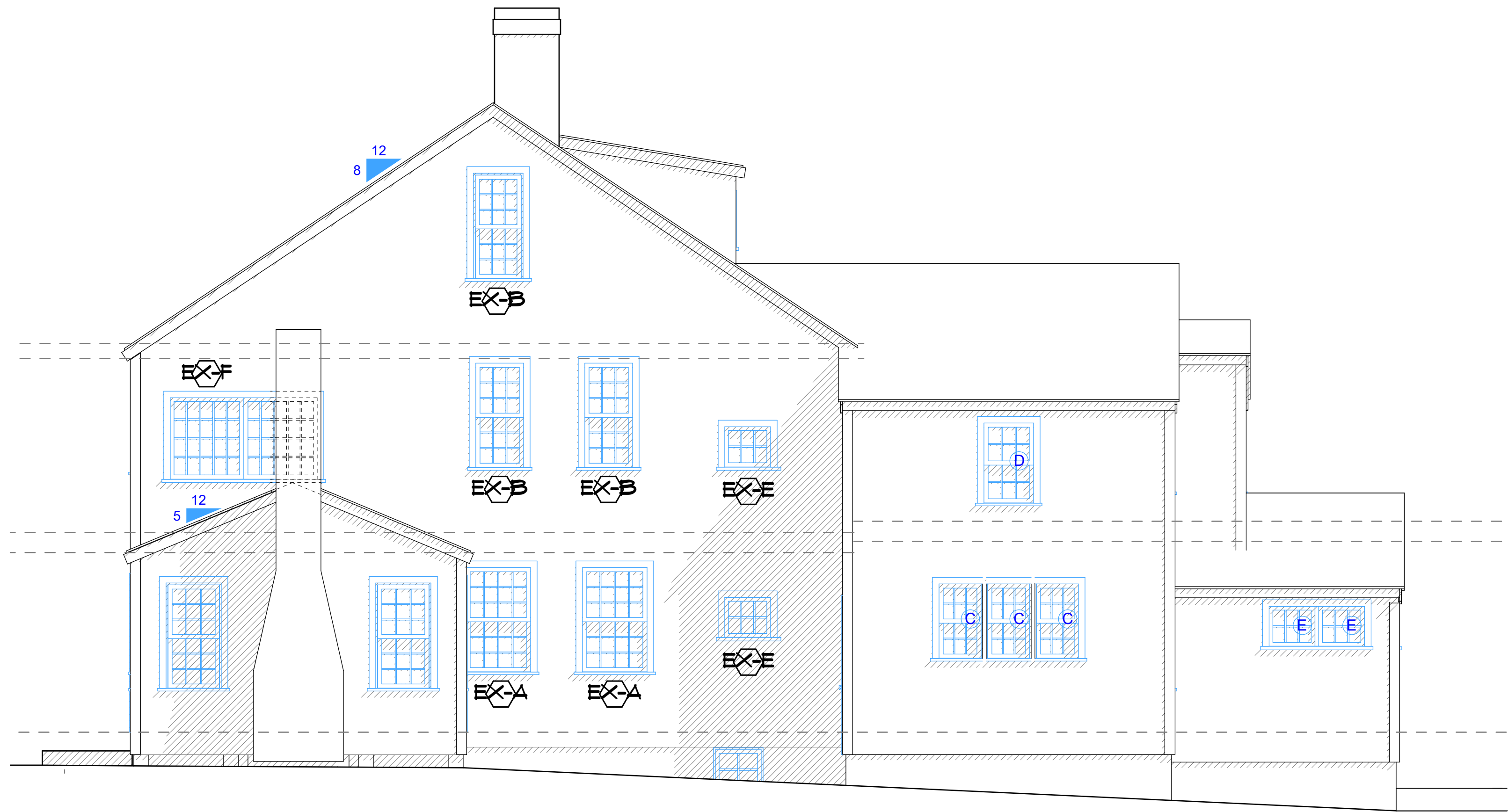
EX-1.3

DATE	REVISIONS

BOTTICELLI & POHL



1 Existing North Elevation
Scale: 1/4" = 1'-0"



2 Existing West Elevation
Scale: 1/4" = 1'-0"

Existing North & West Elevations

Residence at
6 Gull Island Lane
Nantucket, MA 02554

MAP NO. 42.4.3 ZONING INFO. ROH
PARCEL NO. 61 PROJECT NO. 41
REVISED: July 15, 2021
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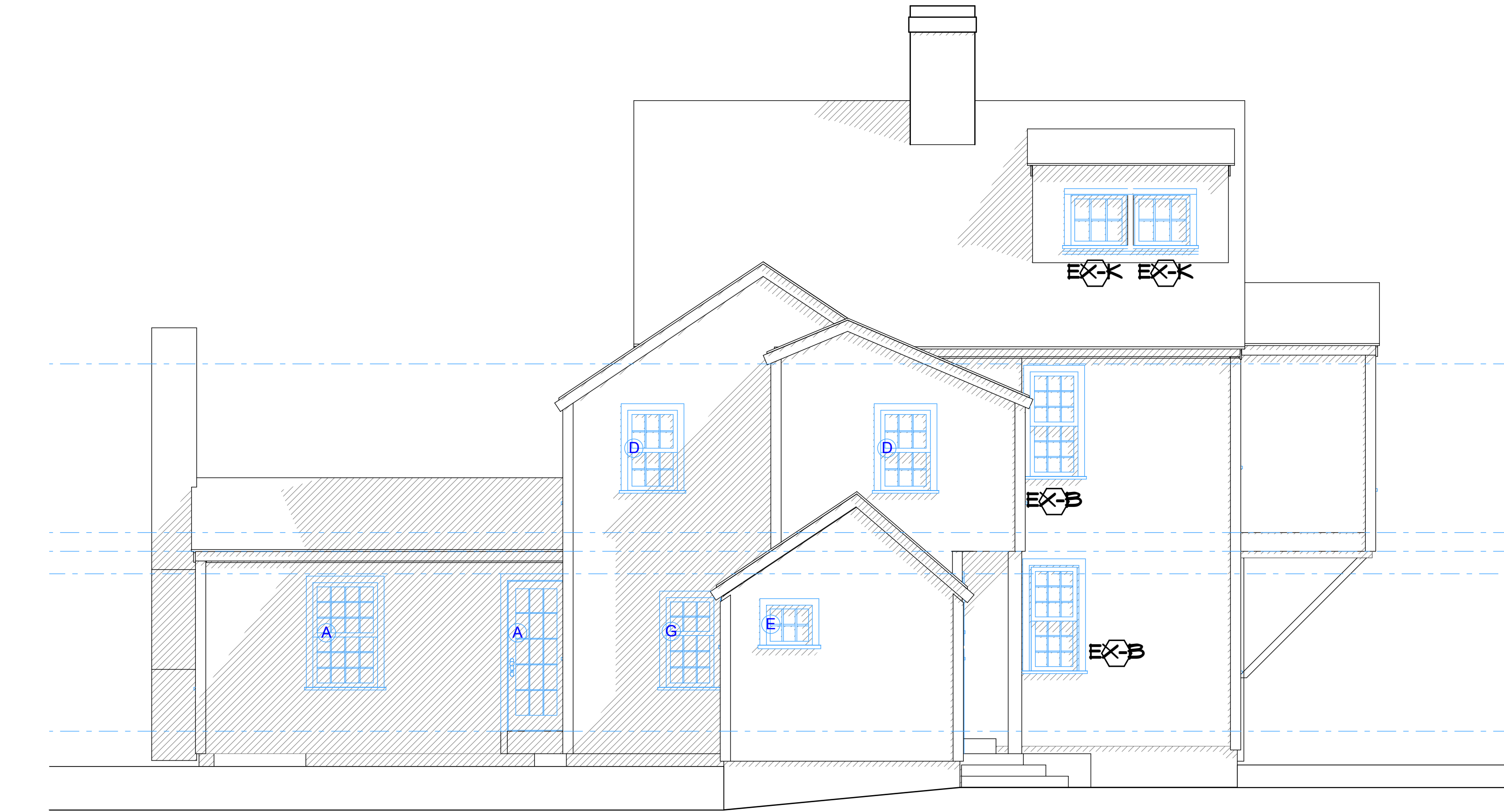
EX-2.1

REVISIONS

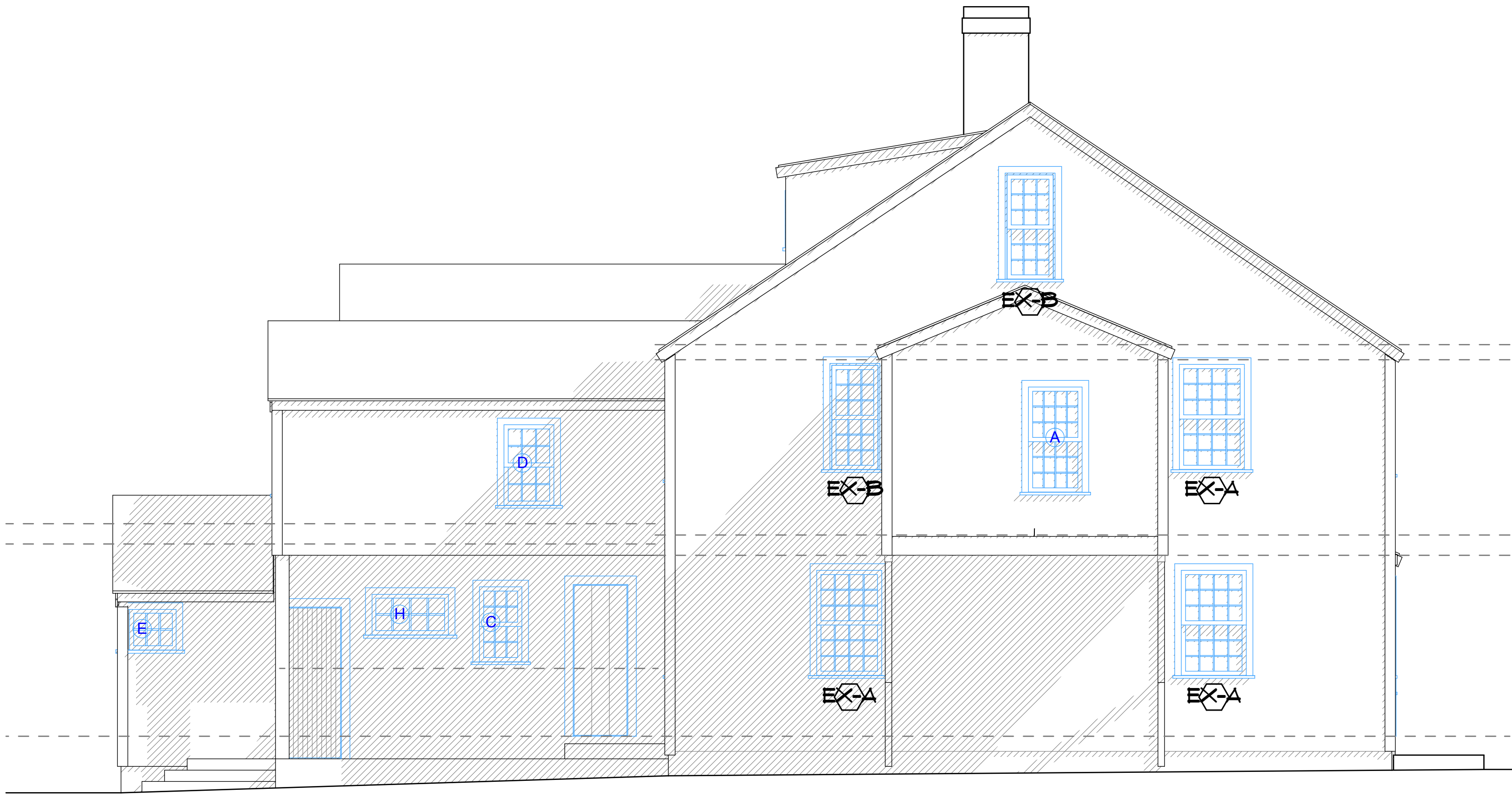
DATE

BOTTICELLI & POHL

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P 508.228.5455 P 617.482.4543



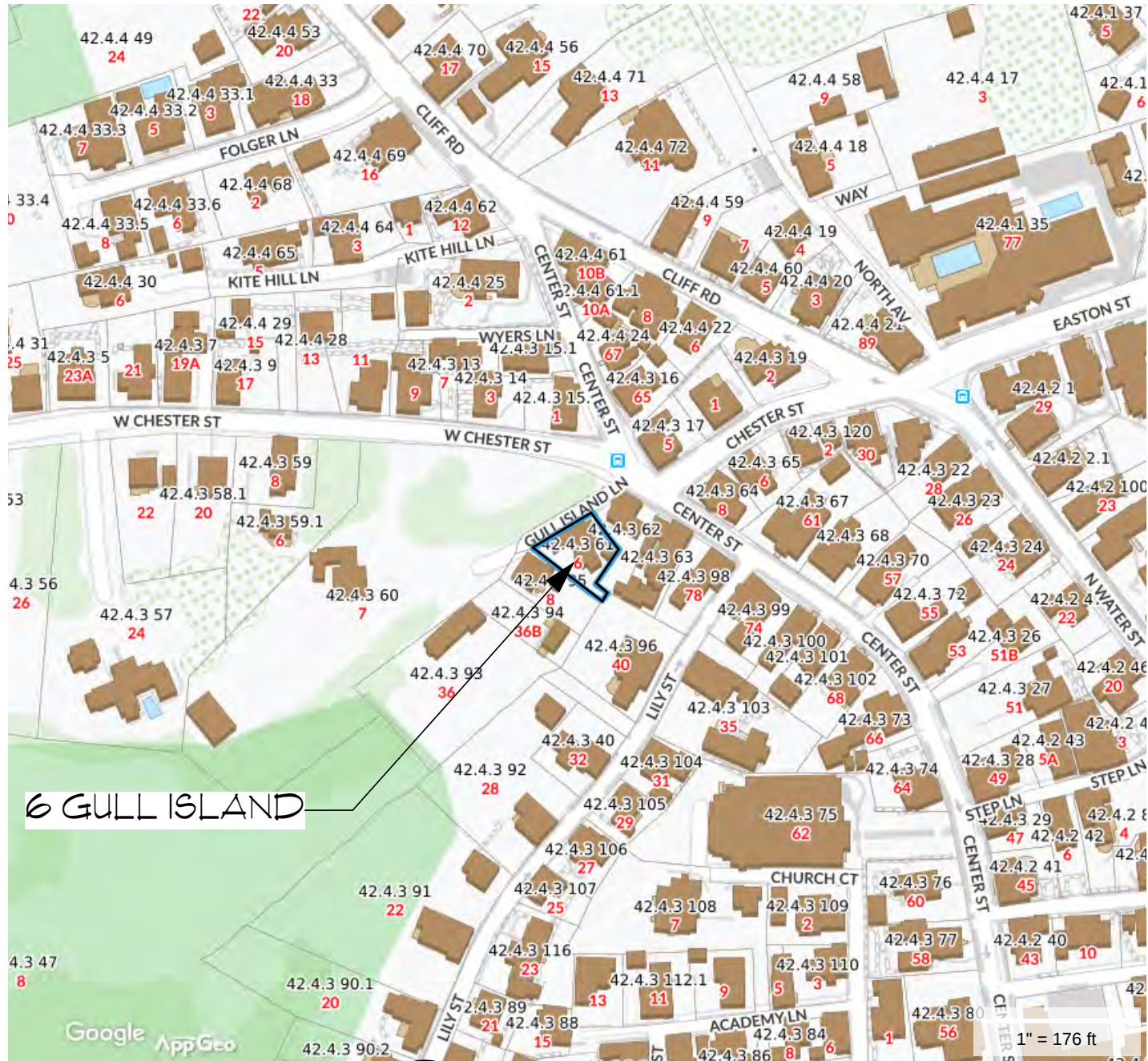
1 Existing South Elevation
Scale: 1/4" = 1'-0"



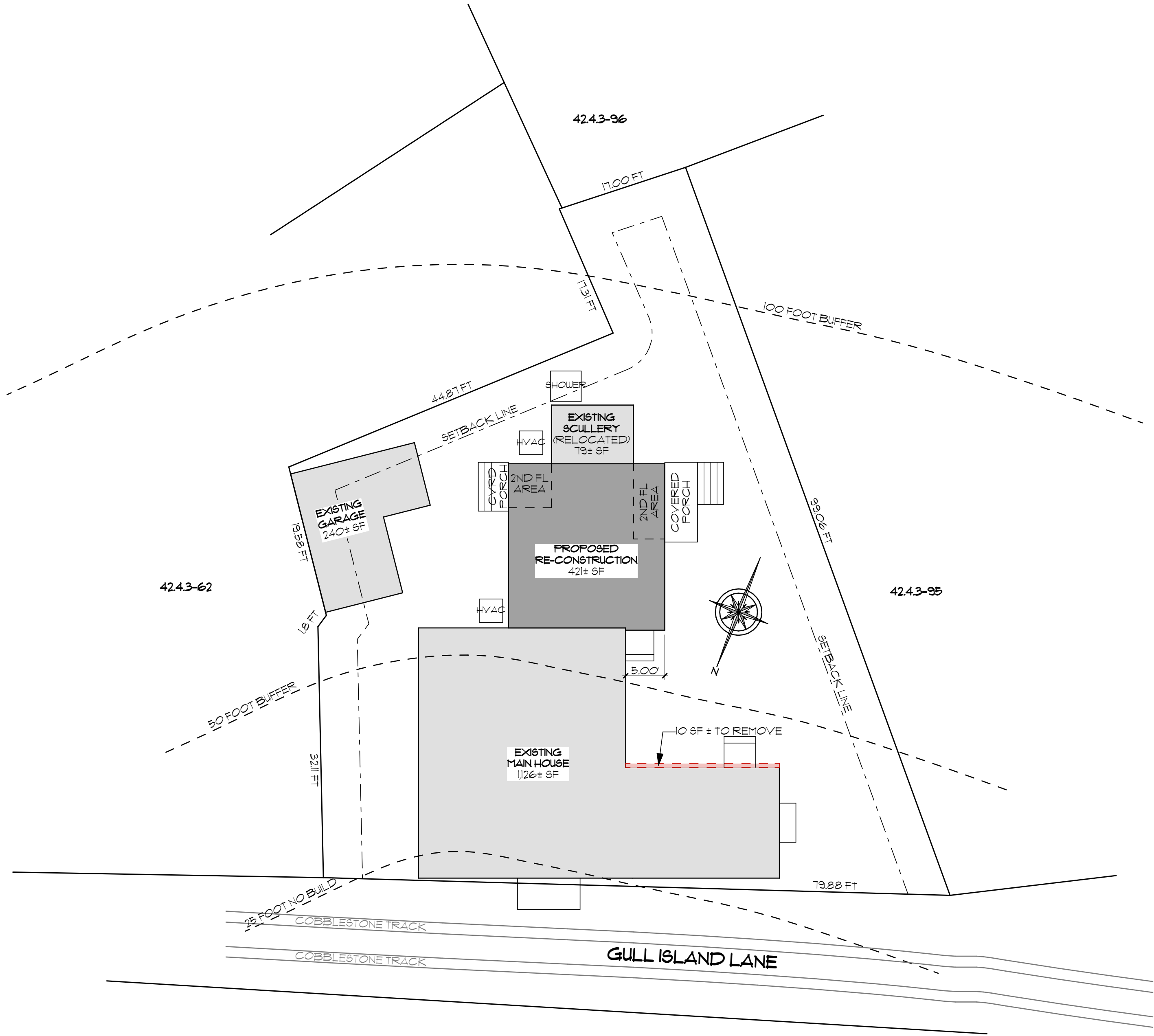
2 Existing East Elevation
Scale: 1/4" = 1'-0"

DATE	REVISIONS

PROPOSED PLANS AND ELEVATIONS



2 Locus Map



1 PROPOSED SITE PLAN
Scale: 1" = 10'

Residence at

6 Gull Island Lane

Nantucket, MA 02554

MAP NO: 42.4.3 ZONING INFO: ROH

PARCEL NO: 61 PROJECT NO: 41

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REvised: July 15, 2021

Site Plan

DATE

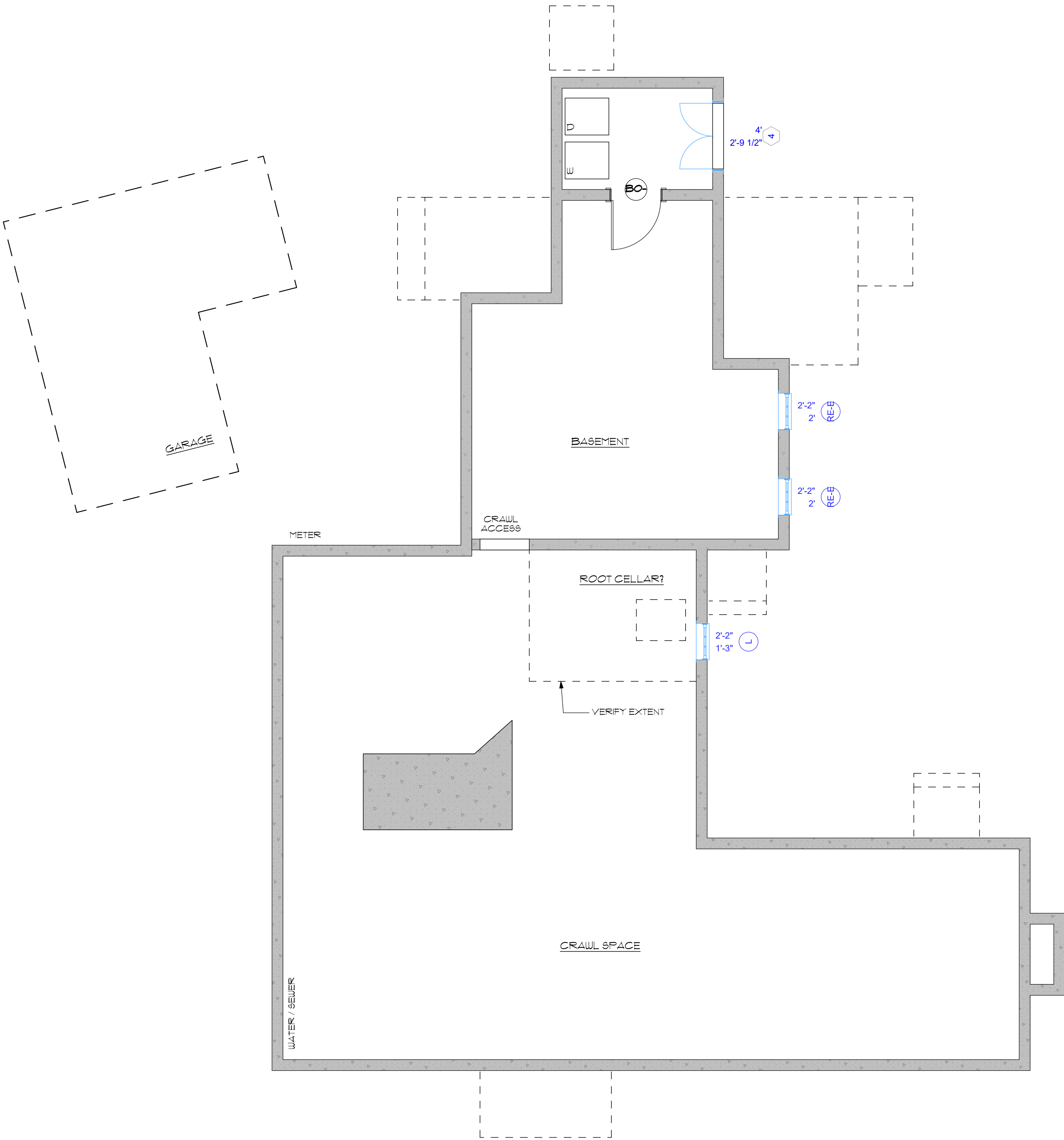
REVISIONS

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P 508 228 5455 P 617 482 4543

