

11. CPA PROJECT APPLICATION FORM

[CPC Use Only: Date Received 10/18/18 By: SAMMIE KUL Assigned CPC #2020- 02]

If possible, use word processor to fill out form. Please answer all questions, use "N/A" if not applicable.

- 1. a.) Applicant Name and Organization: Last Bouchard First Michael Organization(s) (if appropriate) Town Clerk
b.) Regional Project: Yes ? or No? X If Yes, Town/Organization:
2. Submission Date: October 29, 2018
3. Applicant Address: St. 173 Main Street City/ State: Groton, MA ZIP: 01450
4. Ph. # 978-448-1100 Email: mbouchard@townofgroton.org
5. CPA Purpose. Check all that apply: Community Housing (Affordable Housing:) Historic Preservation: X Open Space: Recreation
6. Town Committee or boards participating: Town Clerk
7. Project Location/Address: 173 Main Street, Groton, MA 01450
8. Project Name: Historic Volumes Storage Cabinet
9. Additional Responsible Parties (If applicable):

Table with 5 columns: Role (specify), Name, Address, Ph. (w) (cell), Email. Rows include Property/Site Owner, Project Manager, Lead Architect, Project Contractor, Project Consultants, Other, and another Other row.

10. As appropriate, indicate if proposal requires P&S agreement ___ Deed ___ Not Applicable Option agreement ___ Other-describe: ___

11. a.) Assessor info. (map/ block/ lot id.(s)): ___ b.) Tax classification type: ___ N/A

12. Permits required: Zoning: ___ Historic Preservation: ___ Other : ___ N/A

13. Historic Commission Approval signoff (when required): ___ Date: ___ N/A

14. Funding: a.) Requested from CPC: \$ \$5627.00 b.) Committed from other sources: \$ c.) Annual anticipated total income : \$ d.) Annual anticipated total expense: \$ e.) Anticipated net income (loss): \$ e.) Estimator name/company: ___

15. CCP Objectives - use codes from Section 5 to indicate all that apply: Storage for preserved historic volumes

16. Project Timelines: Proposed Start Date: July 1, 2019 Projected Complete Date: July 30, 2019

17. Estimated Delivery Date of Completion Report to CPC: August 15, 2019

18. Project description and explanation (attach additional sheets as needed): _____

In the period 2005 to 2011, the CPC allocated CPA funds to restore approximately 100 historic volumes. The restoration went very well, with all these volumes taking on a fresh appearance. These volumes are currently stored in the Town Clerk's vault, which provides security and fire protection. These volumes occupy approximately 50% of the vault.

The Clerk's vault is completely full, with additional records added on a continuous basis. Shelves are double and triple stocked. The room is out of capacity.

This request is to purchase a lockable fire-resistant FireKing Storage Cabinet with a 1 hour fire rating to store the historic volumes.

The benefits of this obtaining this cabinet would be increased secure storage capacity, dedicated storage for historic records and facilitated public access to the documents (under Clerk's Office supervision).

19. Feasibility: _____
The FireKing Storage Cabinet is approximately the size of the storage currently used for these volumes. It would provide a cost effective, secure and fire rated storage on-site.

20. List of attachments: _____
FireKing web site: <https://www.fireking.com/products/fireproof-cabinets/fireproof-storage-cabinets>; Product Brochure

21. Additional Information: _____
The cabinet will be used exclusively for the storage of historic volumes. This is a cost effective and functionally effective way to store these documents and to provide efficient access to these records. The proposed storage cabinet will be located in the Clerk's office.

22. Management Plan: _____

Michael Bouchard will manage the transition to new storage. Mike will manage the procurement process, and product delivery and installation. Once installed, volumes will be inventoried and moved from the vault to the cabinet, with the new location noted on the inventory list. As part of normal Clerk Office procedure, the cabinet will be locked when the Clerk's Office is closed. Access to records will be with supervision, as is now the case.

23. Applicant Signature: Michael Bouchard Date: OCT 18 2018
Co Applicant Signature: _____ Date: _____
Co Applicant Signature: _____ Date: _____

FIREKING® END-TAB FILING

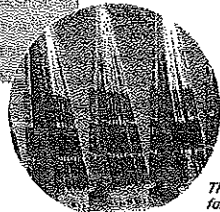
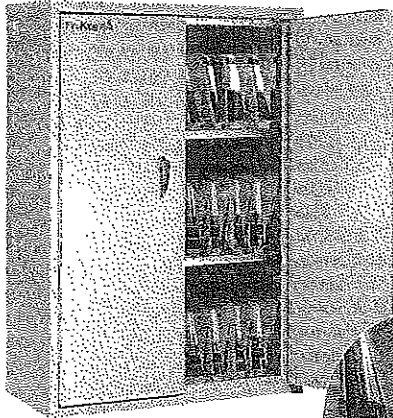
FIREKING® STORAGE CABINET