ID #

L-1.1



1 PROPOSED BASEMENT FLOOR PLAN
Scale: 1/4" = 1'-0"

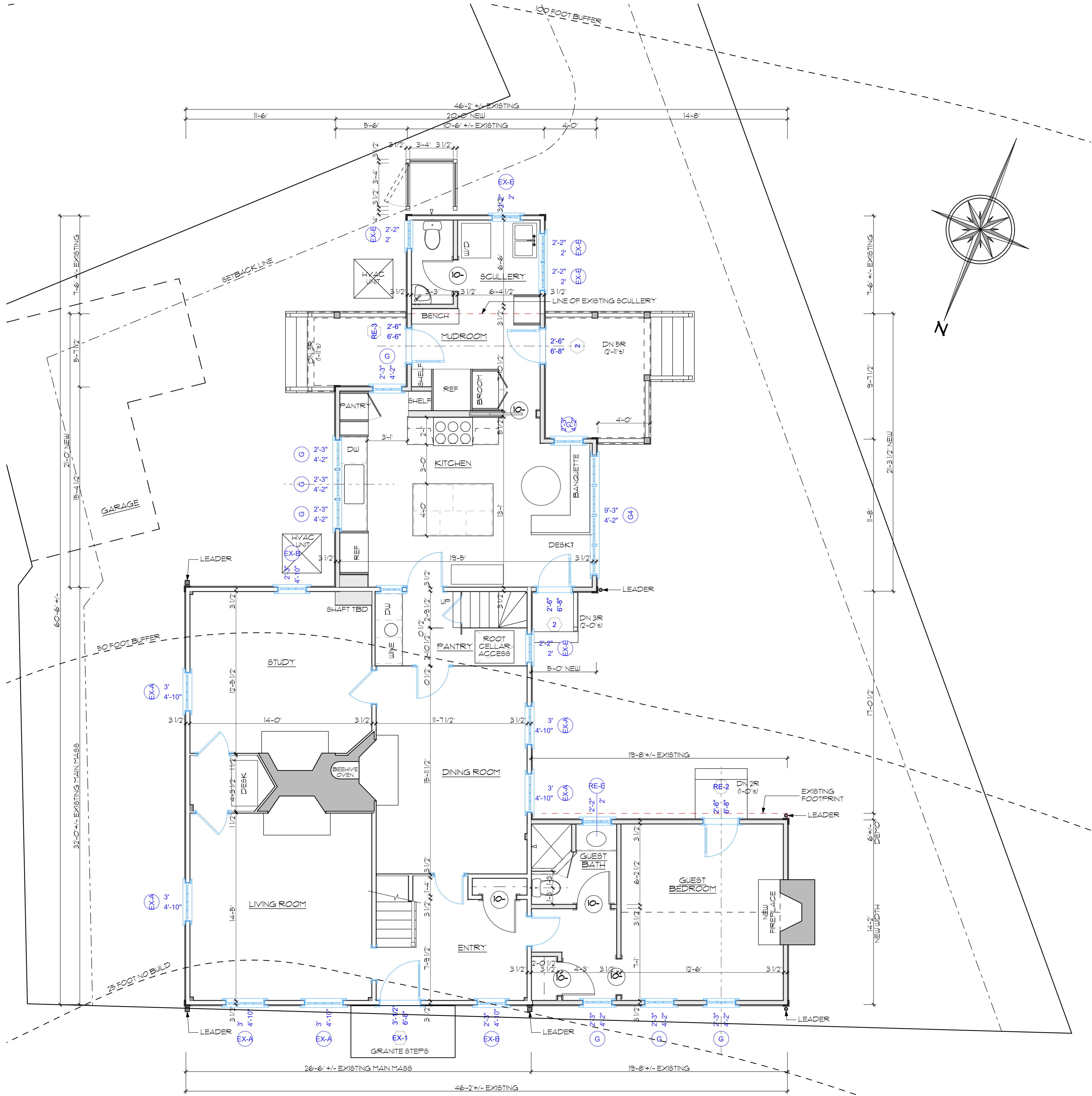
Residence at
6 Gull Island Lane
Nantucket, MA 02554

MAP NO: 42.4.3 ZONING INFO: ROH
PARCEL NO: 61 PROJECT NO: 41
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Basement Floor Plan

DATE	REVISIONS

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1 PROPOSED FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"

Residence at
6 Gull Island Lane
Nantucket, MA 02554
MAP NO. 42.4.3
PARCEL NO. 61

ID #

A-1.1

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P 617.482.4543

PROJECT NO. 41

ZONING INFO: ROH

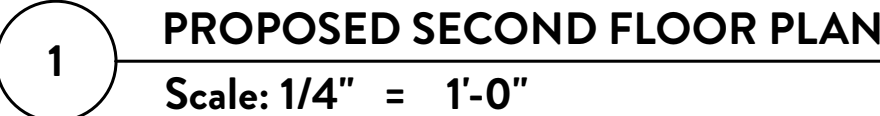
REVISOR: July 15, 2021

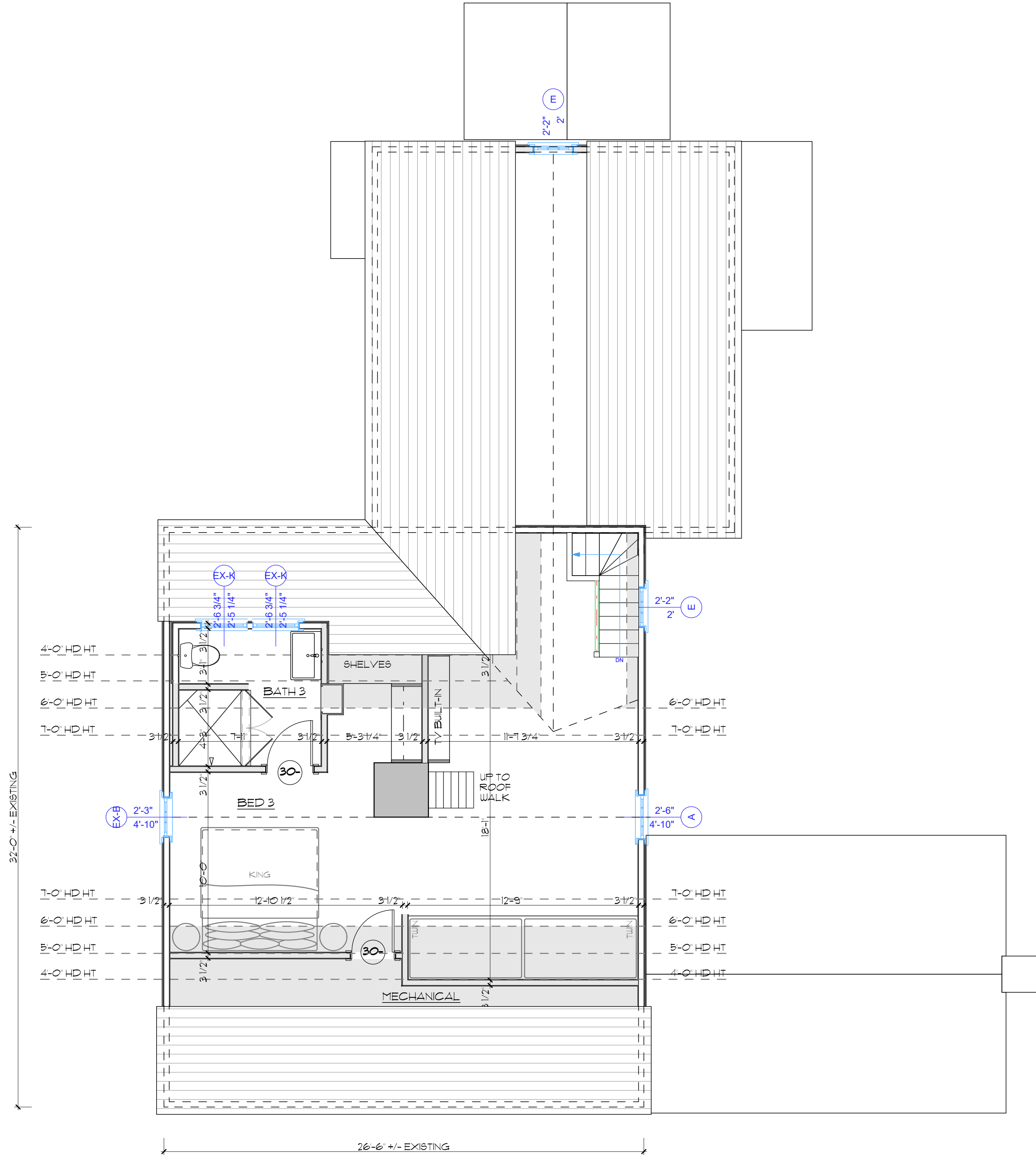
DATE

REVISIONS

BOTTICELLI & POHL

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1 PROPOSED THIRD FLOOR PLAN
Scale: 1/4" = 1'-0"

Third Floor Plan

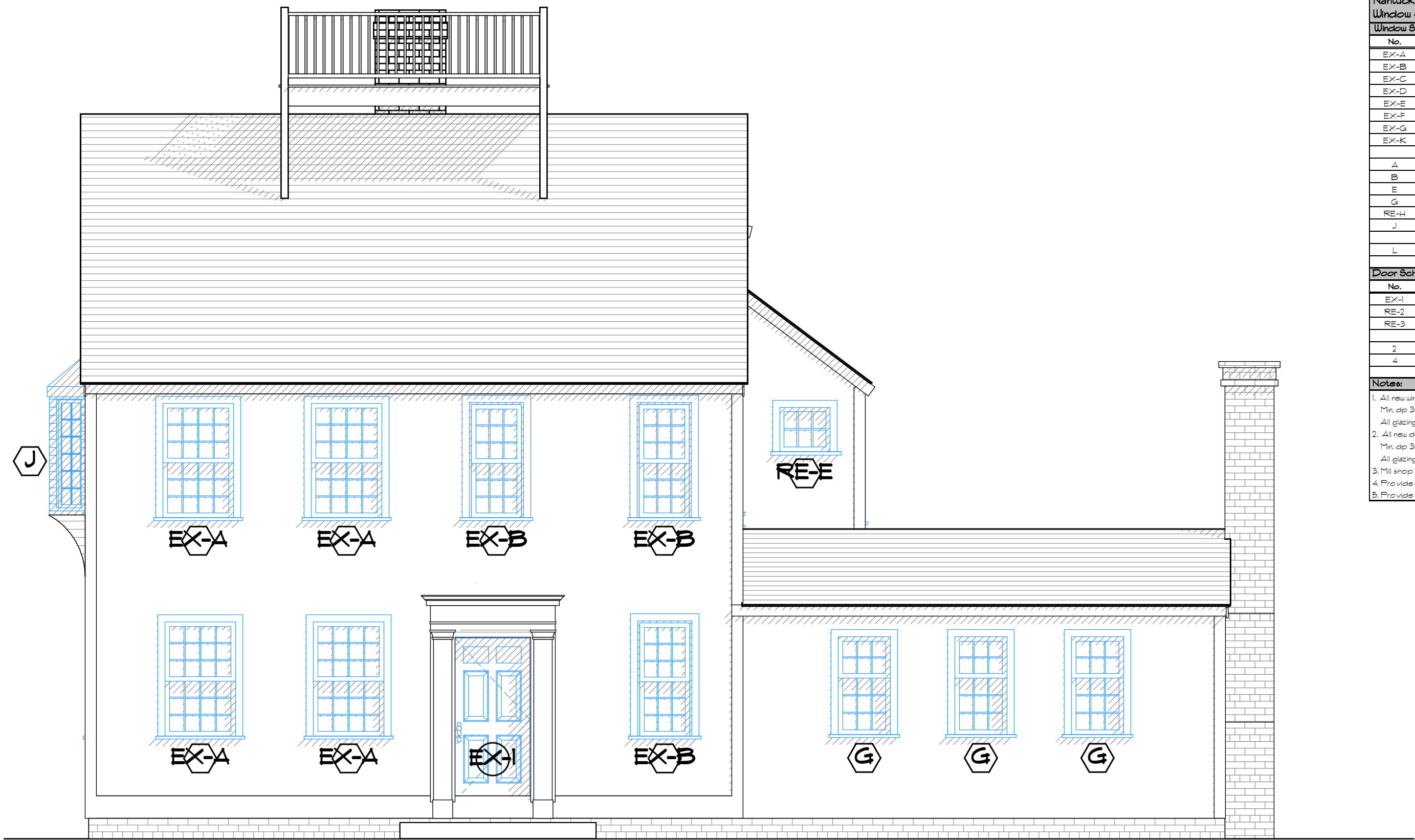
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DATE	REVISIONS

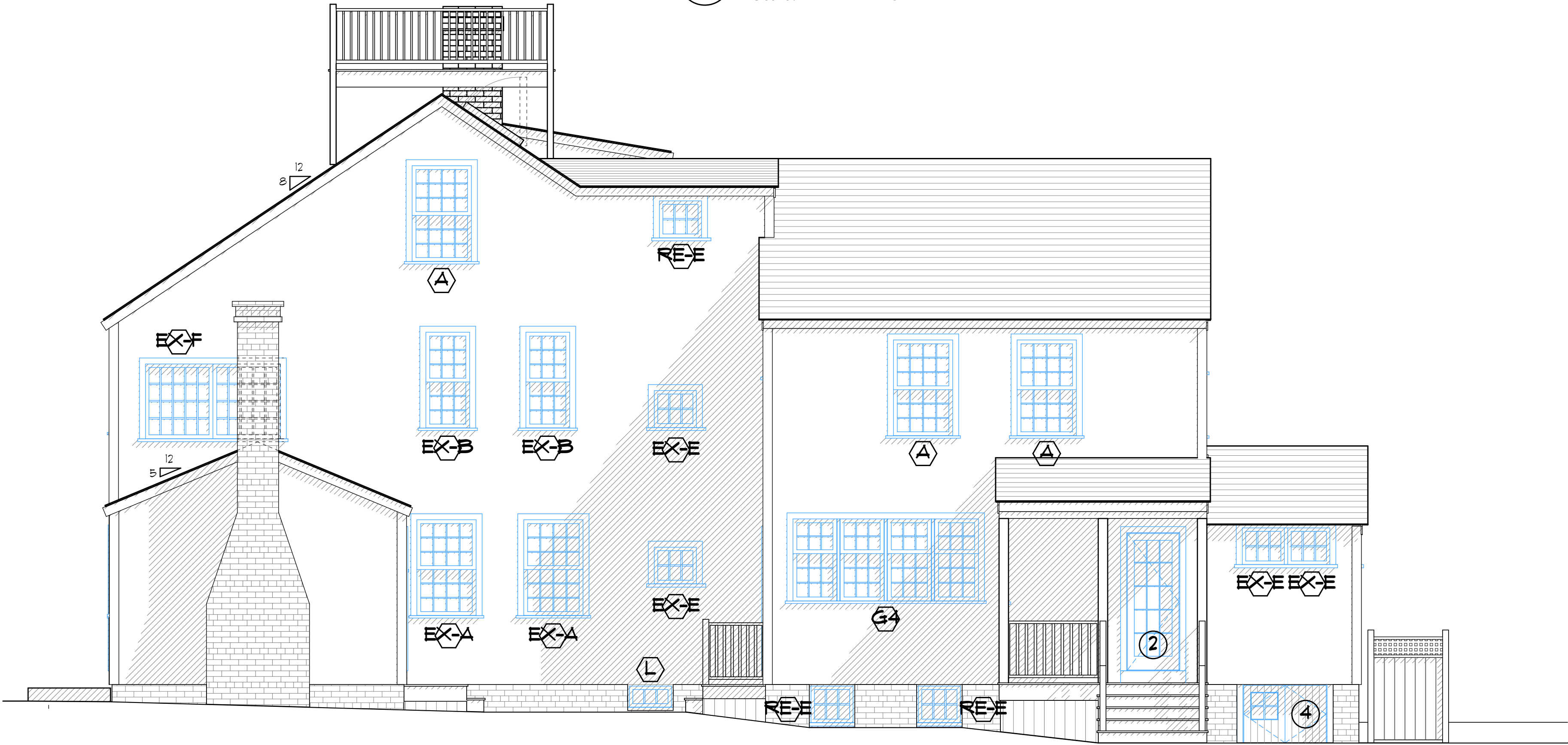
Residence at
6 Gull Island Lane
Nantucket, MA 02554
MAP NO. 42.4.3 ZONING INFO. ROH
PARCEL NO. 61 PROJECT NO. 41
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REVISED: July 15, 2021

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P 508 228 5455 P 617 482 4543



Renovations at 6 Gull Island Lane Nantucket, MA Window & Exterior Door Schedule							
Rev. 2021-07-18							
Window Schedule							
No.	Ch.	Type	Manuf.	Panel Size	Rough Opening	Lights	Comments
EX-A		Double Hung	EXISTING TO REMAIN	3'-0" x 4'-0" 4/4"	-	12 over 12	Verify in field
EX-B		Double Hung	EXISTING TO REMAIN	2'-6" x 4'-0" 4/4"	-	8 over 8	Verify in field
EX-C		Double Hung	NOT USED	2'-0" x 3'-6" 4/4"	-	8 over 8	Verify in field
EX-D		Double Hung	NOT USED	2'-6" x 3'-6" 4/4"	-	8 over 8	Verify in field
EX-E		Fixed	EXISTING TO REMAIN	2'-2" x 2'-0" 4/4"	-	6	Verify in field
EX-F		Double Casement	EXISTING TO REMAIN	6'-6" x 3'-0" 4/4"	-	10 BA	Verify in field
EX-G		Double Hung	NOT USED	2'-3" x 4'-2" 4/4"	-	8 over 8	Verify in field
EX-H		Fixed	EXISTING TO REMAIN	2'-6" x 2'-8" 4/4"	-	6	Verify in field
A		Double Hung	Boston Bar	3'-0" x 4'-0"	TBD	12 over 12	*Match existing A window
B		Double Hung	Boston Bar	2'-6" x 4'-0"	TBD	8 over 8	*Match existing B window
E		Fixed	Boston Bar	2'-3" x 2'-0"	TBD	6	*Match existing E window
G		Double Hung	Boston Bar	2'-3" x 4'-2"	TBD	8	*Match existing G window
RE-1		Fixed	EXISTING TO RELOCATE	2'-6" x 1'-6" 4/4"	TBD	6	Relocate existing window
J		Oriel Picture	Custom	2'-6" x 4'-8" 4/4"	TBD	24	See East elevation
L		Oriel Sidelights	Custom	1'-2" x 4'-8" 4/4"	TBD	12	See East elevation
		Fixed	Boston Bar	1'-8" x 1'-0"	TBD	4	*Match A window light size
Door Schedule							
No.	Ch.	Type	Manuf.	Door Size	Rough Opening	Lights	Comments
EX-1		Entry Door	EXISTING TO REMAIN	3'-0" x 6'-8" 4/4"	-	2	over 4 panels
RE-2		Single French Door	EXISTING TO RELOCATE	2'-6" x 6'-8" 4/4"	TBD	18	Relocate existing door
RE-3		Side Door	EXISTING TO RELOCATE	2'-6" x 6'-6" 4/4"	TBD	10	Relocate existing door
2		Single French Door	Custom	2'-6" x 6'-8"	TBD	18	*Match existing single French door
4		Business Door	Custom	4'-0" x 7'-8" 4/4"	TBD	4	each panel: vertical board; left panel with 4 pane right w/d
Notes:							
1. All new windows will be Boston Bar windows with one double or tripartite single glazed TDL with multi configuration as shown on drawings. Min. 30 frames required. Lites 1/2" double glaze. U-value of .33. All glazing to come with compliance sticker as required by local building codes.							
2. All new doors will be Custom doors with double or tripartite single glazed TDL with multi configuration as shown on drawings. Min. 30 frames required. Lites 1/2" double glaze. All glazing to come with compliance sticker as required by local building codes.							
3. All new glass doors and doors will be ordered for approval prior to commencing construction.							
4. Provide a window, existing exterior, canopy, and fixed window with mangrovy half screens with Proffer BetterVue screen or similar where applicable.							
5. Provide tempered glass in all locations required by code.							



North & West Elevations

Residence at
6 Gull Island Lane

Nantucket, MA 02554

MAP NO. 42.4.3 ZONING INFO. ROH

PARCEL NO. 61 PROJECT NO. 41

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ID #

A-2.1

REVISIONS

DATE

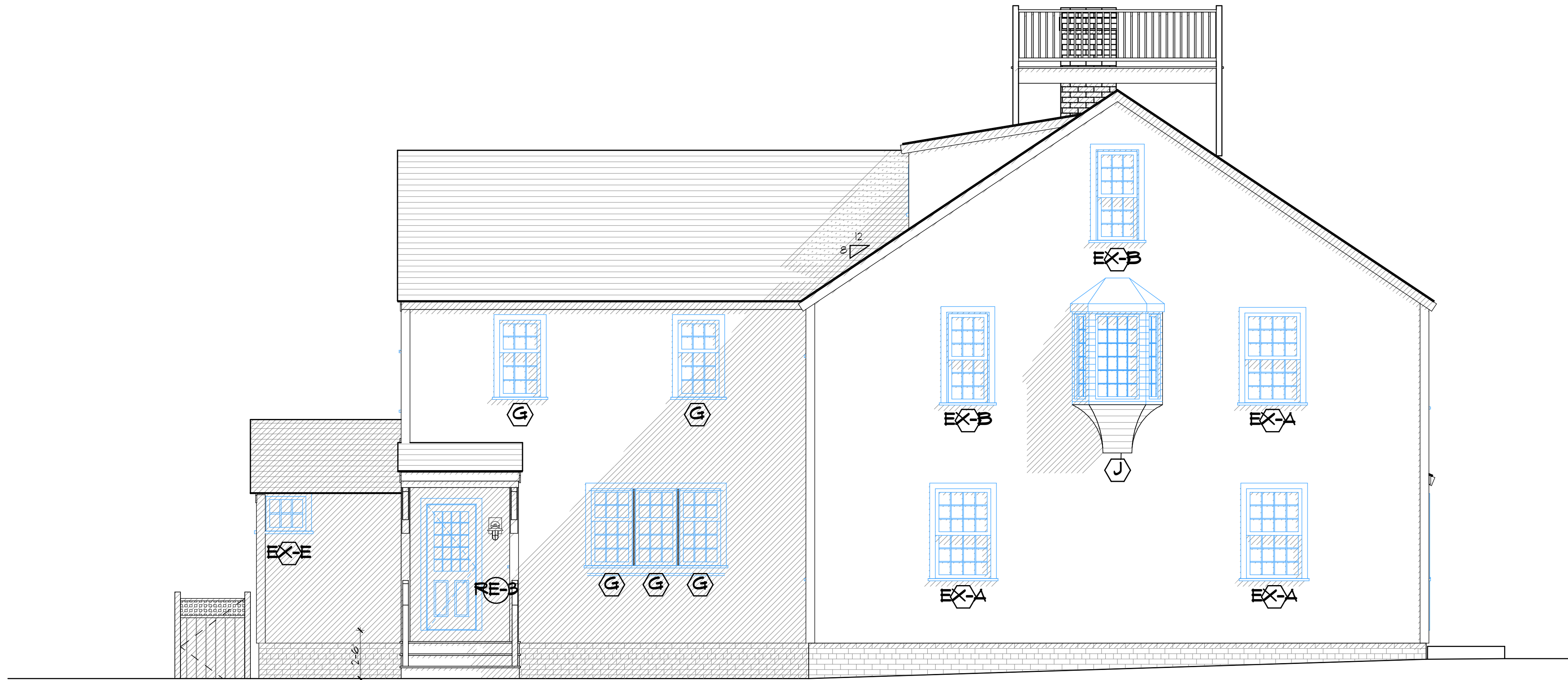
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P. 508.228.5455

31 STATE STREET, BOSTON, MA 02109
BOTTICELLIANDPOHL.COM



1 Proposed South Elevation
Scale: 1/4" = 1'-0"



2 Proposed East Elevation
Scale: 1/4" = 1'-0"

DATE	REVISIONS

THE AS BUILT DRAWINGS FOR
6 GULL ISLAND LANE, LLC
SIX GULL ISLAND LANE
NANTUCKET, MA

USE OF DRAWING

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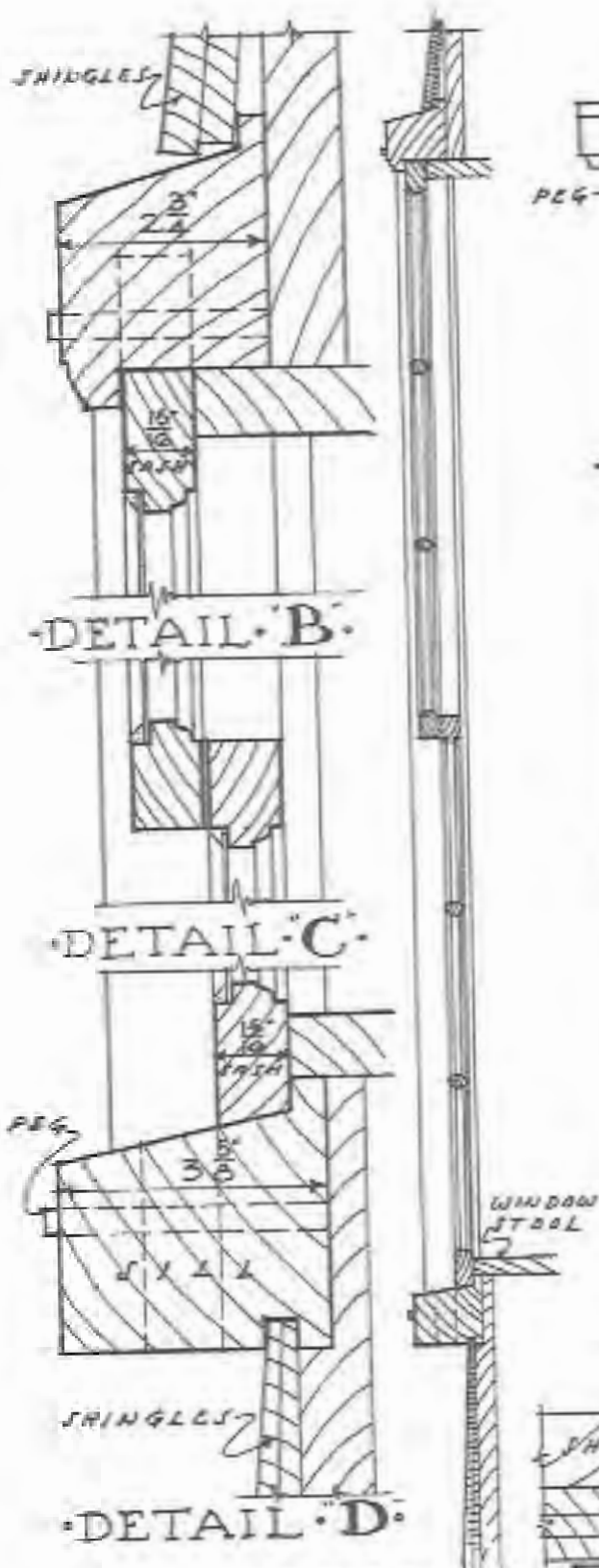
Project No: _____
 Designed by: _____
 Drawn by: _____
 Checked by: _____

Sheet No:

A1.3

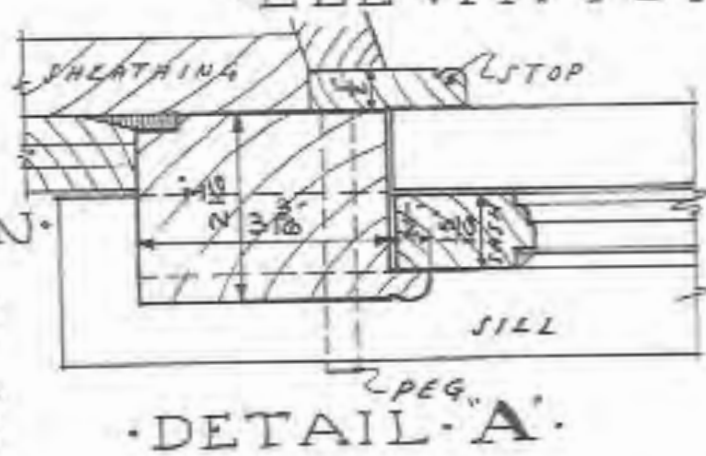
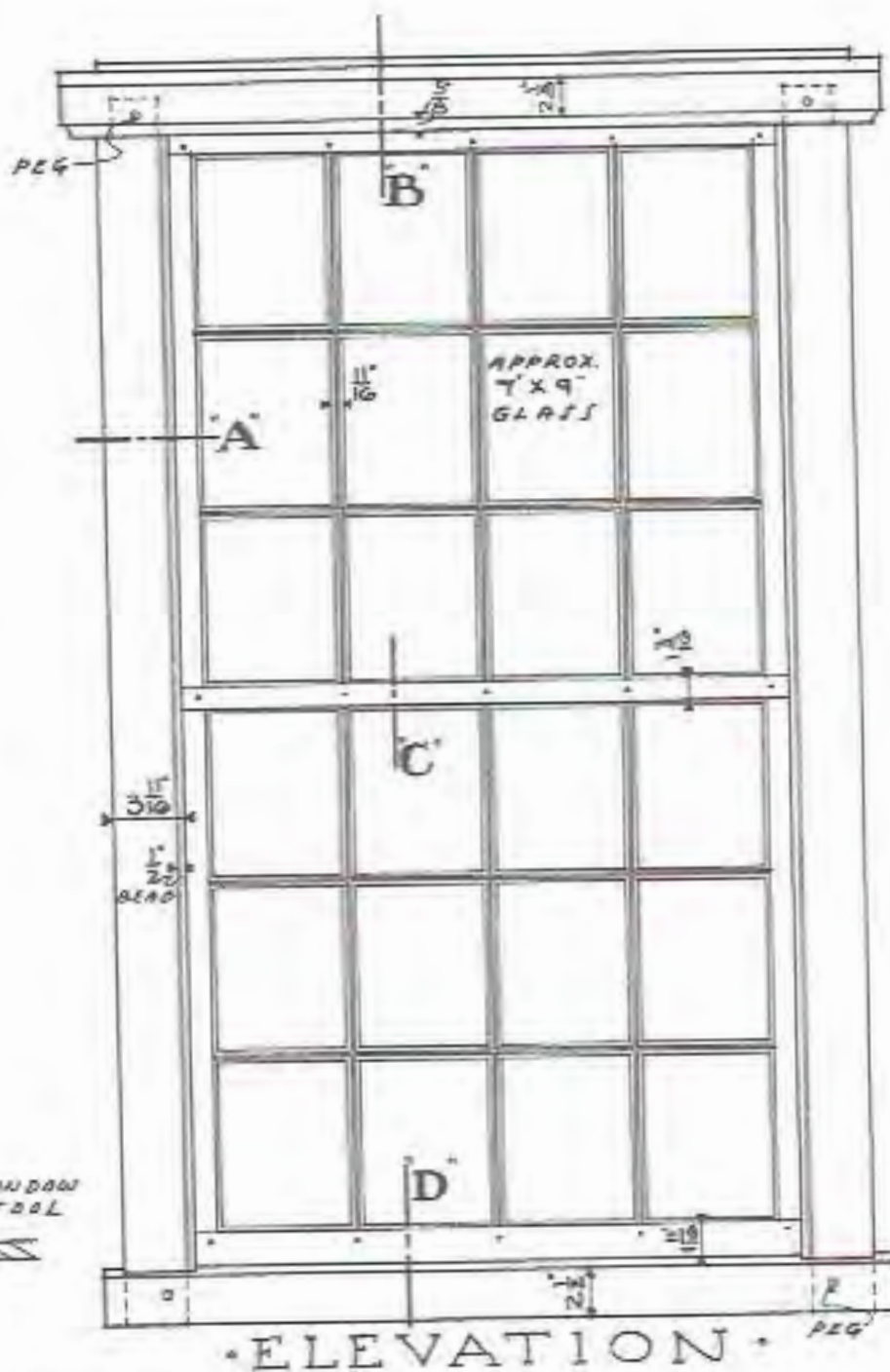
Contents: _____

WINDOW & DOOR SCHEDULE



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 INCHES
SCALE OF ELEVATION & SECTION

1 2 3 4 INCHES
SCALE OF DETAILS A-B-C-D



MASONRY SPECIFICATIONS

Improving Public Record Access

An Interactive Qualifying Project Report
submitted to the Faculty
of the
WORCESTER POLYTECHNIC INSTITUTE
in partial fulfillment of the requirements for the
Degree of Bachelor of Science
by
Nicholas Defossez
Meaghan Dunn
Danielle Heinle

December 13, 2012

Sponsoring Organization:

Nantucket Atheneum
Nantucket Town & County Clerk's Office

Sponsor Liaisons:

Molly Anderson, Nantucket Atheneum, Nantucket, MA
Catherine Stover, Town Clerk, Nantucket, MA

Project Advisor

Professor Dominic Golding, Ph.D.

This report represents the work of one or more WPI undergraduate students
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Abstract

Nantucket's public and historic records are maintained by many different institutions and are kept in various forms. The project's goal was to address this fragmentation and find a way to improve access to public and historic records on Nantucket. The team researched other collaborative digitization projects and interviewed record-holding organizations on the island to create an inventory of existing records and to gauge interest in the creation of a single website to provide access to Nantucket's records. The team identified the key steps for a successful digital collaborative project, developed a prototype records database and web interface, and recommended how Nantucket should move this effort forward.

Executive Summary

Introduction

As in most towns, records on Nantucket are spread out between many organizations and are kept in a variety of forms, such as in hardcopy, microfilm, a digital database, or online. Many organizations across the country are trending towards the digitization of their records. Putting records in a database makes it much faster to find them and deliver those records to the clientele; putting this database online makes it possible for the clientele to find the document for themselves without taking the time of someone working at the organization which holds the record. While it is easiest to access online records, the process of digitizing records and making them available online is a time consuming and expensive project.

Because of the fragmented nature of information between different departments and organizations in any town, the information that someone is searching for may be spread out between various institutions. Some towns have created online collaborative repositories, which provide users with a “one-stop shopping” experience for the records of multiple institutions. Our project evaluates the current state of record access on the island, in order to identify where it can be improved.

The project team identified five objectives necessary to achieve this goal. We: (1) characterized the state of the art in providing public access to historical and public records; (2) assessed the nature and status of access to public and historical records on Nantucket (3) identified a perceived need and potential strategies for improved public access; (4) developed and evaluated a range of potential strategies to improve public access; and (5) made recommendations about the way forward based on what we had learned. We characterized the cutting edge techniques in record accessibility by reviewing journal articles, case studies, and other forms of literature, as well as by conducting interviews with organizations that we discovered which had cutting edge record access systems. We reviewed the approaches of other towns and organizations to improve accessibility of records, as well as digitization technologies available. We assessed the status of record access on Nantucket by conducting interviews with key staff at organizations on the island to gain an updated understanding of the information contained in their archives. Through these interviews, we also determined the staff’s

opinions and the level of interest in coming together to create an integrated strategy to promote public access. We took what we learned through the research and interviews to develop and evaluate a range of potential strategies to improve public access, stemming from the notion of a collaborative online repository. Finally we proposed an approach to improve the accessibility of records on Nantucket.

Findings:

After interviewing with organizations both on and off the island and reviewing many case studies, we have identified a number of trends both in the needs of the organizations on the island and in successful digitization collaboratives.

Trends in Organization Needs:

- **Financial Concerns:** Many of the organizations which we contacted were private organizations, which are funded by fees for record access and use, or membership fees. These organizations cannot make their records freely available within the collaborative, without a drastic change in financial plans.
- **Fragmented Digitization Databases:** Many organizations on the island have begun digitization initiatives which have not been completed; this has led to fragmented and incomplete databases.
- **Acceptance of the Collaborative:** Most organizations with whom we spoke were very receptive to the idea of a collaborative, and believe that it could benefit their organization as well as their clientele.
- **Management Concerns:** There is trepidation about who can or should manage the collaborative, but most agree that it is best if the collaborative either remains independent or in the hands of an organization such as the Atheneum, which provides free service to the public.
- **Digital Catalog of Holdings:** Many of the organizations which cannot make their records freely available online were interested in the idea of simply creating an online catalog or index, listing their holdings. An interested user would still need to go to those organizations in person, in order to access the records.

Trends in Successful Collaboratives:

1. **Start Small:** Successful collaboratives started out with a small group of three to four organizations, and slowly brought more into the fold as the techniques and standards used were proven to work with this small sample group.
2. **Create a Dedicated Management Position:** The collaboratives that we researched which were successful also had a dedicated manager, who was in charge of maintaining and planning the collaborative, as well as making sure that the organizations involved all received the support which they needed. This manager was also in charge of making sure that the digitization plans were running smoothly, and that the organizations were following it properly.
3. **Decide Upon Metadata Standards:** It is important that every organization in the collaborative use the same method of cataloging metadata, and use the same tone to describe it, so that when the end user is browsing the archives, it is as cohesive as possible, which will make the collaborative more easily accessible.

Conclusion

Nantucket's public and historic records are scattered across a variety of organizations, and these records are all kept in different forms. Some have been digitized and made available online, some have been digitized but are not yet available online, and some are only available in hardcopy or on microfilm. There is no framework in place to aid organizations on the island with their digitization efforts; each organization has developed their own digitization procedures, and these procedures are mostly incompatible.

Most of the organizations on the island see value in digitization of their records and in a digital collaborative of institutions on the island to promote access to those records. Unfortunately, there is no consensus as to what form this collaborative could take.

Additionally, to best fulfill the needs of Nantucket's organizations, this collaborative database should include both public and historic records, which poses an interesting set of problems. All of the digitization initiatives that we have read about were either for historic *or* public records, Nantucket's collaborative is to involve both historic *and* public records.

There are many restrictions on how accessible public records can be, and there are similar limitations on how accessible the records of some private institutions on the island can be. Many private institutions are able to make their records freely available to the public, like the Atheneum, but others rely on control of their records to continue operation.

Finally, none of the participating organizations currently have the resources to completely oversee the development of a collaborative venture.

Before any work is begun on the collaborative, we suggest a feasibility study is undertaken, to ensure that the proposed collaborative could be successful for Nantucket. If the feasibility study shows that such an undertaking could be successful, the project team recommends a six step approach to the creation of a collaborative on Nantucket, each step of which is a concrete, achievable milestone:

1. Pick two to four pilot organizations with which to begin the collaborative. We recommend a diverse group such as the Atheneum, the Town & County Clerk's Office, and the NHA.
2. Apply for a grant and create a funded Project Organizer position, as well as a funded webmaster position. The Project Organizer will be in charge of managing the collaborative, while the webmaster will be in charge of maintaining the website.
3. Decide upon a common set of terms and language that should be used, so that it is consistent in metadata descriptions across all of the organizations in the collaborative. We recommend using the Dublin Core metadata standards.
4. Continued inventory of the organizations on Nantucket, fleshing out the prototype website into a more complete index of the records which the pilot organizations would like to contribute to the collaborative. These items should be cataloged with the metadata standards established in step 3, and no digitization should yet be underway. During this process, organizations should establish priorities for digitization of their collections.
5. Form a committee to evaluate database management options. If they choose to outsource the digitization, they should evaluate the companies available, and if they choose to perform the digitization on-island, they should evaluate various platforms. If the committee has decided not to outsource the digitization program, the project coordinator should then set up a server and a number of databases for the pilot organizations, and put selected collections

of already-digital records into these new databases. Acquire scanning hardware, or use a contracted organization's existing scanning hardware, and begin digitization of files of the pilot group, putting them into the database established in part 5.

6. Continue folding in other organizations, at a manageable pace, after the digitization strategy has been proven effective.

Authorship

<i>Section/ Chapter</i>	<i>Author(s)</i>	<i>Editor(s)</i>
Title Page	All	All
Abstract	Danielle	All
Executive Summery		
Introduction	Danielle	All
Findings	Nicholas	All
Conclusion	Danielle	All
Acknowledgements	Meaghan	All
Executive Summary		
Authorship	All	All
Table of Contents	All	All
List of Tables	All	All
List of Figures	All	All
Introduction	Danielle	All
Literature Review (Background)		
Trends in Digitization	Danielle	All
Regional, State, and Local Digitization Efforts	All	All
Issues Associated with Digitization	Nicholas	All
Accessibility of Public and Historic Records in Nantucket	Meaghan	All
Case Studies	Danielle, Nicholas	Danielle, Nicholas
Table 2	Meaghan	All
Methodology		
Introductory Paragraph	Danielle	All
Characterizing the State of the Art in Historical and Public Record Access	Danielle, Nicholas	All
Assess the Nature and Status of Access to Historical and Public Records on Nantucket	All	All
Identify Perceived Need and Potential Strategies for Improved Public Access	Nicholas	All
Develop Potential Strategies to Improve Public Access	Nicholas	All
Final Recommendation	Meaghan, Nicholas	All
Findings		
The State of the Art in Historical and Public Record Access	Danielle, Meaghan	Nicholas
The Nature and Status of Access to Historical and Public Records on Nantucket	Danielle	All

Table 3	Danielle	All
Perceived Need and Potential Strategies for Improved Public Access	Nicholas	Danielle
Trends	Nicholas	Danielle
Conclusion & Recommendation		
Conclusion	Nicholas	All
Our Recommendation	All	All
Appendices		
Appendix A: Handling of Documents	Nicholas	Danielle
Appendix B: Standard Color Bar	Nicholas	All
Appendix C: Dublin Core Metadata Standard	Nicholas	Danielle
Appendix D: Glossary of Terms	All	All
Appendix E: Thoughts for the Future	Nicholas	Danielle
Appendix F: Choice of Software	Danielle, Nicholas	All
Appendix G: Summary of Interviews	Danielle, Meaghan	All
Appendix H: Documents Summaries	Danielle	Nicholas
Appendix I: Nantucket Network Website	Nicholas	Nicholas

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1 Introduction

Across the country, many organizations are charged with the job of providing citizens with access to public and historical records. Numerous digitization projects are being undertaken by diverse organizations ranging from large organizations such as Google and the Library of Congress to local towns and libraries in Massachusetts. As increasingly more material becomes available online, the public expects that *all* records will be easily accessible on the web. However, due to lack of funding and manpower, many of the organizations holding these records have yet to make them available online. The situation on Nantucket is similar to that in many other towns in New England. Different historical and public records are maintained by many different institutions, such as the Nantucket Town & County Clerk's Office, the Nantucket Atheneum, the Nantucket Historical Association, and the Maria Mitchell Science Library. These records are kept in various forms including computer files, photographs, audio recordings, letters, paper ledgers, and the like. Some of these records have been digitized and some organizations have plans to digitize the rest of their holdings, but it is a slow, painstaking process. By sponsoring this project the Nantucket Town & County Clerk's Office and the Nantucket Atheneum are spearheading an effort to explore how to make the historic and public records of Nantucket more accessible to researchers and the general public. Our project evaluates the current state of record access on the island, in order to identify where it can be improved.