72 h
36 w
19 1/4 d

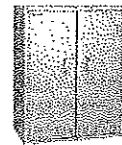
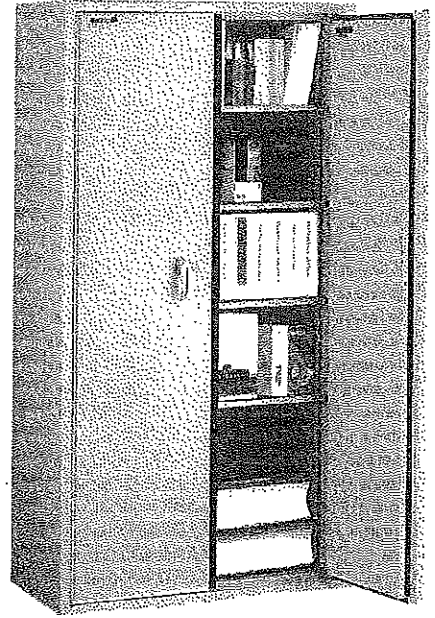
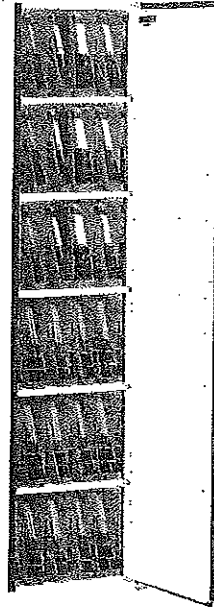
CF7236-MD
72" tall with 6 fixed shelves
Shown in Arctic White

CF7236-D
Shown in Parchment

CF4436-MD
44" tall with 3 fixed shelves
Shown in Parchment



*The perfect unit
for letter size
end-tab filing.*



CF4436-D

FIREKING® END-TAB FILING

For the protection of important end-tabbed documents, there's no better storage solution than the CF7236-MD and the CF4436-MD cabinets. Similar to our popular CF7236-D and CF4436-D Storage Cabinets, this letter size end-tab filing system is backed by a UL Class 350 1-hour fire rating and carries FireKing's limited lifetime warranty with free replacement after fire guarantee, giving you protection and peace of mind. Each unit houses three or six fixed shelves, depending on cabinet size, with four adjustable dividers installed on each. Whether it's medical, law, or dental files – or whenever end-tab filing is the method of choice – you and your clients can trust the security that these units provide. Available in 11 standard colors.

FIREKING® STORAGE CABINET

Because oversized documents, binders, end-tab filing, Banker's Box®, and other valuable items need fire protection too, there's the fire-resistant FireKing® Storage Cabinet. Both the 72" four-shelf model and the 44" two-shelf model are equipped with a weight capacity of 160 lbs. per shelf, high-security Medeco® key locks that resist picking and drilling, plus 11 standard scratch-resistant powder coat finishes for a lifetime of protection inside and out. They are also available with an Electronic Lock option. The FireKing Storage Cabinet comes with a UL Class 350 1-hour fire rating and carries FireKing's limited lifetime warranty with free replacement after fire guarantee.



QL

The Document and Storage Management Professionals

170 Bartlett Street
Northborough, Ma 01532

800-222-6311
Fax: 508-393-5601

www.donnegan.com

Contact Mike Bouchard
Company Town of Groton
Address 173 Main Street
City,St,ZIP Groton, MA
Phone 978-448-1100

Date September 20, 2018

QTY	DESCRIPTION	Unit Price	Extended Price
1	(1) Fireking Cabinet		\$5,627.00
			-
			-
Terms of Proposal: Pricing subject to change without notice. This proposal effective for 15 days .Price does not include sales tax .			
TOTAL			\$5,627.00

Quotation prepared by: David Milewski

To accept this quotation, sign here and return: _____

Thank You For Your Business



Town of Groton
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Groton, MA 01450

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FAX: 978-448-2030
mbouchard@townofgroton.org

Office of the Town Clerk – Notary Public

Michael F. Bouchard, *Town Clerk*

January 10, 2019

To: Community Preservation Committee

From: Michael Bouchard, Town Clerk

Subject: CPC 2020-02 Historic Volumes Storage Cabinet Application – Supplemental Letter

Dear Committee Members,

At its November 26, 2018 meeting, the Community Preservation Committee heard the Historic Volumes Storage Cabinet Application (CPC 2020-02) presented by the Town Clerk's Office. The Committee asked three questions of the application. This memo is to offer a response to those questions.

1. Could "vault space" in the Town Hall basement be used?

There is an area in the basement of Town Hall that is located under the Assessors' vault area. It is an unconditioned space. It is currently used by the Tax Collector for records storage. It is a space approximately the size of the Clerk's vault, with rudimentary shelving.

Being unconditioned, I believe this space is not suitable for these historic records. If it were to be conditioned, the Tax Collector would need to find alternate storage space. The expense to condition and shelve this space would likely exceed the cost of the proposed storage cabinet. The basement location would also not be conducive to public access of the volumes.

I would offer that this space is not a feasible location for these historic volumes.

2. Will the floor in the Clerk's Office support the weight of the fire-resistant storage cabinet?

The proposed cabinet weighs approximately 900 lbs. This is a heavy load. The Building Commissioner and I have inspected the floor support for the proposed location. Directly underneath the location is a metal support column and cement subfloor. The Commissioner is comfortable that the weight can be supported.



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3. What are competitor prices for this cabinet?

Google searches do indicate that this cabinet might be obtained for a lower price. Donnegan Systems, Inc. has done significant business with the Town in the past, and has committed to the quoted price. I will commit to the CPC that good business practice, considering price, installation, service and warranty, will be followed to purchase a cabinet should this application be approved.

Thank you for your continued consideration of this request.

Sincerely,

Michael Bouchard
Town Clerk, Groton