The project team identified five objectives necessary to achieve this goal. We: (1) characterized the state of the art in providing public access to historical and public records; (2) assessed the nature and status of access to public and historical records on Nantucket (3) identified a perceived need and potential strategies for improved public access; (4) developed and evaluated a range of potential strategies to improve public access; and (5) made recommendations about the way forward based on what we had learned. We characterized the cutting edge techniques in record accessibility by reviewing journal articles, case studies, and other forms of literature, as well as by conducting interviews with organizations that we discovered which had cutting edge record access systems. We reviewed the approaches of other towns and organizations to improve accessibility of records, as well as digitization technologies available. We assessed the status of record access on Nantucket by conducting interviews

with key staff at organizations on the island to gain an updated understanding of the information contained in their archives. Through these interviews, we also determined the staff's opinions and the level of interest in coming together to create an integrated strategy to promote public access. We took what we learned through the research and interviews to develop and evaluate a range of potential strategies to improve public access, stemming from the notion of a single web portal. Finally we proposed an approach to improve the accessibility of records on Nantucket.

2 Background

Recently many organizations and institutions have begun to transform their records management systems to include digital forms of their holdings. This trend is evident internationally, in large-scale efforts at the national level, and at smaller, more local levels such as collaborative ventures among town offices and other organizations. Though more digitization initiatives are underway than ever before, they are plagued by continuing problems, ranging from issues with reproduction rights to insufficient resources. In 1999, the Nantucket Historical Association compiled a comprehensive guidebook of the cultural and historical records held by various organizations on Nantucket. Since this time, the leading institutions have gone “digital” in that they maintain a website, but digital access to most of the records remains a distant goal. A portion of documents, newspaper editions, photographs and various historic records can be found through the Atheneum and NHA sites, but access to the majority of items is limited to physical viewing on site.

2.1 Trends in Digitization

The way by which a public or historic record of any sort may be accessed can significantly affect organization reputation and user satisfaction. Records that are digitized can be organized into a database for employee use or publicly disseminated online to be accessed worldwide. They are easily accessible and allow information to be efficiently retrieved; implementation of the “digital world” even promotes records awareness in that data turned up in a search may otherwise not have been known to the user. Digitized records are incidentally better preserved than their physical counterparts, as they can be accessed without causing damage to the originals (DeGracia, 2009). “Digitization of cultural heritage brings new practices, tools and arenas that reconfigure and reinterpret not only the collections, but the memory institutions themselves as well as the roles they respectively play on a societal level” (Dahlstrom, Hansson, Kjellman, 2012). For these reasons, digitization has become a dominant trend both internationally and within the United States.

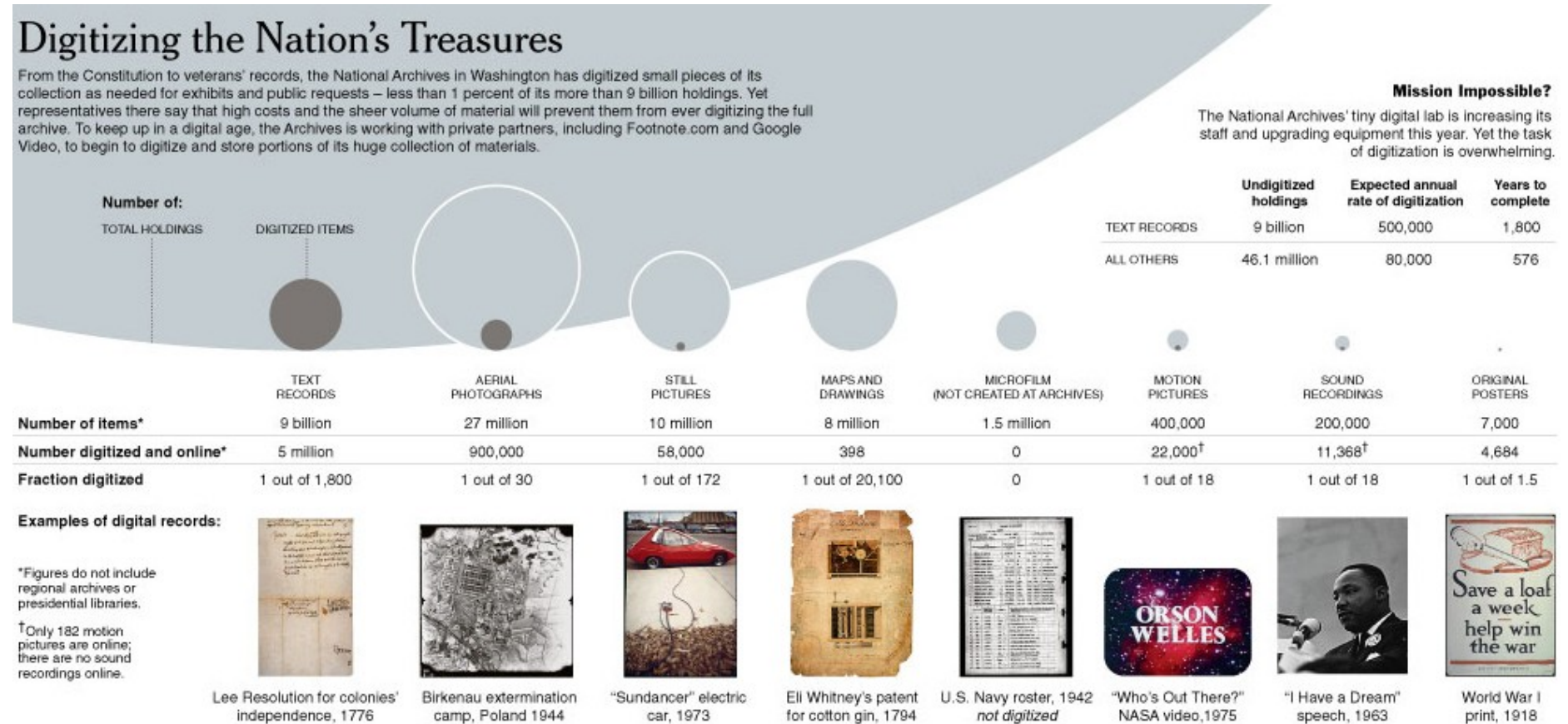
There are two main reasons to digitize a collection: Digitization helps to preserve rare and fragile documents, while also allowing much greater public access. Digitization efforts are often intended to achieve both these goals. Digitization in itself does not enhance access, unless the records

are made available to key audiences. Many organizations restrict access to digitized records for legal or proprietary reasons. For example, some town records must remain confidential by law, while other records may be made more generally accessible (Scriven. 2012)

The trend of digitization can be seen across the world. For example, the National Library of Norway has digitized hundreds of thousands of documents and the National Library of the Netherlands has announced their plan to digitize all Dutch books, newspapers, and periodicals published since 1470. A cooperative approach to record access is being used by the libraries of the members of the Council of Europe. They joined forces to create one search engine providing access to the collections of almost fifty libraries (Singer 2011).

While many European nations have begun creating national digital libraries, organizations in the United States have mostly been focused on digitizing special collections. Due to the size, number, and variety of holdings in the United States, it is arguably more difficult for America to create a national digital library than it is for other smaller countries, and as such, despite digitization efforts, a large number of records remain only available in physical form. In the 1990s, The Library of Congress digitized a collection containing scans of 16 million documents. However, over 100 million non-digitized items are still held by The Library of Congress. The National Archives also began an effort to digitize their records, but much like the Library of Congress, they only digitized a small portion of their holdings. The National Archives holds many different types of media which can be digitized; from text documents, to photographs, to sound recordings. A very small percentage of these various categories of media have been digitized so far, and Figure 1 claims that it would take about 1800 years to accomplish complete digitization of just the text records at the current rate of progress. Parallel efforts in the private sector are being made by both Google and Harvard University, which both are in the middle of endeavors to create large, public, digitized libraries (Singer 2011).

Figure 1 Digitized Collections in National Archives *Taken from*
<http://www.nytimes.com/imagepages/2007/03/10/business/11archive.chart.ready.html>



Source: James J. Hastings, director of access programs, the National Archives

Amy Schoenfeld/The New York Times

To promote the systematic and ordered digitization of records, the Federal Agencies Digitalization Guidelines Initiative (FADGI) was started in 19XX. FADGI's goals are to “...define common guidelines, methods, and practices to digitize historical content in a sustainable manner” (Federal Agencies Digitalization Guidelines Initiative date or n.d.).

The Federal Agencies Digitalization Guidelines Initiative includes two working groups. The Still Image Working Group “is involved in a cooperative effort to develop common digitization guidelines for historical and cultural materials that can be reproduced as still images, such as textual content, maps, photographic prints and negatives” (Federal Agencies Digitalization Guidelines Initiative. *Still Image*). The goal of the Audio-Visual Working Group “is to identify, establish, and disseminate information about standards and practices for the digital reformatting of historical and cultural audio-visual materials by federal agencies. The effort will cover sound recordings, video recordings, motion picture film, and born-digital content” (Federal Agencies Digitalization Guidelines Initiative. *Audio-Visual*). These guidelines provide vital information to anyone looking to digitize archives.

2.2 Regional, State, and Local Digitization Efforts

In addition to these large endeavors, many historic organizations and government offices at the state and local level are engaged in digitization efforts to preserve holdings and make materials more accessible to the public. These smaller-scale efforts are taking place across the country, including Massachusetts.

2.2.1 Outside of MA

Several collaborative ventures outside Massachusetts have sought to improve the organization of and access to historical and other records through digitization. For example, the Northfield History Collaborative in Northfield, MN was formed to address the problem that, “as in most communities, responsibility for collecting and curating local history is scattered among multiple institutions – libraries, historical societies, governmental agencies, cultural organizations, churches, etc. – without established mechanisms for sustained coordination and cooperation in making these records accessible” (Northfield History Collaborative). The Collaborative sought to address this issue of scattered history “by developing a set of relationships, policies and practices, and an infrastructure to provide a single portal for access to Northfield area history” (Northfield History Collaborative).

The Southeastern New York Library Resources Council (SENYLRC) recently undertook a collaborative digitization effort called the Hudson River Valley Heritage, and a case study was published on it, which “documents the journey of a network of small organizations with limited resources and limited digitization experience in developing an online digital repository of historical materials housed in libraries and cultural heritage organizations in an eight country[sic] region in New York” (Kucsma, & Ng. 2010). The collaborative's goals are to, “provide a variety of services to their members including continuing education, access to electronic resources, services to the health care community, consulting, information technologies, advocacy, and more recently digitization” (Kucsma, & Ng. 2010). The collaborative was funded by grants from the State of New York and locally generated funds (Kucsma, & Ng. 2010). We will refer to this case study in greater detail below, in section 2.5 as the Hudson River Valley Heritage case study.

Another example of a collaborative digitization initiative is the Colorado Digitization Program, or CDP. The CDP's goal “is to provide access to the written and visual record of Colorado’s history, culture, government, and industry” (Bailey-Hainer & Urban 2004). It started as a collaborative effort, “From the very beginning, the CDP was a collaborative organization that embraced membership and participation from all cultural heritage institutions – libraries, museums, historical societies and archives” (Bailey-Hainer & Urban 2004). The CDP was funded mostly by government grants, with each grant specifically going towards a particular project. This case study is again explored in greater detail below, in section 2.5.

In Connecticut, Connecticut History Online, or CHO, is an organization that has formed in order to digitize historic documents “that are part of the fabric of Connecticut and American social, business, political, educational, cultural, and civic life.” The organization has an extensive collection of over 15,000 sources, which comprise mostly “photographs, maps, broadsides, oral histories, and manuscripts” (Connecticut History Online).

2.2.2 Within MA

There has been a recent surge of digitization efforts within Massachusetts; for example, The Mass. Memories Road Show “is a public scanning project based at the University of Massachusetts Boston which partners with local communities to digitize family photographs and stories at public events with the goal of creating a digital portrait of all the 351 cities and towns in the Commonwealth (Kucsma, & Ng. 2010)” Mass. Memories is in the process of

documenting and digitizing photographic material, videos, and historical keepsakes, and is funded by grants, with volunteer effort for the manpower.

Mansfield, Massachusetts recently unanimously voted to digitize their town bylaws, because as Patrick Smith of General Code, a digitization company, said, “The citizens are demanding 24/7 access to information from the town.” Mansfield has sent their bylaws out to General Code, where they plan to “do a page-by-page editorial and legal review to correct inconsistencies, duplication and conflicts in existing bylaws; analyze fines and fees in comparison with state maximums to uncover areas where the town could potentially increase its revenue; and arrange Mansfield's bylaws alphabetically in chapters in a physical book and an online document accessible from the town website.” This will not only improve access dramatically for the citizens of the town, but also provide Mansfield officials with a better working copy of the town bylaws, and could possibly increase town revenue. (Carter 2012).

The town of Sudbury, Mass is also looking into updating their record-keeping system. Their project aims to “restore, preserve, protect and conserve unique historic Town[sic] documents which are irreplaceable public resources that are seriously threatened” (Town of Sudbury Project Submission Form). The town clerk makes note that “It is important to preserve Sudbury's historic records, but just as important to provide the broadest access possible to the public and town departments through digitization” (Town of Sudbury Project Submission Form).

Much like Sudbury, Peabody, Massachusetts is in the process of digitizing their records, though their project is entirely grounded in preservation concerns, and they have no plans to put these records online. This is another approach that many Massachusetts towns are taking, as it allows them to preserve historic records, which may still be legally relevant, without concerns of deterioration with continued access. (Rice 2011).

Finally, “Reading is emerging as a role model for small towns statewide” (Brenda J. Buote). The town has taken up the task of digitizing hundreds of thousands of municipal documents, with life-changing results. The town is using the software Laserfiche, a “computer system that allows anyone with an Internet connection to plug into a much larger database” (Brenda J. Buote). The Laserfiche system has allowed the town to create an integrated web portal that “will allow citizens to access reams of documents while curled up on the couch” (Brena J. Buote). The software is being used by approximately 30,000 organizations worldwide and is

“very basic and intuitive” (Brena J. Buote); the records would be available to anyone from a broad range of ages, whoever is interested in the records.

All of these towns have one thing in common: They recognize the value of digitized record access, and how it will directly improve accessibility of their records. Reading and Sudbury are both taking steps toward putting their historic records online, so that anyone will be able to access the records more effectively. (Town of Sudbury Project Submission Form). (Brena J Buote).

2.3 Issues Associated with Digitization

When state agencies and other organizations make the choice to digitize a collection of works, there are many decisions that they must make, and many issues which must be addressed. Digitizing an archive is not just the process of scanning documents, but rather requires the creation and implementation of a digitization strategy, where key questions are addressed, such as how the documents will be sorted, who the copyright holders on the documents are, how records which are degrading will be preserved, and what sort of software will be used to catalog the digitized records.

2.3.1 Mass Digitization versus Critical Digitization

Two extremes in the approach to digitization are mass digitization and critical digitization. These are compared in Table 1. Mass digitization is generally an automated process, where the focus is on quantity of documents digitized, whereas critical digitization is a manual process focused on digitizing the most important documents first, and creating connections between documents. (Dahlstrom, 2012)

“The current trend within national libraries and large research libraries is, no doubt, mass digitization, where huge amounts of documents are digitized by automated means during a relatively short period of time” (Dahlstrom, 2012). Mass digitization is about digitizing a large amount documents, avoiding labor-intensive work. It does not interpret or analyze the information, and as such it can be done quickly, and with less effort than critical digitization. The only labor involved in mass digitization is the act of actually digitizing documents, and much less effort is put into organizing and linking documents together.

“Critical digitization implements several of the links in the long digitization chain in a manual, intellectual, and critical way. At every step one can make choices, select, leave out, and

interpret. Mass digitization turns a blind eye to most of these choices, whereas critical digitization acknowledges and makes active use of them” (Dahlstrom, 2012). In this way, critical digitization is a much more intensive process, which requires documenting and in many cases reorganizing data.

In reality, a digitization effort does not sit squarely as critical or mass digitization. These categories are the two ends of a spectrum, and where any particular digitization effort sits on this spectrum must be decided before any digitization can take place (Dahlstrom, 2012).

Table 1: Critical Digitization vs. Mass Digitization. *(Based on Dahlström, 2010).*

Critical digitization	Mass digitization
Primarily manual	Primarily automated
Critically recognizes the distortion digitization brings about	In effect treats digitization as a cloning process
Undertakes a well-informed selective analysis of source copies	Normally picks whatever source copy that praxis or chance happen to present
Maximizes interpretation and metadata	Minimizes interpretation and metadata
Qualitative in its concentration on what makes a document (or set of documents) unique	Quantitative in its concentration on common, regular, foreseeable traits in large numbers of documents
Treats documents as graphical, spatial and material artefacts [sic]	Focuses on the linguistic texts of documents
Discrimination: selections/exhibitions	Exhaustiveness: complete holdings
Depth	Scale

2.3.2 Priorities

Aside from deciding where on the critical and mass digitization spectrum a project sits, there are a number of extenuating factors regarding digitization which must be considered. The Northeast Document Conservation Center suggests that anyone digitizing archives ought to ask themselves, in order, if a record *should* be digitized based on its importance, whether or not it *may* be digitized based on intellectual property laws, and whether it *can* be digitized based on the physical properties of the document (Preservation and Selection for Digitization. 2007).

In order for a document to pass the question of if it *should* be digitized, there needs to be significant demand for access to that document. In addition to this demand, there must also be a tangible benefit to digitizing the document, whether it be in terms of record access, or in terms of document preservation (Preservation and Selection for Digitization. 2007).

In order to pass the question of *may* the document be digitized, the one digitizing the

documents must have the rights to reproduce it. If these rights cannot be obtained, the document cannot be digitized, and as such, the digitization efforts on that document ought to cease (Preservation and Selection for Digitization. 2007).

The question of *can* a document be digitized is asking whether a document can physically be digitized, and whether or not the organization has the means to store and host the digital versions of the documents in an easily accessible database (Preservation and Selection for Digitization. 2007).

Another factor which must be considered is that records which are in a volatile state must be given precedence over records which are in a stable condition. There is a significant risk that delaying digitization may result in the entire loss of some records, or the preservation of some records in a much deteriorated state (Preservation and Selection for Digitization. 2007).

2.3.3 Copyright

In order to digitize a document, one must have reproduction rights to that document. “While locating authors is relatively straightforward in theory, it is quite difficult in practice, placing a significant burden on the archivist. It might not be feasible to determine the identity of the item's creator; even if this person is found, he or she might not be the copyright holder, who might be unknown or impossible to reach” (DeGracia, 2009).

Even after permission is granted by the copyright holder, efforts still must be made in order to ensure that no one redistributes the digitized documents after they are made available to the public. Digital documents are very easy to duplicate, and as such, one method of deterring unauthorized redistribution is to offer only low quality versions of documents placed online. Images and video can be given watermarks, or offered in lower resolution, while sound files can be offered at a lower bit rate, meaning the audio quality will be poorer. There are obvious downsides to offering low quality versions of digitized documents, the largest being that it could impede accessibility of those documents, but measures must be taken to ensure intellectual property rights are maintained (DeGracia, 2009).

2.3.4 Manpower and Funding

Digitization is a labor intensive project. The digitization process is not simply a choice between mass or critical digitization approaches. “Good selection decisions come through carefully assessing the physical nature and content of the original materials, the intellectual property rights connected with them, and the requirements for a technically sound, well-

described, and cost-effective product that serves both users' need for access to the content and the institution's need to preserve the materials" (Preservation and Selection for Digitization. 2007). Figure 1 shows that even an organization as large as the National Archives is only able to digitize a small percentage of its holdings, in large part due to lack of resources (time, money, and staff).

In addition to the issues of manpower, digitization can be an expensive venture. While volunteers can cheaply enter the metadata and digitized documents into a database, there is a significant start-up fee, in acquiring the digitization hardware, and there are maintenance fees associated with the upkeep of the digitized database. Not only do you have to pay for a continued license to use many database managers, but you also must periodically update old files into a better supported file type, or risk losing access to them altogether as older file types become more obsolete (Kucsma, & Ng. 2010).

2.3.5 Handling Metadata

In addition to the creation of a digitization plan, the archivist must be aware of the metadata surrounding those items that he or she is digitizing. Metadata is the information about the items being digitized, and it is important to preserve this metadata, in order to maintain a complete understanding of the context surrounding the digitized records. The metadata includes information such as author, title of the object, and the role of the object. These data must be preserved, as well. For example, a photograph is more useful if it has been appropriately labeled with a date, location, the name of the photographer, and other pertinent information, such as a notation on the content.

According to the Dublin Core Metadata Best Practices, there are three categories of metadata: Descriptive Metadata, Structural Metadata, and Administrative Metadata. Descriptive metadata are the identifying information about a digitized item, which could help locate the item. Structural Metadata is the internal organization of a digitized work, such as chapter titles, or subheadings, which help the user navigate an item. Administrative metadata include the technical information about a digitized document, such as the resolution at which it was scanned, how the image was compressed, et cetera (CDP Metadata Working Group, 2006).

2.3.6 Issues of Interoperability

When working on a collaborative digitization initiative, especially amongst institutions which may already have some data in various digital forms, the issue of interoperability may be

perplexing. These different organizations all have their own cataloging systems, and handle metadata in their own way, and as such, you cannot simply consolidate multiple databases together into one collaborative database. You must first decide on a protocol for handling metadata, and the choice and structure of keywords, to best satisfy the needs of the collaborative. For example, an organization which specializes in a certain field of science may have their keywords refer to specific scientific terms, while an average user may just want to search for the name of a field of research, which would find nothing under the scientific database. For this reason, keywords and metadata must be handled in a uniform way. (Bailey-Hainer & Urban 2004).

2.3.7 Software

When one digitizes an archive, there are two types of software that they must use: Digitization software, and database management software. Digitization software is the program which interfaces with the scanners in order to provide a high resolution image file. In addition to the software which aids in scanning of documents, digitization software exists which can provide full text transcripts, by Optical Character Recognition, or OCR. These OCR transcripts may be much more valuable to most researchers than an image of the scanned document, as they can be searched and manipulated as text files, rather than simply viewed. (Scriven. 2012) Of course, OCR is less pertinent where the source items are photographs, maps, and other visual media, and some researchers will be interested in images of handwritten documents, rather than OCR transcripts.

Database management software links together all of the files in a collection, in one unified source. Databases of files generally hold metadata, in addition to the information contained within the files themselves, and link all of this data together with a human-readable interface. Additionally, many pieces of database management software provide easy tools with which one can publish the database to a website, in order to better provide access to the files that it contains. (Bailey-Hainer & Urban 2004).

2.3.8 Public Records Specific Issues

In digitizing public records in order to improve access, government agencies face most of the same issues that historical organizations face, but there are additional factors for consideration. Public records often hold information relating to an individual's life, and there are

many laws governing how public records must be made accessible. Any digitization efforts must be made with full knowledge of these restrictions.

Despite the obvious benefits of easily accessible records, public records can hold personal information relating to members of the public. These people may find themselves losing their right to privacy if too much personal information becomes publicly available, as various “bots” – programs designed to automatically compile public information into data banks – become better able to mine personal data. There are methods of combating bots, such as a verification system that requires human intervention, but bots are a problem which will not go away, and as such need to be addressed whenever one puts a record online (Byrne, 2010).

It is important that however one digitizes public records, public record law must be upheld. Massachusetts law says that anyone requesting a public record can go to the office where the records are kept and submit an informal request for access to that record, and after a request has been made, an employee has ten days to retrieve the record. Because of this law, any digitized record system in Massachusetts can only augment the system currently in place, and cannot be seen as a replacement. Individual establishments must still track their own records and be prepared to present them on request, even if records are consolidated and digitally linked across multiple establishments (Galvin, May 2012).

Additionally, internal records of public organizations may still need to be kept in a physical form, even if they are not documents which are readily available to the public. If a document is to have a lifespan of over ten years, it must be kept in a physical form. Because acid-free paper and microfilm are able to last up to 350 years if handled properly, these mediums are still the standard for Massachusetts legal documents and records. This means that digitized records must act as use-copies only, or backups from which one can recreate a missing physical document (McCormack 2012).

2.4 Accessibility of Public and Historic Records in Nantucket

Though at the height of its whaling years Nantucket was the epitome of progress, it faces the current problem of keeping up with the ever-changing progress of technology. As technology advances more and more, so do expectations for society; the problem on Nantucket is not dissimilar. Public and historic records are commonly among the items being held to higher standards, whether at the national level, as discussed, or in a small county such as Nantucket.

With such a long and complex history that is preserved in artifacts, documents, and ephemera held by a variety of organizations, the adoption of a more advanced access system is especially important.

The problem of preservation and access is complicated by the fact that these artifacts, documents, and ephemera are scattered among numerous public, semi-public, and private organizations. In 1999, the NHA spearheaded an effort to catalog the types of public and historic records held by various organizations on the island. Table 2 summarizes this catalog and shows there are many different kinds of historic and public records scattered among a large number of organizations. Notably, the Atheneum, NHA, and Town Clerk's Office house the largest number of records. Each of these institutions has a website, where lists can be found of the available records; however, navigation to these items is a daunting task for the average curious researcher. Multiple clicks and links precede any findings of the desired information. Besides ships' logs, newspapers, journals and other historical documents, basic public records, such as marriage and death certificates, crime reports and police logs, appear to have no access link at all. Sites do exist that will bring these records up, but they are not accessible through links on Nantucket websites. The guide (Table 2) lists 15 additional institutions that maintain their records in hardcopy form. These organizations are scattered throughout the island; there is no communal location where an individual may locate, for example, documents from both the District Court and the Shipwreck and Lifesaving Museum.

The Nantucket Atheneum and Nantucket Historical Association are the two most prominent organizations promoting the preservation of and continued education about the island's history. With the largest collections of cultural and historical records, including books, letters, newspapers, ships' logs, genealogies, photographs, and more, the NHA and Atheneum have a public duty to maintain these records and make them accessible to the public. These duties are enshrined in their mission statements. The Atheneum holds that it "serves as a cultural center for the Nantucket community by sponsoring educational programming and maintaining special collections related to the history and culture of the island;" maintaining records for the future requires adopting up-to-date methods of storage and access, which currently entails digitization. To serve as a cultural center, materials must be accessible, and digitizing and creating computer databases ensures this. Steps like this also ensure that if a disaster were to occur, the original data would be stored somewhere. Additionally, the Town and County Clerk's Office is responsible for

maintaining a wide array of public records, along with the Courts and several other town offices, departments, and committees. Local government has a legal obligation to maintain these records and to make them accessible to the public in a reasonable fashion.

As evidenced by perusing the Nantucket sites and by Table 2, the records on the island exist in a range of form from audio recording to digital scans on computers. Some documents have been digitized and made accessible, some are poorly accessible, and some are not digital at all. Records that are in hardcopy format are generally associated with a complicated viewing process. Photocopies at the NHA and Town Clerk's Office, for example, are available for a fee; practically all others must be viewed upon arranging an appointment with staff in charge. Microfilm is another commonly seen method on the island and a bit more advanced, but this still requires the presence of an individual at the institution of interest. According to the guide, the NHA, Atheneum and Town Clerk's Office are the only institutions with record information available online, and therefore the only three with easily accessible records.

The non-profit organizations and town offices are keen to find better ways to digitize all their records and make them more accessible to Nantucket residents and the wider public for a variety of reasons, from practical concerns such as building permissions and record frailty to personal research on genealogy.

2.5 Case Studies

2.5.1 Colorado Digitization Program

The Colorado Digitization Program (CDP) briefly discussed above is a collaborative effort, in which a number of different organizations within Colorado came together to improve public access to “the written and visual record of Colorado’s history, culture, government, and industry” (Bailey-Hainer & Urban 2004).

In the case study written about the CDP, the challenges that the collaborative faced were very similar to the issues associated with digitization that we outlined above, in Section 2.2.1. For one, the different organizations all had their own methods of cataloging metadata, which lead to a large problem of interoperability between the databases. Because many of the organizations did not have the budget to re-catalog all of their metadata under a new system, and because it was considered unfair to force some organizations to change their metadata schema and not others, the CDP decided to create a union catalog, which would combine the information of all of

the organizations into one location (Bailey-Hainer & Urban 2004).

Ultimately, the Dublin Core standards for metadata were chosen for use in this union catalog, because “Dublin Core was most hospitable for loading of records from multiple systems.” Not only that, but the Colorado State Library, a member of the CDP, was currently using Dublin Core standards, and they offered the use of software which they were using, as well as technical support for the collaborative (Bailey-Hainer & Urban 2004).

Another issue which arose, which was both a technical issue and an issue of management, was that the CDP trained people on the technology too far in advance of the actual digitization projects. Those who were trained often forgot much of their training by the time the digitization got underway, and there was a lot of re-training. Not only did some staff forget their training by the time that the digitization began, but some staff members left after being trained, which meant that entirely new staff members had to be brought in and trained, often in the middle of the digitization process. These two factors lead to a lot of redundancy in the system, which caused the projects to draw out longer than expected (Bailey-Hainer & Urban 2004).

2.5.2 Hudson River Valley Heritage

The Hudson River Valley Heritage (HRVH) is “a decentralized collaborative digitization effort coordinated by the Southeastern New York Library Resources Council (SENYLRC).” (Kucsma, & Ng. 2010, 518). HRVH provides free online access to materials relating to the local history of New York’s Mid-Hudson Valley region. Though the digitization of records was the responsibility of the contributing organizations., the HRVH team from SENYLRC provided them with much help and support, in the form of “the technical infrastructure, access to CONTENTdm digital collection software, equipment, documentation, and training” (Kucsma, & Ng. 2010, 520).

SENYLRC began their planning process by forming a digitization task force to develop a plan, hiring Liz Bishoff, then Director of the Colorado Digitization Project as a consultant. This step was funded with a Library Services Technology Act (LSTA) grant. (Kucsma, & Ng. 2010).

The task force identified five goals to be accomplished during the planning process:

1. Identify collaborative partners
2. Identify potential challenges

3. Identify collections which could be included
4. Develop a funding strategy
5. Train participants in digitization techniques

They began by interviewing possible collaborative partners. The interviews revealed that smaller organizations often had limited resources and would benefit from collaborations with larger organizations. They also found that there was not much interest in having the digitization handled by a central organization. “The interview process revealed the roles that SENYLRC might play in a regional digitization effort. SENYLRC could develop and maintain expertise in digitization, foster communication, provide training and consultation, help select equipment, identify funding sources, and provide standards to organizations that wanted to digitize their own collections.” (Kucsma, & Ng. 2010, 522).

Understanding their role in the project as a consultant position, SENYLRC issued *The Digitization Program Plan for the Southeastern Region of New York* which identified six goals:

1. Create a steering committee of representatives from key institutions to guide implementation initiatives
2. Create selection criteria for institutions, and identify collections to be digitized
3. Decide on metadata and scanning standards
4. Identify related legal issues, and potential solutions
5. Create local collection of contributed digital material “which is open, distributed, and easily accessible by the public.”
6. Provide training and consulting for staff

A digital advisory committee (DAC) was formed to help in the executing of *The Digitization Program Plan*. Taking from standards and practices already in use, the committee identified how the collaborative would approach selection, digital imaging, and handling of metadata. (Kucsma, & Ng. 2010).

Selection criteria for prospective partners were adapted from papers by the Research Libraries Group. Digital imaging guidelines were adapted from the *Western States Digital Imaging Best Practice*. The Digital Advisory Committee selected Dublin Core as the metadata standard because its straightforwardness would make it easier for organizations with different

practices to contribute to a shared repository. (Kucsma, & Ng. 2010).

The DAC looked at available platforms including Greenstone, Luna Insight, and CONTENTdm. They selected CONTENTdm because “it was reasonably priced, came pre-packaged with the Dublin Core element set, and did not require a lot of technical expertise to implement. Additionally, server software, a user interface, client software for importing, describing, and uploading items, and a web-based administrative interface for managing and editing collections were all included with the license. The client software could be installed in different locations making it an appropriate choice for a decentralized regional project. SENYLRC would host the server and the web site, yet any interested organization could have access to the client software and web-based administrative site providing them with full control of the metadata creation and management process” (Kucsma, & Ng. 2010, 524-525).

The DAC chose three different types of organizations to be initial contributors, in order to see alternate ways to approach the process. They chose a college library, a public library, and a historic house museum. The college library had a collection already digitized and accessible on their website. In order to be included in the collaborative, this collection was transferred to CONTENTdm which offered the chance to identify the steps needed to migrate a collection into CONTENTdm and “how to ‘map’ or ‘crosswalk’ AACR2/MARC metadata to Dublin Core metadata elements” (Kucsma, & Ng. 2010, 526).

Several lessons were learned from this initial testing step. CONTENTdm provides a web-based user interface for browsing the collections, so the original website created for the project quickly was discarded, and they redesigned the website using the CONTENTdm interface as a foundation. Another issue was the “lack of individual organizational identity in CONTENTdm” (Kucsma, & Ng. 2010, 528). This issue was solved by creating home pages for each organization where they could describe the collections they brought to the collaborative, link to their own site, and limit a search to the specific organization’s records. (Kucsma, & Ng. 2010).

There was also a need to change metadata guidelines to “meet the needs of a range of contributors” (Kucsma, & Ng. 2010, 527). In revising the metadata guidelines, they largely took from Western States Dublin Core Metadata Best Practices. The latest version of this is CDP Metadata Working Group Dublin Core Metadata Best Practices, mentioned in 2.5.1. (Kucsma, & Ng. 2010).

Table 2: Summary of the Status of Holdings of Records in 1999 (based on NHA 1999)

Organization	Holdings	Hard Copy	Microfilm	Digitized	Online
The Egan Maritime Institute at the Coffin School	Records pertaining to the Coffin School	(1)			
Maria Mitchell Science Library	Records pertaining to science, natural history, astronomy	x	x		
	Personal papers of Maria Mitchell and Mitchell Family	x	x		
	Mitchell family genealogy	x	x		
Nantucket Atheneum	Cemetery records		x		
	Census records		x		
	Genealogies	x	x		
	Nantucket reports and directories	x			
	Historic Newspapers	x	x		
	Special collections	(1)	x		
	Vital Records	x			
	People File	(1)			
Nantucket Conservation Foundation	Wetland versus upland properties			x	(1)
Nantucket Historical Association (NHA)	Architectural reports	x			
	Bibles			(2)	
	Census records	x	x		
	Church records & cemeteries	x			
	City directories			(2)	
	Fire insurance maps		x		
	Genealogies	x		(3)	
	Manuscript collections	x		(4)	
	Maritime documents		x		
	Marriage Certificates	x			
	Military and Marine Records	x			
	Newspapers		x		
	Oral Histories	x			
	NHS Yearbooks	x			
	Photographs	x		x	x
	School Records	x			
	Scrapbooks	x			
	Telephone directories	x			
	Town & County records	x			
	Town Histories	x			
	Vital records	x			
Nantucket Shipwreck and Lifesaving Museum	Life-saving service reports	x			
	Logs from Nantucket life-saving stations	(5)			
	Annual reports for US LSS	x			
	History of the Mass Humane Society	x			
	Manuscript materials	x			
	Photographs	x			

Organization	Holdings	Hard Copy	Microfilm	Digitized	Online
Building Department	Historic District Commission actions	x			
	Building Plans	x			
Conservation Commission	Notice of Intent application	x		x	
	Commission's response to aforementioned applications	x		x	
Fire Department	Scrapbooks	x			
Historic District Commission	Proposed construction or demolition records	(6)			
Courts (Superior, Probate, Family)	Inventories	x			
	Certificates	x			
	Court of Common Pleas	x			
	General Court of Sessions	x			
	Superior Court Records	x	(7)		
	County Records	x	(8)		
	Supreme Judicial Court Records	x			
	Selectmen's Journals	X	(9)		
	Petitions	x			
	Divorce Records	x			
	Docket books	x			
	Wills	x			
	Bonds	x			
	Vital Records	x	x		
Town & County Clerk's Office	Town election minutes	x	x		
	Town meeting records	x	x		
	Birth Records	x	x		
	Death Records	x	x		
	Marriage Certificates	x	x		
	Town reports	x			
	Selectmen's journals	x			
	Early records	x			
	List of voters	x			
	Poll tax books	x			
	Register of voters	x			
	Plans and maps	x			
	Censuses	x	x		
	Street lists	x			
	Financial documents	x			
	Affidavits of correction	x			
	Wharf Rat Club Logs	x			

Organization	Holdings	Hard Copy	Microfilm	Digitized	Online
Municipal Finance Department	Financial Operations	(10)	(11)		
	Financial Transactions	(10)	(11)		
	Assessment Records	(10)	(11)		
Police Department	Records relating to public safety and law enforcement.	(1)			
Shellfish and Marine Department	Records relating to the responsibilities of the Shellfish and Marine Department	(1)			
Union Lodge of Free and Accepted Masons	Mason Degree Certificates	(1)			
	Business Documents	(1)			
	Accounts	(1)			
	Annual Returns for 1806-1809	(1)			
	Minutes, secretary reports, 1911-1993	(1)			
	Photographs	(1)			
	Misc. Materials	(1)			
Wharf Rat Club	Logbooks 1932-1959	x			
Nantucket Shipwreck and Lifesaving Museum	Life-saving service reports	x			
	Logs from Nantucket life-saving stations	(5)			
	Annual reports for US LSS	x			
	History of the Mass Humane Society	x			
	Manuscript materials	x			
	Photographs	x			

Notes:

- (1) Available by request only.
- (2) In Books Database.
- (3) Descriptions Only
- (4) *Eliza Starbuck Barney Genealogical Record*
- (5) Kept at the New England Branch of the National Archives, in Waltham.
- (6) Print/Hardcopy kept of previous three years, the other records are stored.
- (7) Records from 1721-1847
- (8) Records from 1807-1915
- (9) Records from 1784-1853
- (10) Records from 1992-1998
- (11) Records from 1900-1991
- (12) Contact to discuss specific requests.

3 Methodology

The goal of this project was to explore ways to improve the access to public and historic records on Nantucket. These records are currently maintained by multiple organizations, in different mediums, and are in varying states of accessibility (see Table 2). Some records have been digitized, some have not been, and the nature of the records is quite varied, including birth and death records, photographs, maps, letters, newspapers, as well as ships logs. We dealt both with public records, which Massachusetts law says must be made accessible, and historical records that organizations feel a duty to make accessible. In order to achieve the project goal, the project team has: (1) characterized the state of the art in providing public access to historical and public records, (2) assessed the nature and status of access to public and historic records on Nantucket, (3) identified a perceived need and potential strategies for improved public access, (4) developed and evaluated a range of potential strategies to improve public access, and (5) provided final recommendations.

3.1 Characterizing the State of the Art in Historical and Public Record Access

Building on the literature review above, we conducted a series of interviews with key informants at some of the institutions off-island that are leading the effort to digitize and enhance access to public and historical records, in order to ensure that we had a complete understanding of the issues associated with digitization, before speaking with institutions on-island. We identified the pertinent town offices and institutions through further reviews of newspaper articles and other literature, as well as recommendations by those whom we interviewed.

Once we contacted staff at these organizations, we conducted a number of phone interviews. We communicated that the interview was confidential unless the interviewees give us permission to quote them. There are several things that we learned by speaking to these organizations, including their digitization strategies, what worked and what didn't work, and suggestions that they would make for a town implementing its own digitization strategy. Most importantly, we wanted to know what lessons they had learned in the process; what the advantages and disadvantages were of their approach and what they would like to have done differently or known beforehand. We also asked that they direct us to other organizations or literature that may assist us in our project, and we followed up with many of these leads that we were given. In order to discover this information, we spoke to key informants from the town of Reading, MA, the Northfield History Collaborative in Minnesota, North Andover, MA, the

WPI Archives, and the Burlington, MA archivist. Additionally, we discovered a number of helpful case studies, which outlined their own digitization strategies, and the lessons learned therein.

3.2 Assess the Nature and Status of Access to Historical and Public Records on Nantucket.

In 1999, the NHA conducted a thorough inventory of the records held on Nantucket. Some of these records are now accessible online, as is evident by perusing some of the organizations' websites, but one of the primary tasks we undertook was updating the information in Table 2 above, which is a summary of the information contained in the NHA Guide. A comprehensive review of which institutions maintain records, which records these are, and the availability status of these records was necessary in order to provide our final recommendation.

We contacted a number of record-keeping organizations on Nantucket, starting with the organizations outlined in the NHA guide, as well as organizations which our sponsors requested that we include. Our goal in contacting these organizations was take an inventory of the records that they held, as well as to gauge interest in a collaborative web portal, hosting information from many institutions in one convenient location. For a small number of the organizations, we had them complete a short survey before the interview, to serve as a jumping-off point for the conversation. We eventually stopped using this survey, since it required too much time and effort to tailor the questions to each institution in advance of the interview. Instead, we merely tailored our interview questions as necessary to elicit the appropriate information.

In our interviews, we identified the nature of the records held by the institutions with which we spoke, and we asked what, if any, digitization efforts had been made. We inquired about the outcomes of those digitization efforts, and how accessible the digitized documents were. We asked who the organizations served, and whether their records were publicly accessible, available for a nominal fee, available to all members of their institution, or if the records could not be made public.

Our interviews were conducted in person with all three members of our group present. One member of the team conducted the interview, while the other two took notes on participant responses and occasionally contributed supplemental questions to ensure that we captured all the information that we needed from each interview. Each interview concluded with a request to follow up with additional questions as they arise. Originally, we had planned to have only two members of the group at each of

our interviews, but we felt that it was better that we were all there, in order to best educate our entire group on the nature of the issues that we were dealing with.

In total, we interviewed staff members at 14 organizations across the island, out of the 18 organizations that we contacted. While we originally planned to interview a staff member from every organization that was listed in the NHA guide, this proved difficult because the organizations did not have the staff or time to spare to speak with us in many cases, and in some cases, we did not get any response, despite our best efforts at making contact. Additionally, the NHA guide was no longer accurate, and we spoke to a number of organizations not counted in the above numbers, who told us that they did not keep the records that they were listed as holding, anymore.

3.3 Identify Perceived Need and Potential Strategies for Improved Public Access

We spoke with staff members of various organizations, who have experience with the current systems of record access. Perhaps most importantly, however, is the fact that these staff members knew the needs and interests of the public at large. They knew which records are most often requested and which are the most fragile, two of the most important issues to look at in a digitization project. Through our interviews, we determined this information, and the organizations' level of interest in coming together to create a web interface mapping the records of these separate organizations into one unified place.

We approached key staff at the Atheneum, and the Town and County Clerk's Office to discuss the nature and range of topics to be covered in the interviews, to ensure coverage of all the major issues and for feedback on anything that we may have missed.

Our data analysis entailed reviewing transcripts of these interviews to identify commonalities and differences of opinion about how to move forward. We also analyzed the extent to which records for these organizations can be digitized, or at least made more accessible, while still allowing the organizations to have the money to continue operation. Many of the organizations can only continue operation because of the money made off of their membership fees or record access fees, and we needed to take this into account, as it was something that we had not expected in our original proposal.

3.4 Develop Potential Strategies to Improve Public Access

After we gathered all of this information, we identified a number of potential strategies to

suggest to our sponsors. These strategies were brought forward to our sponsors at the Atheneum and Town and County Clerk's Office, and eventually we refined our approach, to something best suited for Nantucket's unique situation.

This is in contrast to our original plan: Before coming to the island, we had in mind that we would convene a focus group with which to test our ideas, of staff members with whom we had spoken. We had intended to select 4-8 key staff members from our interviews to comprise our focus group to test the strategies that we had come up with. We would have chosen these staff members depending on the level of interest they showed during our interview process. The purpose of this focus group was to gain qualitative information about the different strategies that we developed, in order to discover which strategies these staff members think show promise, and would be interested in pursuing. We wanted to know the opinions of these staff members; if they were reluctant to adopt a digitization strategy, or were unhappy with a proposal, it is unlikely that it will be a successful solution to the issue of record accessibility on Nantucket.

Instead, we discovered that the information that we had gathered in our interviews, and the input of our sponsors, lead to a very clear idea of what the collaborative could ultimately become, and how it could get there. The first step that we had determined for the collaborative would be to create a web portal which simply acted as a searchable index, which cataloged the records held by each organization, and told the user how to could gain access to them. As we had such a clear idea of what the integrated web portal could become, and our interviews had given us the information that we needed in order to create a good portion of that catalog, we decided that our time would be well spent creating a prototype version of it. Over the period of time during which our focus group would have convened, we instead developed a raw prototype website, which would act as a catalog of the records on the island, called the Nantucket Network, and demonstrated the functionality to our sponsors.

We received positive feedback from our sponsors, so we continued refining the catalog, providing links to digitized documents where available, and made numerous other alterations to the way the search results were presented, with the goal of increasing its usability, and providing the Atheneum with a tool which they could put on their website at the end of the project. Additionally, the creation of this website helped us broaden the base of organizations with which we spoke: Once we had created the website, we had another organization, the Nantucket Shellfish Association, approach us with information that they wanted to be available through the Nantucket Network.

3.5 Final Recommendation

After determining the strategy which made the most sense, we made a formal recommendation to the staff at the Atheneum and Town and County Clerk's Office as to how they might go about improving record access across the island. This recommendation included information such as how digitized collections might be managed, and what shape the interface to access these collections will look like. It also included information on which records shouldn't be digitized, and how organizations who make their money off of membership fees could join the collaborative without giving up all of their records to the public for free.

4 Findings

Based on our research, we have identified a number of important lessons learned through the actions of other organizations which have attempted a large-scale digitization initiative and have developed an updated inventory of the records held by the different organizations on the island. We also discovered which organizations would be interested in becoming involved in a collaborative effort, what they would be interested in contributing, and what form they would like to see the final ‘product’ take.

4.1 The State of the Art in Historical and Public Record Access

When we spoke to representatives of a number of organizations on the mainland that had implemented large scale digitization programs in the past, we learned much that would shape our approach to the idea of a collaborative digitization initiative on Nantucket. We spoke with representatives of the Northfield History Collaborative and the WPI Archives. At the urging of Catherine Stover, we interviewed the Archivist in the town of Burlington, Massachusetts, because Burlington is one of the few towns in New England that has hired an archivist specifically to coordinate the maintenance of and access to various town records. We also spoke with the town clerk of North Andover, which has developed a ground breaking digitization program. In addition to these interviews, we also reviewed case studies on the Colorado and Hudson Valley digitization projects.

4.1.1 The Northfield History Collaborative

The Northfield History Collaborative is an effort spearheaded by the Northfield Historical Society, whereby a number of institutions in Minnesota came together to digitize their holdings, and make them available online in one database.

In our conversation with Hayes Scriven, Executive Director of The Northfield Historical Society and webmaster of the Northfield History Collaborative, about the collaborative, we determined that starting with a small group of around three to four organizations is essential to the success of a collaborative. A dedicated position to managing the collaborative would be necessary, and funding for this position and the general undertakings of the project would be provided through one or more grants. Each organization would ultimately determine independently what they would like to contribute to the

site. (Scriven, personal communication, 2012)

4.1.2 The WPI Archives

The WPI Archives are currently in the middle of their own digitization initiative, and as such, we decided to speak with them about how they went about creating their digitization plan, and to ask them what suggestions they would make for those undertaking a similar digitization initiative.

When we spoke with Jessica Colati, the Digital Initiatives Librarian of the WPI Archives, we found that a project must have a unified, standardized plan of approach before the digitization can be started. If a project manager gets stuck with many fragmented approaches, the project will not be able to successfully move forward. Their approach to prioritization included creating a value matrix, and weighing records against this matrix to decide which items ought to take what priority. The items on their matrix were concerns such as demand, informational value, financial concerns, et cetera (Colati, personal communication, 2012).

4.1.3 The Burlington Archivist

Catherine Stover encouraged us to speak to the town archivist of Burlington, MA, as Burlington is a town on the cutting edge of record accessibility, in part due to their dedicated town archivist position.

Daniel McCormack is Burlington's archivist. We spoke with him about the significance of his independent position within the town, and discovered that, ultimately, his position allows him to focus on organizational tasks that others do not have time for, yet are still important. If there are second-priority jobs in a town department that are pushed aside due to lack of time or manpower, it is his job to make these his first priority. An important point that he stressed was that if a job is everybody's second priority, it may not be completed, or may be completed inefficiently, and if that job is important, there ought to be a dedicated person to do it (McCormack, personal communication, 2012).

4.1.1 North Andover Town Clerk

We spoke to the Town Clerk of North Andover, as the town recently completed a notable digitization effort, of all of their records back to the 1800s, and they implemented a system where new records can be easily digitized and put online.

From speaking with the Town Clerk of North Andover, Joyce Bradshaw, we concluded that a platform must be found that works for everyone. In projects such as collaboratives, where many organizations with previously established records management systems are involved, there will have to be compromises, and the organizations must understand that going into the collaborative (Bradshaw, personal communication, 2012).

Another thing that we learned was that once the system is in place, continued upkeep is very simple. All that you have to do is create a set of protocols for the creation of new records, which includes scanning them into the database (Bradshaw, personal communication, 2012).

In addition to the information that we learned from those with whom we spoke, we learned an equally important amount of information about other collaborative digitization efforts, through reading case studies. These case studies outlined their biggest lessons learned, during the digitization process, and the lessons learned here ought to be applied to our final recommendation, in order to avoid the same pitfalls made before us.

4.1.5 The Colorado Digitization Program

As stated above, the Colorado Digitization Program was a collaborative effort, where a number of organizations in Colorado came together to improve access to “the written and visual record of Colorado’s history, culture, government, and industry” (Bailey-Hainer & Urban 2004).

The case study on the Colorado Digitization Program identified several points to be aware of to encourage the success of a collaboration effort. The first was the fact that communication is important. It takes time to set things up, so time should be scheduled to establish communication between the organizations. Another lesson that they shared was that you should not train people on the technology too far in advance. People may forget how to use the scanners and software before they actually get around to applying the knowledge. A third point that the case study made was that there needs to be an agreed-upon list of topics and terms between the organizations for cataloging metadata. This is extremely important, because the metadata should have one tone, to make it easiest on the end user. If some metadata is written in a very scholarly tone, and some more conversationally, it may be hard for the end user to understand all of the information given to him or her (Bailey-Hainer & Urban 2004).

4.1.6 Hudson River Valley Heritage

As discussed in our background research, the Hudson River Valley Heritage is a decentralized digitization collaborative that took place in New York. The case of the Hudson River Valley Heritage collaboration offers several valuable lessons regarding the development of a collaborative digitization project. First, they suggest creating a task force to determine the digitization approach, ahead of time. The case study recommends only bringing more organizations into the project after that approach has been developed.

In terms of that digitization approach, Hudson River Valley Heritage used a decentralized

hosting method; the server and website was hosted by one organization, but any interested group could “have access to the client software and web-based administrative site providing them with full control of the metadata creation and management process” (Kucsma, & Ng. 2010). Any collaborative attempt on Nantucket should discuss whether decentralized or centralized data management is the right approach for the collaborative.

Much like the CDP, the case study on the Hudson River Valley Heritage also stated that there needs to be agreed upon metadata guidelines, as these standards help the organizations within the collaborative document their records more easily, and also help the end user more easily access the records. (Kucsma & Ng. 2010).

4.1.5 Case Studies at Panjab Digital Library

In addition to the two case studies of digitization collaboratives that we discovered, we also found a number of case studies by the Panjab Digital Library relating to the digitization of a number of different types of physical documents. The findings from these case studies are summarized in Appendix A.

4.2 The Nature and Status of Access to Historical and Public Records on Nantucket.

One of the major goals of this project was to conduct a comprehensive inventory of the current status of historical and public records on Nantucket (in essence updating the information contained in the NHA guide to records on Nantucket as summarized in Table 2). Unfortunately, in the time available on island, we were not able to contact all of the organizations listed in the NHA guide, so Table 3 is not as comprehensive in coverage as Table 2. Nevertheless, it is a much more accurate reflection of the current status of access to historical and public records held by the key organizations on Nantucket.

Table 3: Current Status of Holdings at Selected Organizations on Nantucket

Organization	Holdings	Hard Copy	Microfilm	Digitized	Online
The Egan Maritime Institute at the Coffin School	Records pertaining to the Coffin School	x			
	Books published by Mill Hill Press	x			
	Maritime books	x			
Maria Mitchell Science Library	Records pertaining to science, natural history, astronomy	x			
	Personal papers of Maria Mitchell and Mitchell Family	x			
	Mitchell family genealogy	x			
Nantucket Atheneum	Cemetery records		x		
	Census records		x		
	Genealogies	x	x		
	Nantucket reports and directories	x			
	Historic Newspapers	x	x	most	most
	Special collections	x	x		
	Town histories	x			
	People File	x			
Nantucket Conservation Foundation	Wetland versus upland properties			x	(1)
Nantucket Historical Association (NHA)	Architectural reports	x			
	Bibles	x			
	Census records	x			
	Church records & cemeteries	x		some	
	City directories	x			
	Fire insurance maps	x			
	Genealogies	x		(2)	(2)
	Manuscript collections	x		most	most
	Maps	x		x	x
	Maritime documents	x			
	Marriage Certificates	x			
	Military and Marine Records	x			
	Newspapers	x	x	x	x
	Oral Histories/Home movies	x		some	
	Photographs	some		some	some
	School Records	x			
	Scrapbooks	x			
	Telephone directories	x			
	Town & County records	x			
	Vital records	x			
Nantucket Shipwreck and Lifesaving Museum	Life-saving service reports	x			
	Logs from Nantucket life-saving stations	x			
	Annual reports for US LSS	x			
	History of the Mass Humane Society	x			
	Manuscript materials	x			
	Photographs	x			

Organization	Holdings	Hard Copy	Microfilm	Digitized	Online
Building Department	Historic District Commission actions	x			
	Building plans	x			
	Plumbing & Gas permits	x			
	Electrical Permits	x			
	Zoning Documentation	x			
	Meeting Agendas			x	x
Cemetery Commission	Meeting Minutes			x	x
Conservation Commission	Notice of Intent application	x		x	
	Commission's response to aforementioned applications	x		x	
Fire Department	Information for when tanks were placed into the ground for home owners.	x			
Historic District Commission	NACR records	x		some	
	Proposed construction or demolition records	x			
Land Bank Commission	Meeting Minutes	x			
	Land Bank Maps	x			
	Meeting Agendas			x	x
	Property Transfer Filing Forms			x	x
	Land Bank Rules and Regulations			x	x
	Land Bank Public Forms (Form 1s)	x			
	Land Bank Acts			x	x
Probate Court	Inventories	x		some	
	Certificates	x		some	
	Petitions	x		some	
	Divorce Records	x		some	
	Docket books	x		some	
	Wills	x		some	
	Bonds	x		some	
	Vital Records	x	x		
Town & County Clerk's Office	Town election minutes	x	x		
	Town meeting records	x	x		
	Town reports	x			
	Selectmen's journals	x			
	Early records	x			
	List of voters	x			
	Poll tax books	x			
	Register of voters	x			
	Plans and maps	x			
	Censuses	x	x		
	Street lists	x			
	Financial documents	x			
	Affidavits of correction	x			
	Wharf Rat Club Logs	x			

Notes: (1) as completed; (2) Barney Genealogical Records

4.3 Perceived Need and Potential Strategies for Improved Public Access

In our conversations with the organizations on the island, we learned much about the issues involved with digitization on Nantucket, as well as a lot about the nature of the records held by these organizations. Briefly outlined below are the key findings which we gained through speaking with staff at various organizations on the island.

4.2.1 Nantucket Historical Association

In our interview with Georgen Charnes, Webmaster & Collections Access Specialist for the Nantucket Historical Association, we discovered that the NHA already has a system of inMagic databases in place, which are separated into categories for manuscripts, images, books, AV materials, and collections. Each of these categories is its own separate searchable database, and the NHA also has an interface to search through all of the databases together, and display results across each database (Charnes, personal communication, 2012).

Because of this inMagic database system which the NHA has in place, when we asked about the idea of a collaborative digitization group for Nantucket, Ms. Charnes said that they would be able to host the collaborative. Each organization could be given their own inMagic database to maintain, and a search interface would allow a user to search either by organization, or across all organizations, for the documents which they were looking for (Charnes, personal communication, 2012).

Though the NHA has the experience necessary to undertake such a project, Georgen noted that they would be unable to do so without additional funding. Their servers are not currently equipped to host the records of many organizations across the island, and as such would need to be upgraded with more storage space. In addition, the NHA believes that they would need to establish a funded position, to manage the databases and collaborative project, which would incur additional costs (Charnes, personal communication, 2012).

4.2.2 Atheneum

By speaking with Lincoln Thurber, Reference Department head from the Nantucket Atheneum, we discovered that while the information contained in the NHA guide was mostly accurate, they have recently undertaken a digitization initiative, where they digitized almost all of their newspapers collection. To do this, the Atheneum contracted Olive, an independent company, to handle the digitization initiative. Olive both digitized all of the newspapers which the Atheneum provided, and

also provides web hosting for those newspapers, which is very easy on the Atheneum's end to handle (Thurber, personal communication, 2012).

While the Atheneum is currently under contract to maintain a hosting plan with Olive, it is a short term contract. Going into the digitization process, they understood that something new might come along which could be a better solution, and as such were hesitant to tie themselves to one company's hosting indefinitely. This means that, when the contract's term is up, the Atheneum is able to explore other options, and if the collaborative recommended in this paper is put into place, may choose not to renew a hosting plan with Olive, and instead migrate their data to the collaborative's servers (Thurber, personal communication, 2012).

One thing that Mr. Thurber stressed was very important to remember when creating our recommendation is that the Atheneum is a public library, and has an obligation to provide members of the public access to its records free of charge. While other organizations may need to charge money to access their records to continue operation, the Atheneum is a public establishment, and as such does not want any information that they provide to the collaborative to be locked away behind a membership fee (Thurber, personal communication, 2012).

4.2.3 Nantucket Town & County Clerk's Office

Our project has been unique, compared to those collaboratives that we have researched, in that we were working not only with historic organizations, but also public offices, who have a vastly different set of requirements that must be fulfilled by their record keeping. When we spoke to Catherine Stover, Town Clerk, we discovered that while the historical organizations all wanted to digitally capture images, in order to have a back-up of deteriorating physical copies, the Town & County Clerk's Office was not concerned with the physical appearance of the document, but rather solely the information contained within (Stover, personal communication, 2012).

To that end, the Town & County Clerk's Office on Nantucket has begun a digitization program, using the Laserfiche software, to capture OCR-only versions of the documents which they hold. These searchable-text documents are held within an internal-use database, and can generally be found much more easily than their paper counterparts (Stover, personal communication, 2012).

This OCR encoding process is not without its flaws, however. We were told that hand written, historic, records do not get transcribed with complete accuracy by the OCR software, and as such, any hand written records would have to be either partially or completely transcribed by hand, in order to

minimize errors by the OCR software. Additionally, OCR capture of documents does not work for items such as maps, photographs, and other graphically-based items, and as such is of limited use to many historical organizations. Despite these flaws, the process works well for the Town & County Clerk's Office, as most of the records which are most important to be accessible are current-day records, which have all been typed and printed, rather than written by hand (Stover, personal communication, 2012).

The records which the Town & County Clerk's Office hold are generally open to the public, with a fee associated with performing an exhaustive search, or when a new record must be created. The state government says that the records held by the Town & County Clerk's Office must be accessible in a certain way, partially outlined in section 2.3.8, and this has an impact on what our final recommendation must be. We must work within these state restrictions, if we are to include the Town & County Clerk's Office within the collaborative (Stover, personal communication, 2012).

4.2.4 Probate Court

In our discussion with Susan Beamish, Probate Court Register, we learned that the probate court is not a town-run organization, but instead an organization run by the state of Massachusetts, and as such, they would not necessarily be free to provide the collaborative with any records which they might hold. In addition, the probate court is staffed by only one person, so it is unlikely that they would have the time to undertake an effort such as the collaborative (Beamish, personal communication, 2012).

Nevertheless, Ms. Beamish indicated that the Massachusetts court system is currently in the process of digitizing their holdings, into a system called MassCourt. The goal of the MassCourt program is to have everything that the probate court holds, that can be made available to the public, put online within the next year or so, and the other court systems will soon follow. While the documents themselves may not be held within the collaborative's repository, the collaborative website could very easily link to the digitized court documents, for those who are interested (Beamish, personal communication, 2012).

4.2.5 Building Department

Speaking to Steve Butler, Building Commissioner for the Building Department, we learned that the Building Department holds a number of records relating to construction on the island of Nantucket,

including building plans, plumbing and gas permits, electrical permits, and zoning documentation, among others. The Building Department is a town department, and as such, their records are all publicly viewable, with only standard copying fees of \$0.25 per page. The only files which they cannot allow the public to access are files which are under active investigation, for code violations (Butler, personal communication, 2012).

In our interview with staff from the Building Department, we learned that they have plans to put an e-Permitting system online by April, 2013, which will allow the permitting process to be done electronically, instead of in person as was previously required. We were told, however, that they would be interested in digitizing the rest of their holdings, not for organizational reasons or for preservation, but simply to improve the public accessibility of their records, but they do not have the resources to go back through their thousands of records and digitize them all (Butler, personal communication, 2012).

On the collaborative website, even if the Building Department was unable to secure funding to digitize their entire back log of records, one option would be to at least catalog the permits which they offer, and provide links to the e-Permitting system for those records, with the website acting as a sort of index with which to find the e-Permits (Butler, personal communication, 2012).

4.2.6 Conservation Commission

We spoke with Jeff Carlson, Natural Resources Coordinator at the Conservation Commission. The Conservation Commission is responsible for maintaining the Wetlands Protection Act, and as such, holds records relating to individuals planning on building near protected areas (Carlson, personal communication, 2012).

The records which the Conservation Commission holds have been partially digitized. From a certain point onwards, all of their records have been scanned in if possible, but those records which have been scanned have only been scanned for archival purposes: They are not hosted online for the public to access. Additionally, the Conservation Commission holds many large maps of parcel information, which cannot fit into a conventional scanner, and have not been digitized at all (Carlson, personal communication, 2012).

The Commission has a five year digitization plan partially in place, as they intend to continue scanning all of their documents into the computer moving forward, in order to have a back log of digitally archived material and ease into a more fully fledged digitization approach, but they have no concrete plans as to how to make those files more available. The biggest issue which the Conservation

Commission sees would be scanning their larger items, which would require dedicated hardware to handle. Though we did not speak about it during our interview, many other organizations would also benefit from specialized scanning hardware for irregular documents, and the collaborative might be a good way to provide a solution for this issue, for many organizations across the island (Carlson, personal communication, 2012).

4.2.7 Nantucket Fire Department

In speaking with Jeanette Hull, Office Administrator to the Fire Department, we learned that they do not often get inquiries for the historical items which they hold, and many of these are in boxes in the attic of the building and are not easily accessible. As such, they are interested in having an organization such as the NHA come in and take a look at the historical records which they hold, out of an interest in preservation (Hull, personal communication, 2012).

The Fire Department also holds a wealth of information which they are eager to make publicly accessible, relating to fire safety, and beach fires. The staff member with whom we spoke said that the fire department is always interested in promoting public awareness of fire safety, and would like to put that information onto the collaborative website, if they were able (Hull, personal communication, 2012).

4.2.8 Historic District Commission

The Nantucket Historic District Commission is mainly responsible for maintaining the historical character of Nantucket, by preservation of those buildings which contribute to a historic district. We spoke to Mark Voigt, administrator for the Nantucket Historic District Commission. The main records kept by the HDC are the Nantucket Cultural and Archival Research, or NACAR, surveys, which are essentially checklists which tell you how a building contributes to a historic district. The houses surveyed fall into three categories, *Individually Significant*, which means that a house is historic on its own, *Contributing*, which means that a house is part of a historically significant district, or *Non-contributing*, which means that a house is not historically relevant (Voigt, personal communication, 2012).

The HDC is currently sporadically digitizing their records; non-digitized records are scanned and digitized only as they are requested. One major downside to this approach is that this lack of a systematic approach may lead to difficulty digitizing their holdings en masse in the future, as it will be

difficult to know what has or has not yet been digitized without checking for each record. The HDC estimates that they have currently digitized around a third of their holdings, and would ultimately like all of the records to be digitized (Voigt, personal communication, 2012).

The records which have been digitized are not directly available online: An HDC staff member retrieves the records and sends them to the client requesting the item. The staff member with whom we spoke said that ultimately he would like to see the records put online so that clients can directly access them, without the added step of contacting the HDC (Voigt, personal communication, 2012).

4.2.9 The Egan Maritime Institute at the Coffin School, and the Shipwreck & Lifesaving Museum

We spoke with Lisa McCandless, Assistant Director and Curator for both the Egan Maritime Institute at the Coffin School, and the Shipwreck and Lifesaving Museum. The Egan Maritime Institute at the Coffin School is a private establishment, which charges membership and entry fees. The Egan Institute is the parent organization of the Lifesaving Museum, but the two are separate entities. The two hold mostly published works, though the Egan Maritime Institute also holds a number of photographs and historical artifacts. The historical photographs, photographs of historic artifacts, titles of the published works which they hold, and descriptions of these items have all been digitized into a PastPerfect database, but this database is not publicly accessible (McCandless, personal communication, 2012).

The Egan Institute would be happy to share their photographs, as part of the collaborative, but would not like to give away too much of their archive for free, as they need the revenues generated from membership and museum fees (McCandless, personal communication, 2012).

Ms. McCandless was very enthusiastic about the idea of indexing the museum, and putting that index of information online, so that a search on the collaborative's website would display the information which the museum could provide, but a user would have to come to the museum in person to see those items. This, she felt, was the best approach, as it allows all of the museums and private organizations to maintain their independence, while still contributing to the collaborative and gaining public awareness (McCandless, personal communication, 2012).

4.2.10 Maria Mitchell Association

The Maria Mitchell Association is a private, non-profit, with a mission to preserve the legacy of

Maria Mitchell, famed astronomer of the 19th century. As a private organization, The Maria Mitchell Association must find their own funding, and as such has a fee for record access. In contrast to the Athenaeum, the Maria Mitchell Association said that their fee is absolutely necessary for the continued survival of the association, and that any information that they disclose must be tightly controlled (Finger, personal communication, 2012).

We spoke with Jascin Finger, Curator of the Mitchell House, who said that there was still information which could be put onto a collaborative website, such as finding aids for the materials which the association holds. As with the Egan Institute, we suggested that we could create a searchable catalog of the records which the MMA holds, and put that online. This catalog would allow the user to find a record held by the MMA, but the user would then have to view the record in person (Finger, personal communication, 2012).

4.2.11 Cemetery Commission

In speaking with Allen Reinhard, the Chairman of the Cemetery Commission, and Georgen Charnes, the commission's Secretary/Treasurer, we discovered that they themselves hold very few records. The Cemetery Commission meeting minutes and agendas are all online, but aside from those records, there is very little that they could provide the collaborative (Reinhard, personal communication, 2012) (Charnes, personal communication, 2012).

4.2.12 Conservation Foundation

The Conservation Foundation is an organization which manages Nantucket's natural resources, and holds a number of letters and personal correspondences between landowners, which cannot be put online. The only other documents which Jim Lentowski, Executive Director at the Conservation Foundation, thought might be of interest were the foundation's research findings. An example that was given is the data that is currently being taken, on what percentage of land is upland or downland, which is currently being put onto the Conservation Foundation's website. This data could be put onto the collaborative, once it has been finished, if the Conservation Foundation is interested in getting involved, but otherwise there does not seem to be much that the Conservation Foundation could provide to the collaborative (Lentowski, personal communication, 2012).

4.2.13 Land Bank Commission

The Nantucket Land Bank Commission is an organization which was established to ensure the

proper management and protection of certain land on Nantucket, for the use of the general public. It was established in 1983, and was the first commission of this type to be created anywhere in the United States (Bell, personal communication, 2012).

In speaking with Jesse Bell, Administrator/Fiscal Officer from the Nantucket Land Bank Commission, we learned that while they hold a number of records, they seldom receive requests for these records, as most of them are filed with the Town & County Clerk's Office, or online. The Land Bank Commission receives perhaps two or three requests for a specific record a year, and it is generally for a copy of their meeting minutes (Bell, personal communication, 2012).

This is not to say that the Land Bank Commission does not have records which they could contribute to the collaborative. Of all of the organizations on Nantucket, the Land Bank Commission may be the furthest ahead in terms of digitization of their records: While the meeting minutes have not been digitized or put online, the Land Bank Commission has made available all of their meeting agendas, the Land Bank Act which established the commission, the Rules and Regulations which the land bank must follow, and blank copies of all of the Property Transfer Forms which must be filled out in order to transfer a deed to someone else. As the records are all available online already, if the Land Bank Commission would like to join the collaborative, these items could easily be linked to from the collaborative's website (Bell, personal communication, 2012).

4.4 Trends

In our research, we identified a number of trends in the needs and desires of many organizations across the island. Many organizations on the island do not want to make their information freely available, because of financial concerns. Additionally, a number of organizations have begun digitization initiatives in the past, or are currently undergoing digitization initiatives, which have given them incomplete or fragmented databases of digitized files.

Another trend that we've discovered is that, given the resources, most organizations think that the idea of a town-wide collaborative is a good one, and shows promise. There is trepidation about who could or should manage the collaborative, but most agree that it is best if the collaborative either remains independent, or in the hands of a public organization such as the Atheneum.

A number of organizations are most interested in the idea of a digital catalog of their holdings, so that the interested researcher would be able to discover their holdings, but not necessarily access

them freely online.

4.5 Prototype Website

As stated in section 3, as part of our project, we designed a prototype website, meant to act as a stepping stone towards the development of the larger collaborative. This website is not meant to reflect the final form of the collaborative, but is instead meant to be a testing ground for the metadata standards which the collaborative will eventually decide upon. The prototype website allows the organizations which become involved to catalog their records and make them searchable in a way not unlike the final product, without going through expensive digitization processes.

This is beneficial to the collaborative as a whole as it will allow them to catch issues which would have otherwise arisen during the digitization process, where they would be expensive to fix, before they arise. In this way, corrections can be made quickly and inexpensively.

5 Conclusion & Final Recommendation

In our research into the viability of a collaborative record access portal on Nantucket, we have reached a number of conclusions, and have noticed a number of trends, both in the needs of organizations on the island, and in the procedures taken by successful digitization collaboratives.

Numerous historic and public records are scattered across a variety of organizations on Nantucket, and these records are all in different stages and forms of digitization. Some records have been digitized and made available online, some have been digitized but are not yet available online, and some have not been digitized at all. There is no framework in place to aid organizations across the island with their digitization programs, which means that each organization independently developed their own digitization procedures, and these procedures are mostly incompatible.

Most, if not all, of the organizations on the island that we reviewed see value in digitization of their records, and in the creation of a collaborative of institutions on the island, to promote access to those records. Unfortunately, there is no consensus yet as to what form this collaborative could take, who would participate, and how it might be funded.

At the outset of this project, the team and sponsors imagined that a collaborative database would include both public and historic records drawn from public, semi-public, and private organizations. Unfortunately, all of the digitization initiatives that we reviewed were either for historic *or* public records. The potential partners of the collaborative will need to decide whether or not a collaborative between public and private organizations is both feasible and desirable, when the collaborative begins looking for partners to join.

While many organizations see value in digitizing their holdings, for financial reasons, not all of the organizations on the island are able to. Some do not have the budget to pursue digitization, while others rely on the control of their documents for funding, and cannot freely distribute them online.

There are multiple options as to how one can go about attempting to digitize their files. Both the Town & County Clerk's Office and the Nantucket Historical Society digitize their files in-house, scanning and hosting the documents themselves, while the Atheneum outsources their digitization to Olive, a company which specializes in it.

In our research into other collaboratives, we discovered that it is best to start small, with an initial group size of two to four organizations, which provide a representative sample of the types of organizations that will become involved in the collaborative in the future. This small group should act

as a test run, and changes should be made to the digitization strategy as needed, and additional organizations should be folded into the collaborative slowly as the strategies have been proven effective.

Successful collaboratives in the past have had a dedicated project manager, who is able to make the management of the collaborative their first priority. The project manager is responsible for ensuring that all of the organizations involved in the collaborative have the support and aid that they need, as well making sure that the organizations in the collaborative are following the digitization strategy properly.

There are a number of possibilities as to how the collaborative could handle the metadata of documents which they are digitizing, but one set of standards which has proven particularly effective for the organizations that we have researched are the Dublin Core metadata standards. In particular, we suggest a set of standards which have been adapted by the Colorado Digitization Program to best suit the needs of a collaborative project. These standards are outlined in Appendix C.

While there are a number of software solutions for database management, nearly all of the collaboratives that we have researched have chosen to use CONTENTdm, for a number of reasons. CONTENTdm provides a searchable web interface for users who wish to browse documents, allows for up to 50 unique organizations to modify the database, and supports documents in the form of text, images, and multimedia such as audio and video.

Finally, none of the participating organizations currently has the resources to oversee the development of the collaborative venture. Likewise, most organizations that we have looked at have also found it necessary to seek additional funding and staff in order to expand their digitizing efforts.

5.1 Our Recommendation

Before any progress is made with the collaborative, we suggest that the interested parties undertake a feasibility study, to ensure that such a venture is, in fact, possible for Nantucket. This feasibility study should be grant-funded, and if it shows that the proposed collaborative would be successful on Nantucket, then this recommendation should be pursued.

We suggest a six step approach to the collaborative on Nantucket, each step of which is a concrete, achievable milestone. In this way, the organizations on Nantucket can move towards a fully digitized collaborative of documents at whatever pace is feasible.

The proposed collaborative *should*:

1. Choose a small number of core organizations with which to start the collaborative.
2. Apply for a grant, and create a funded Project Organizer position, as well as a funded webmaster position. The Project Organizer will be in charge of managing the collaborative, while the webmaster will be in charge of maintaining the website.
3. Decide upon a common set of terms and language that should be used, so that it is consistent in metadata descriptions across all of the organizations in the collaborative.
4. Continue to inventory the organizations on Nantucket, fleshing out the prototype website into a more complete index, with links to any digitized collections, where applicable.
5. Evaluate the costs and benefits of acquire scanning hardware and software or contracting out the digitization process, as well as the costs and benefits of various database management options.
6. Continue folding in other organizations after the digitization strategy has been proven effective.

Over the course of all of these steps, the collaborative should be convening to discuss what has and has not proven effective, in order to catch issues in the digitization strategy or metadata standards, and make corrections as appropriate.

5.1.1 Pick a number of core organizations to start the collaborative

Most, if not all, of the groups who have previously established a digitization collective said to start small, and then expand to a larger collaborative after your techniques have been proven to work. Our suggestion to Nantucket is much the same. To start, a number of core organizations who were interested in the collective should be contacted to become part of a first wave, which will help shape the nature of the collective moving forward.

We suggest that the core group be comprised of the Nantucket Atheneum, the Shellfish Association, and the NHA, if those organizations are able to become involved. These organizations were chosen because they create a diverse group to serve as a sample of the record holding organizations on the island.

We do not suggest that the collaborative start by integrating governmental records in with the records held by private organizations, because of the complications mentioned above. It would be easier to start the collaborative with only private organizations, to avoid the issues associated with joining governmental and nongovernmental organizations together. As the collaborative moves forward, it must identify whether or not it is feasible and desirable to fold in governmental

organizations, but we do suggest that there are many organizations, such as the HDC, which are governmental in nature, but would be a very good fit for the collaborative.

5.1.2 Apply for grant funding, create funded positions

Another key point of successful collaborations was that they had a single dedicated manager, who was able to make the management of the collaboration their number one priority. To that end, we suggest that the Nantucket collaboration ought to similarly have a funded manager or archivist, who is able to make the collaboration his or her number one priority.

An approach which could be taken to help the governmental organizations not involved in the collaborative would be to create a town-funded archivist position, as seen in Burlington. This manager would be able to help oversee the digitization and reorganization of the records of governmental organizations on Nantucket, so that when the collaborative is expanded to include them in the future, they will be better prepared to integrate their records with those of the collaborative.

In addition to this managerial position, it is important to have a technically savvy person to act as webmaster, maintaining the website for the collaborative. This person would be responsible for updating the layout of the website past its prototype stage, as well as any further technical work for the collaborative which might arise. This webmaster could be the same person as the project manager, assuming that the manager had the necessary technical experience to perform the job.

5.1.3 Decide upon a common set of terms and a metadata standard

The organizations involved in the collaborative must decide upon common set of terms and language that should be used so that there is consistency across the metadata. They must also establish a set of metadata standards for the collaborative database. We recommend adopting the Dublin Core metadata standards. These standards are easy to use, and are easy to fit other metadata standards into. The Dublin Core metadata standards were used in many successful collaborative ventures in the past, such as the Hudson River Valley Heritage, and the Colorado Digitization Program. We have outlined the Dublin Core metadata standards in Appendix C, with a few adaptations found helpful by the Colorado Digitization Program.

5.1.4 Continued catalog of the organizations on Nantucket

After deciding upon a common set of terms, the core organizations should put forth the records they would like to include in the collaborative. These organizations should determine which records they believe are a priority to make part of the collaborative. Records that are only available in hardcopy

or microfilm should be scanned so that they are in digital form. Records already in digital form should be uploaded into the database. Any records the collaborative receives should be put online. This step will serve as a test run. During this process, the organizations should identify any obstacles that they come across. After identifying any problems with the standards and approach, the metadata standards and the digitization approach/strategy can be adjusted to better serve the collaborative goal. These regulations will better fit this situation of a collaborative of public and historic records and will allow for easier incorporation of other organizations.

As stated in our findings, the Nantucket Network website can act as a testing ground for the metadata standards established in the previous step, and is a cost-efficient way to catch issues as they arise. We suggest that the organizations which become involved in the collaborative each first inventory their records, and write descriptive metadata for those records to place on the Nantucket Network website before any digitization is undertaken. This way, the collaborative can gauge the success of the metadata standards that they have established when they would be easiest to fix.

During this step, it is important that the contributing organizations all maintain open channels of communication, in order to best understand what information does or does not belong in the catalog, so that the catalog will be consistent across the different institutions. Once these guidelines have been decided upon, organizations will then be able to decide for themselves what their priorities are for record digitization.

5.1.5 Set up a database for the collaborative and acquire scanning hardware

The project coordinator should set up an independent server and a number of databases for the organizations that are included on the Nantucket Network website and enter the appropriate files that have already been digitized into these new databases.

The Nantucket Historical Association could potentially assist in this set-up, as they have multiple linked databases under the software inMagic which would provide suitable background knowledge for the collaborative. Shipping the information off-island with a contracted company would likely be the most cost-effective choice for comprehensive digitization of hardcopy documents. The new databases should be hosted online at an independent website for the Collaborative, and not simply as a link on a contributing organization's domain. The Northfield History Collaborative, as well as the Hudson River Valley Heritage, use a piece of software called CONTENTdm, which though on the steeper end financially, has proven efficient and satisfactory for the project. Whichever platform is

chosen should have the ability to support images and not just textual information; for example, an image of an original handwritten letter could be seen in addition to the transcribed text. Our suggestion is that the collaborative use CONTENTdm, as many similar collaboratives which we have looked at decided CONTENTdm would best fit their needs.

If the collaborative decides to do the scanning on-island rather than outsource the project, they will need to acquire scanning hardware, or use an organization's existing scanning hardware that will work with the agreed upon platform. This is a choice that has to be made by the collaborative, though the easiest option may be to outsource the digitization program to a company who specializes in such projects.

The field of digitization is constantly changing, so when the collaboration begins, the partnered organizations ought to reevaluate the recommendations made in this document to ensure that they are still relevant, and decide whether or not it is still an acceptable solution. It may be that in the future, scanning hardware and software becomes much more accessible, and it would make sense to do the scanning on-island, or it might make more sense to outsource the documents to a specialized company because of their experience in handling fragile items.

5.1.6 Continue folding in other organizations after the digitization strategy has been proven effective

Once the digitization approach has proven effective and the obstacles have been identified and dealt with, new organizations can begin to be incorporated. This should be done with only a few at a time so as not to overwhelm anyone and to ensure that the merging of each organization gets a sufficient amount of attention and focus.

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Appendix

Appendix A: Handling of Documents

In our background research, we came across a number of case studies, documenting proper digitization practices for a number of different types of materials. As part of our recommendation to those organizations on Nantucket which wish to digitize their materials, the case studies which we found have been summarized below. If an organization on Nantucket is partaking in any digitization initiative, we suggest that they match their document to a document type below, and follow these guidelines.

Text Heavy Documents: OCR

Documents which are heavily text based, especially those which are not hand written, are perfect subjects to be captured with Optical Character Recognition. The ASCII text that the OCR provides allows for full textual manipulation of a document, including search functions, copy and pasting, and more. Having an ASCII text version of a document is much more useful than having a simple image of the document, and if a document is eligible, it ought to be encoded with OCR (Fenton, n.d.).

Image Based Documents: Ruler and Standard Color Bars

Documents which have important detail held in images must be scanned such that the image can be accurately reproduced on a computer screen. To this end, one should include both a ruler and a standard color bar, which will allow someone to calibrate the image of the document to match the physical version, by adjusting the hue, contrast, levels, and saturation of the image. Included in Appendix B is an example of a standard color bar which could be used for digitization programs on Nantucket (Gertz. n.d.).

Maps and Oversized Documents

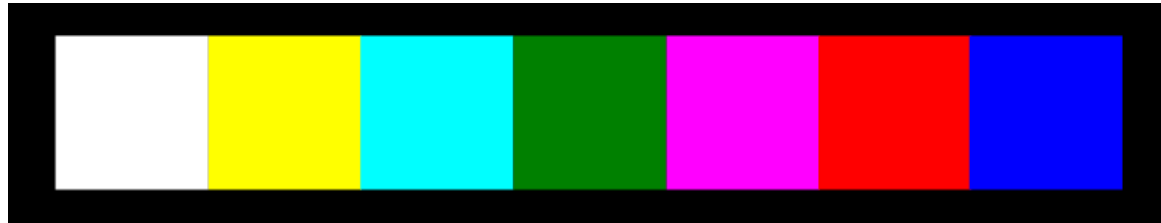
When scanning a map or an oversized document, many conventional scanners are unable to fit the document in it's entirety. To fit the document onto the scanning bed, the document can be captured on a 4x5 transparency, or on single-frame-microfiche. This will slightly degrade the quality of the

digitized document, as the captured version is no longer the original, but it will still produce legible results. (Gertz. n.d.).

When working with a film intermediary, make sure to include a ruler on the film, so that the original dimensions of the document can be maintained when the film is again scaled to full size. Additionally, it is important to scale the scanning resolution to the size of the film intermediary. As an example, suppose there is a map that is 36 inches wide, and you would like to scan it at 200 dpi. “For a map 36" wide, 200 dpi multiplies out to 7,200 dots across the surface of the map. If a film intermediary is used, then the effective resolution must be calculated as well. Effective resolution refers to resolution relative to the size of the original document. A transparency still requires 7,200 dots across the map to capture the same degree of detail. The map on the transparency is perhaps only 4" wide. It must be scanned at 1,800 dpi to get the same level of detail.” (Gertz. n.d.).

Appendix B: Standard Color Bar

As discussed in Appendix A, a standard color bar allows a digitally captured image to have its levels, hue, saturation, and contrast adjusted, in order to identically match the physical document. Included below is a standard color bar, created for use by the collaborative.



Appendix C: Dublin Core Metadata Standard

In our recommendations, we suggested that the collaborative make use of the Dublin Core metadata standard. This recommendation comes after reading case studies where the Dublin Core metadata standard was used to great success, and after reading the documentation on the standard itself, to gauge its suitability for the proposed Nantucket collaborative. We found that the Dublin Core metadata standard was designed to be well suited for a digitization collaborative, and was meant to fulfill the following characteristics, above others:

- “• ***Simplicity of creation and maintenance*** The intention of the Dublin Core element set is to remain as simple and accessible as possible, in order to allow a nonspecialist to create descriptive records for online resources both easily and efficiently, while providing for optimum retrieval of those resources in an online environment.
- ***Commonly understood terminology*** The Dublin Core was developed with the nonspecialist searcher in mind. By supporting a common set of elements, the semantics of which are universally understood and supported, resource discovery across different descriptive practices from one field of knowledge to another will increase. By using terminology that is generic yet applicable to a variety of disciplines, the visibility and accessibility of resources across these disciplines is enhanced.
- ***International in scope*** The involvement of representatives from almost every continent in establishing Dublin Core specifications has ensured that the standard will address the multicultural and multilingual nature of digital resources.
- ***Extensibility*** Although the Dublin Core element set was developed with simplicity in mind, the need for precise retrieval of resources has also been recognized. As the standard develops, the Dublin Core element set could serve as the core descriptive information that will be usable across the Internet, while also allowing other, additional elements to be added that make sense within a specific discipline. These additional element sets can be linked with the Dublin Core to meet the need for extensibility, to aid in additional resource discovery, and to accommodate the granularity (defined by Wikipedia as “the extent to which a system contains discrete components of ever-smaller size”) needed for access” (CDP Working Group. 2006).

The Dublin Core metadata standard is comprised of fifteen standard metadata elements, but the research that we have made suggested three additional elements needed for digital resources. The suggestion of the three additional elements was made by the Colorado Digitization Program case study mentioned above, in section 2.5.1. The CDP Working Group divided those eighteen elements into ten

mandatory elements, specifically chosen to ensure success in a collaborative venture, and eight optional, but suggested, elements. We suggest that the Nantucket collaborative make use of all eighteen of the following elements in cataloging the metadata for their holdings.

The following are the mandatory elements of the Dublin Core metadata standard, as found by the CDP Working Group:

- **Title:** The title of the resource.
- **Creator (if available):** The original creator of the resource.
- **Subject:** Keywords describing the topic of the resource.
- **Description:** A brief description of the resource.
- **Date Digital* :** The date that the resource was digitized.
- **Date Original (if applicable):** The date of the physical resource's creation.
- **Format:** The format the digitized file is in, as well as the physical medium and dimensions of the object, if applicable.
- **Digitization Specifications*:** Information pertaining to the creation of the digital resource, such as dimensions, resolution, color management/correction done, and image manipulation performed on the resource (CDP Working Group. 2006).
- **Resource Identifier:** A string of text, unique to the resource, which can be used to identify it.
- **Rights Management:** Information pertaining to the rights associated with a resource, such as who owns the resource, who has reproduction rights for the resource, et cetera.

*Denotes an item suggested by the CDP Working Group. These items are not part of the Dublin Core metadata standard.

The following are the optional, but suggested, metadata elements of the Dublin Core metadata standard, as found by the CDP Working Group:

- **Publisher:** The publisher of a resource
- **Type:** The genre of the resource.

- **Source:** An original document from which the resource was derived.
- **Language:** The language a resource is written in.
- **Relation:** Any related resources.
- **Coverage:** The topic of a resource, both in geographic location and/or the time period that it is relevant to, as applicable.
- **Contributing Institution*:** Information about the organization or organizations from which the resource was received. Highly suggested for collaborative projects specifically, as it allows the collaborative to keep track of which organization has ownership over which files. (CDP Working Group. 2006).

*Denotes an item suggested by the CDP Working Group. These items are not part of the Dublin Core metadata standard.

Additional Resources:

The latest information regarding the Dublin Core metadata standards can be found at:

<http://dublincore.org/documents/dces/>

The CDP Working Group's recommendations regarding the Dublin Core metadata standards can be found at: <http://www.mndigital.org/digitizing/standards/metadata.pdf>

Appendix D: Glossary of Terms

Accessibility - Availability to the public.

ASCII Text – Full text which can be searched, selected, and manipulated as a normal text file, as opposed to an image of text.

Collaborative Web Portal - A web portal which spans the organizations across Nantucket, in order to provide access to all of the documents held across the island, in one convenient location.

Digitization - To make a digital copy of a document, for archival or preservation reasons. Digitization does not necessarily mean that an item is available online.

Hard Copy – A physical version of the document.

Metadata - The information about the items being digitized, giving context to that item.

Microfiche - An archived version of a document produced on microfilm, which can preserve many pages in a much smaller form.

Nantucket Network – The prototype website developed by the project team, which acts as a searchable index into many of the records held on Nantucket.

Online Documents – Documents which have been hosted online, and are able to be accessed through a web interface.

Optical Character Recognition/OCR – A process by which an image of text can be converted to a full ASCII text version of a document.

Public Records - For the purposes of this project, the term Public Records refers to any nonconfidential document which is available to the public, held by a historical organization or public office.

Vital Records – Birth Certificates, Death Certificates, Marriage Licenses

Web Portal - A web site which offers access to a variety of sources in one complete interface.

Appendix E: Thoughts for the Future

There are a number of points which our group has identified, which should be addressed in the future. These ideas have been partially reflected in our final recommendations, but we identified a number of points which are simple suggestions, which did not belong as part of a formal recommendation.

The Nantucket Network Website:

Once the webmaster position has been established, the Nantucket Network website could be greatly expanded upon, to better fulfill the needs of the organizations involved with the site, and to better serve the public using the site. We have outlined a number of suggestions to improve the Nantucket Network website below:

- **Webmaster's Experience:** We suggest that whoever is chosen to act as webmaster for the Nantucket Network website be well acquainted with Javascript, in order to be able to make modifications to the search engine, such as the advanced search function suggested below. Additionally, we suggest that the webmaster have significant experience designing websites, including knowledge of HTML and CSS, so that he or she will be able to update the Nantucket Network's website to be much more visually appealing.
- **Calendar of Events:** To help increase the usefulness of the Nantucket Network website, we suggest that the contributing organizations each supply a calendar of events to the webmaster, who could then place this calendar online, when the website becomes ready for public use. Google provides a free Google Calendar tool, which could be embedded into the final website. The calendar could be shared with the heads of the various organizations in the collaborative, so that they would be able to add events and have those events automatically reflected on the website.
- **Directory of Organizations:** We suggest that the webmaster of the Nantucket Network website create a page to act as a directory of organizations, which would list each contributing organization, and the relevant contact information, in one location.

- **Daily/Weekly History Blog:** As part of an effort to drive the public to the Nantucket Network, and ensure that the public continues to return to the website, a daily or weekly history blog could be placed online. This blog would have short posts, informing the reader about interesting historical facts or events.
- **Advanced Search:** The search function of the website was designed with modification in mind, and as such the code is well documented. If the webmaster is at all familiar with Javascript, he or she could make a few modifications to the search function, and add an Advanced Search option.
- **Cross-Organizational Digital Exhibit:** In our research, we discovered that there are many records held by one organization, which relate closely to the records held by another which we spoke to. These records could be placed online together, as a digital exhibit, to give the user a full understanding of the history contained within.
- **Migrating the Nantucket Network Website to it's own domain:** Currently, we plan to hand the Nantucket Network files over to the Atheneum, which can then host it on their own web space. We suggest that, once funding is acquired, the Nantucket Network is given it's own web space, so that it can be seen as separate from any one organization.

Town Archivist Position:

While our recommendation for the collaborative did not include a dedicated town archivist position, we do think that Nantucket's public offices would benefit from a town archivist such as Burlington, MA has. The Burlington archivist stressed that he made the town's record keeping system more efficient, by taking over the record keeping duties that many offices held as a second priority, and making those his first priority. As Nantucket's public organizations each had their own approaches to digitization, we feel that the town of Nantucket would benefit from a single archivist, who could manage each system and ensure that they are run in a consistent manner, which would help when the collaborative folds in those organizations. This town archivist position would not be directly involved in the collaborative, but rather help the public offices on Nantucket manage their digitization projects outside of the collaborative, so that when those offices do become involved, the transition would be

much more smooth.

Listen to Public Demand:

The recommendations that we have given are recommendations which best fit the needs of the organizations who would become involved in the Nantucket collaborative, but we did not survey the public on their needs, due to lack of time. We suggest that once the webmaster position has become established, the Atheneum begins putting out information on the Nantucket Network website, and soliciting user feedback on it. This feedback should both shape the Nantucket Network, but also guide the collaborative when it becomes established, so that it can best serve the public's needs.

Appendix F: Choice of Software

As part of our recommendation, we suggested that CONTENTdm be used to manage the database of files which the collaborative would accrue. This suggestion comes mostly through a review of the literature that we have found; nearly every collaborative digitization initiative has used CONTENTdm because it so nicely provides solutions for the problems which arise in such a venture.

Despite our recommendation of CONTENTdm, there are many other software solutions available to be used as the framework of the collaborative, and we would like to provide a quick summary of a few of those solutions, as well as a list of resources where more information can be found about content management software.

CONTENTdm:

- Sold by the Online Computer Library Center (OCLC).
- Allows for up to 50 unique locations to catalog metadata and records into the main database.
- Collections can be shared through a global database, OCLC's WorldCat system.
- Supports text documents, images, and multimedia documents such as video and audio files.
- Supports automatic watermarking of images
- Integrated Optical Character Recognition technology to provide full text searches.
- Support for a set of controlled vocabulary to describe items.
- Allows for items to be cataloged without files yet associated with them.
- Allows for links to online document URLs.
- Allows for a web page to be created out of the database.
- More information can be found at <http://www.oclc.org/contentdm/about/default.htm>

Laserfiche:

- Integrated Optical Character Recognition technology to provide full text searches
- Supports searches by metadata or tags.
- Allows for a web page to be created out of the database.

- Supports automatic watermarking of images.
- Supports scanning and capture of image data
- More information can be found at http://www.laserfiche.com/en-us/Products/FeatureMatrix#Document_Imaging_Features

In addition to the above information on these two pieces of software, we found a few resources listing the features of many other pieces of database management software. Those links can be found below:

- **Archival Software Wiki:** A page of software comparisons, started from a report in 2009 by Lisa Spiro on Archival Management tools.
<http://archivalsoftware.pbworks.com/w/page/13600254/FrontPage>
- **Archival Management Software:** The report on which the above wiki page was based, written by Lisa Spiro, comparing pieces of software, and meant as a guide to selecting archival management software. http://www.clir.org/pubs/reports/spiro/spiro_Jan13.pdf

Appendix G: Summary of Interviews

Organization	Contribution to the Collaborative	Most Common Clientele	Database System (if applicable)	Access (fees and restrictions)	Ideas about the collaborative
NHA	The NHA is willing to contribute anything in their online databases	The NHA's most common clientele are locals looking for geneological info, as well as those looking for house histories, academics, and intern.ational publishers	inMagic	Online records are free to the public, \$5 fee, or a membership, required for use of the reading room.	
Atheneum	The Atheneum is willing to contribute anything they are able to digitize.	Researchers on the island.	Olive (An independent company) manages their newspaper database.	No fees.	The Atheneum used a CPC grant to fund their digitization program

Organization	Contribution to the Collaborative	Most Common Clientele	Database System (if applicable)	Access (fees and restrictions)	Ideas about the collaborative
Town Clerk's Office	All holdings that can legally be made accessible to the public	Attorneys, town departments	Laserfiche – Documents are captured with OCR, with no preservation of images.	N/A	They think it might be good to have a membership fee associated with website (\$10 a month?), which allows for increased access to the organizations with fees. They also think you could have a screening process for some of the information, so that you'd have to be cleared for access. They would like to see a dedicated "archivist" position to manage the collaborative
Probate Court	They would need permission from administrative office to do anything. The probate court reports to the state not the town.	Title searchers	MassCourts	N/A	N/A
Building Department	N/A	General homeowners, builders, lawyers, and architects.	N/A	Standard fees for copying: \$0.25 a page. Everything is accessible, except for files under active investigation for code violation	N/A

Organization	Contribution to the Collaborative	Most Common Clientele	Database System (if applicable)	Access (fees and restrictions)	Ideas about the collaborative
Conservation Commission		Industry professionals. Surveyers, engineers, attorneys. Not a lot of general public that come in	N/A		They would like to see some sort of record viewing software that would make it consistent and easy across the entire town.
Fire Department	No items to contribute.	No inquiries for the historic part of the fire department. Home-buyers request records on the tanks in their property.	N/A	N/A	
HDC	The HDC would be willing to contribute all of their holdings	Design professionals, realtors, and architects.	N/A	N/A	N/A
Egan Maritime Institute at Coffin School	The Egan Institute would be willing to provide a catalog of their holdings.	Museum members, or the public who pay the fee.	N/A	\$5 day fee, unless they're a member.	N/A
MMA	The MMA would be willing to contribute finding aids/a catalog of their holdings.	Open to the public by appointment.	N/A	\$5 fee per day for a museum staff member to sit with a researcher.	It's important that organizations can maintain control of their records and documents: The MMA can only continue operation because of the fees associated with the use and access of its materials.

Organization	Contribution to the Collaborative	Most Common Clientele	Database System (if applicable)	Access (fees and restrictions)	Ideas about the collaborative
Cemetery Commission	The Cemetery Commission could contribute their meeting minutes, meeting agendas, and annual reports.	The residents of Nantucket	N/A	Their records are on the town website, free to access.	
Conservation Foundation	Everything relating to a land transaction is already online via the registry of deeds. The most interesting information that they could offer still needs to be compiled, and answers such questions as what percentage of the property is upland versus wetland, and what sort of habitats exist on the property.	Anyone who wants to support land protection.	N/A	No access fees.	They would like to have a page on the website that identifies land conservation activities on Nantucket.

Organization	Contribution to the Collaborative	Most Common Clientele	Database System (if applicable)	Access (fees and restrictions)	Ideas about the collaborative
Land Bank Commission	Their meeting agendas are online. The land bank act, land bank rules and regulations, and land bank public forms are online as well. The property folders for all of their acquisitions are held by the Land Bank Commission physically.	They do not receive a lot of requests.	N/A	No access fees.	They have their own website, but think that it would be useful to have all of the town documents on one central website would be nice.

Appendix H: Document Summaries

Below is a comprehensive summary of the information that we have gained from the interviews that we undertook as part of our project, given in raw form. There was some information that would not fit into our findings tables, as well as a number of definitions of records held by various organizations, that we thought would be relevant and useful for anyone following up on our research.

The Egan Maritime Institute at the Coffin School

All paintings and artifacts at either the Coffin School, the Shipwreck Museum or in their storage facility are in a PastPerfect database. Most have photos to accompany descriptions. All the books at the Coffin School have been categorized, but are not in our data base. However, the books at the museum have been put into the database with various information to accompany the titles, such as authors, publishing house, and date of publication, but only the cover of each has been scanned.

Records pertaining to the Coffin School

Books published by Mill Hill Press

Maritime books - Titles and covers scanned into database

Maria Mitchell Science Library

Records pertaining to science, natural history, astronomy

Personal papers of Maria Mitchell and Mitchell family

Mitchell family genealogy

Nantucket Atheneum

Cemetery records - names and location from ledgers; microfilm

Census records – records until 1910; microfilm of records census taker had

Genealogies - Nantucket families; books that have been written, some hand written; vital records to

1850; 99% of book copies of vital records of towns in ma

Nantucket reports and directories – directory: street list and phone directories 1929 forward; reports: anything reported to the town (school, shellfish commission, annual reports...)

Historic Newspapers - Inquirer & Mirror and some smaller historical newspapers; everything paper, everything microfilmed; selection mostly 19th century digitized and available online most 20th not digitized; Copyright began in 1923; microfilm everything to 2011; continue to collect hardcopy; 3yr delay to digitize; Inquirer & Mirror digitized and online through 2008

Special collections - books, manuscripts, whaling log, letters, diaries; hardcopy and older microfilm; microfilm not searchable - no indexing or notes or translation; might digitize next

Town histories - some early histories of MA towns; fragmented records; books on 1700's towns; hardcopy

Vital records - see genealogies

People File - clippings from newspaper obituaries 90%; 10% famous Nantucketers (Maria Mitchell, Nobel Prize winners, other biographical information) hardcopy

Nantucket Conservation Foundation

Details about property being wetland versus upland. This research is not complete yet, but is starting to appear on their website.

Nantucket Historical Association (NHA)

They scan things, between 3000-5000 DPI on one side, try not to go lower than 600 DPI. Save it twice, once as a tiff or a png, and once as a jpeg which is stored on the server. Later they write the hi-res version one to two DVDs, and store them off site, and here on site. ----- no fee for use of database, but for photos --- publishers who would make money off it -- go through here to use the website (watermark? and if use then go to place) -- no use of password

Ships logs will be summarized, if there's anything cool in it, and be scanned and put into the image database, whenever they come in. After that, they are not scanned again, generally.

Architectural reports - Hardcopy - The historic American building surveys is available online;

Bibles - Hardcopy - Transferred out of the building, but they cut out/scanned the genealogical info that

was in the bibles

Census records – Hardcopy

Church records & cemeteries – Church records are hardcopy. They are a comprehensive set of records of the old unitarian church, and a motley collection of sermon minutes; cemetery records are virtual, but the index file is hardcopy, Lewis Funeral documents are comprehensively scanned and indexed to 1965

City directories – Hardcopy

Fire insurance maps - Comprehensive collection in pdf format in black and white - no actual maps

Genealogies – There are copies with state. The Atheneum has copies on microfiche, there is also a personal genealogy notebook that was put into a database (barney) and photos were added to it.

Manuscript collections - Personal papers, church records, holdings in the vault – Hardcopy

Maps – Hardcopy

Maritime documents - Ships papers and ships logs – Hardcopy

Marriage Certificates – Part of a manuscript collection – Hardcopy

Military and Marine Records – Part of a manuscript collection: Certificates and other records that were saved – Hardcopy

Historic Newspapers – Historic copies of the Nantucket Inquirer and Mirror, as well as a few other, smaller, newspapers. Digitized and online.

Oral Histories / home movies – There are both audio and video holdings. Much of the video is being digitized now, going back to as early as the 1930s.

Photographs - Some hardcopy, some digitized, some online

School Records – Hardcopy

Scrapbooks – Hardcopy

Telephone directories – Hardcopy

Town & County records – Hardcopy, copies are with Catherine.

Vital records – Birth/death records, marriage certificates - Microfiche

Nantucket Life-Saving Museum

Maritime books – Hardcopy

Coast Guard Reports – Hardcopy

Maritime Maps and Charts – Hardcopy

Logs from Nantucket life saving stations - Hardcopy; Kept at New England branch of the National Archives at Waltham

Life-saving service reports – Hardcopy

Annual reports for US LSS – Hardcopy

History of the Mass Humane Society – Hardcopy

Manuscript materials – Hardcopy

Photographs - Hardcopy

Building Department

All records are public and are viewable now, the long term goal is to have all records available for online viewing. A staff person retrieves the file from the rack and monitors the public just to try to make sure file order is kept. The only exception are files under active investigation for a code violation. Because violations can lead to criminal penalties we have the same public record access protection as the police.

Building plans - Actual drawings of the buildings (architectural plans)

Historic District Commission actions - Certificate of Appropriateness or approval document

Plumbing & Gas permits – hardcopy; E-permitting system starting in April

Electrical Permits - hardcopy; E-permitting system starting in April

Zoning Documentation - hardcopy; E-permitting system starting in April

Cemetery Commission

Meeting Minutes - Digitized and available online at http://www.nantucket-ma.gov/Pages/NantucketMA_CemeteryMin/

Conservation Commission

Notice of Intent application

Commission's response to aforementioned applications

Fire Department

Scrapbooks- held by Town Clerk

Historic District Commission

Proposed construction or demolition records – Hard Copy.

NACAR Records – Nantucket Cultural and Archival Research surveys. Sporadically digitized.

Land Bank Commission

Land Bank Acts - The set of acts which set up the Land Bank Commission. These are their most frequently requested records; Digitized and online at

http://www.nantucketlandbank.org/Documents/LANDBANKACT2010_003.pdf

Meeting Minutes - The minutes from the meetings of the Land Bank Commission, these are also most frequently requested; Not online. Filed with the town and county clerk's office, but the Land Bank Commission is not sure what they do with them.

Land Bank Maps - Paper maps that they give out, with points of interest labeled; Land Bank maps are available at the Land Bank offices at 22 Broad Street, or you can call us at (508) 228-7240 or email us to have a copy mailed to you.

Meeting Agendas - Digitized and online at <http://www.nantucketlandbank.org/AboutAgenda.php>

Property Transfer Filing Forms (Form 1) - Every deed that goes through for property transfers, whether from a trust or selling a property, at least a form 1 has to go with it, in some cases other forms have to go with it. They need to authorize the transfers, and these are the forms that need to be filed for the transfer to be authorized; Digitized and online at <http://www.nantucketlandbank.org/Filing.php>

Land Bank Rules and Regulations - The rules and regulations applying to the Land Bank Commission; Digitized and online at

<http://www.nantucketlandbank.org/Documents/2012REGULATIONS.pdf>

Land Bank Public Forms/transfer forms (Form 1s) - The actual forms which have been filed with the Land Bank Commission, for property transfers; Held in person at the Land Bank Commission. Hard Copy.

Probate Court

All old files are paper, but since 2000 any case that has come into the office also has been scanned.

Wills

Bonds

Inventories

Certificates

Petitions

Divorce records

Docket books

Town Clerk's Office

Birth Records – Hardcopy

Marriage Records – Hardcopy

Death Records – Hardcopy

Affidavits of correction – Hardcopy; A notice of correction to be made for a birth certificate.

Town election minutes – Hardcopy

Town meeting records – Hardcopy; Records pertaining to town meetings, not as comprehensive as meeting minutes.

Town reports – Hardcopy; Yearly reports of all of the different town departments and committees on the island.

Selectmen's journals – Hardcopy

Early records – Hardcopy; County commission records

List of voters – Hardcopy

Poll tax books – Hardcopy; It used to be that you had to pay a poll tax, these are just a list of people who paid the tax.

Register of voters – A list of all of the registered voters, eligible to vote in elections. Hardcopy

Plans and maps – Hardcopy; Plans and maps of submitted roads to be constructed.

Censuses – Hardcopy; Census reports from 1850 to 1995.

Street lists – Hardcopy

Financial documents – Hardcopy; For an example, the ledger books of the alms house/poor house/public asylum. Ledger books of town institutions

Appendix I: Nantucket Network Website

As discussed above, as part of our project we designed a prototype web interface, in order to demonstrate what the functionality of the final collaborative website could be similar to for advertising purposes, as well as to provide the collaborative with a location to test their metadata standards and cataloging strategy with, before moving to the expensive process of digitization. Briefly described below are the functions of that website.

Searchable interface:

The Nantucket Network website is searchable by keyword. Items on the website are tagged by various key words, and a user is able to find which organizations hold records relating to any terms that they searched, as well as what those records might be.



Nantucket Network

[Atheneum](#) [NHA](#) [Town Clerk](#) [Probate Court](#) [Building Department](#) [Conservation Commission](#)
[Historic District Commission](#)
[MMA](#) [Land Bank Commission](#) [Cemetery Commission](#) [Shellfish Association](#) [Egan Maritime Institute](#)
[Nantucket Shipwreck and Lifesaving Museum](#) [Calendar of Events](#)

Disclaimer: This is an unofficial, prototype version of what the Nantucket Network might become. Information contained on the Nantucket Network may be incomplete.

[Show All Records](#)

Town Clerk's Office

Contact Info

The Town and County Clerk's office on Nantucket
16 Broad St.
(508) 228-7216

Birth Certificates

Vital Record, showing when and where a person was born, and to whom.

Death Certificates

16 Broad St.
(508) 228-7216

Birth Certificates

Vital Record, showing when and where a person was born, and to whom.

Death Certificates

Vital Record, showing when and where a person died.

Atheneum

Contact Info

The Nantucket Atheneum
1 India St.
(508) 228-1110

Genealogical Records

Genealogical records of Nantucket families, such as the Coffins or Gardners, as well as book copies of vital records of MA towns through 1850. Held in hardcopy.

NHA

Contact Info

The Nantucket Historical Association
15 Broad St.
508-228-1894

Genealogies

Personal genealogy of Barney family notebook with photos added. Held on Microfiche.

Vital Records

A collection of birth, death and marriage certificates of the state. Held on Microfiche.

Birth Certificates

A certificate stating that two persons were married, and when. Held in physical

Filterable:

In addition to being searchable, the Nantucket Network website is filterable. You are able to select an organization through clicking one of the top links, and you will be given a catalog of the records which that organization holds, as well as the contact information for the organization.

Links to online records:

Finally, many records which are already available online in a digital format can be found through the Nantucket Network website. Any item which is already available online is listed as a link, which will bring you to that document.