

Jaffrey 2014 CLG Grant Application

15 July 2014

Deborah Gagne <Deborah.Gagne@dcr.nh.gov>

To: Robert Stephenson (rs4l@comcast.net) <rs4l@comcast.net>

Cc: Nadine Peterson <Nadine.Peterson@dcr.nh.gov>

Jaffrey PN 2014

Dear Rob,

Here is my preliminary project budget breakdown for the grant. Let me know if this looks "right" to you or if we need to modify it in any way. I think it looks pretty good. The only thing might be the cost of the engineer/architect which may be up or down from the flat fee of \$9,500. Since we can't pay out more to you at the end of the grant cycle we have to hope that it does not exceed the \$9,500. We like to keep these grants pretty close to the amount awarded so that we do not have to send anything back to the Park Service at the end of the granting cycle.

Thank you for your patience and working with us to get you a project that meets the CLG guidelines spelled out by the National Park Service.

Deb Gagne

NH DIVISION OF HISTORICAL RESOURCES

19 PILLSBURY ST. , 2ND FLOOR

CONCORD NH 03301-3570

603-271-3483/3559

FAX 603-271-3433

PROJECT NOTIFICATION

PROJECT TITLE: State Level Documentation

GRANT NUMBER:

33-CLG-14-03

of the Jaffrey Meetinghouse

AREA AFFECTED BY PROJECT: STATEWIDE

FEDERAL SHARE:

\$19,100.00

NONFEDERAL SHARE: \$1,072.80

CONGRESSIONAL DISTRICT: 2nd

TOTAL PROJECT

COST: \$20,172.80

1. SUBGRANTEE:

Name: Town of Jaffrey

Address: 10 Goodnow Street, Jaffrey, NH

Contact Person: Robert B. Stephenson

2. NONFEDERAL MATCHING SHARE:

Donor: Town of Jaffrey
 Source: personnel
 travel/photography/newspaper advertising/scanning
 Kind: in-kind salaries
 Amount: \$427.00

Donor: Town of Jaffrey
 Source:
 Kind: in-kind
 Amount: \$500.00

Donor: Town of Jaffrey
 Source: HDC volunteers
 Kind: in-kind
 Amount: \$145.00

3. BUDGET:

	Non-Federal	Federal	Total
PAID STAFF			
Robert Stephenson, Project Director/Planner \$3,600 (120 hrs @ \$30 hr)		\$3,600	
Linda Langille, Finance Director \$74.52 (2 hrs @ \$37.26 hr)	\$74.52		
Jo Anne Carr, Grant Management \$118.44 (3 hrs @ \$39.48 hr)	\$118.44		
Randall Heglin, Public Works Director \$107.72 Public buildings and bidding support (2 hrs @ \$53.86 hr)	\$107.72		
Rob Deschenes, Building Inspector \$127.12 (4 hrs @ \$31.78 hr)	\$127.12		
PAID CONSULTANTS			
Architectural Historian (historical narrative) \$4,500		\$4,500	
Architect/Engineer (measured drawings) \$9,500		\$9,500	
Photographer (large-format photography) \$1,500		\$1,500	
VOLUNTEERS			
HDC members for public meetings \$145.	\$145.		

TRAVEL		
88 miles at \$.565/mile	\$50.	
	\$50.	
MISC		
Photocopying,printing	\$25.	
	\$25.	
Scanning and large format copying	\$250.	
	\$250.	
Newspaper advertisement	\$175.	
	\$175.	

TOTAL	\$1072.80	\$19,100
\$20,172.80		

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4. PURPOSE:

Products: The Jaffrey Meetinghouse, located in historic Jaffrey Center was built in 1775 and is listed to the National Register of Historic Places. The purpose of this project is the preparation of measured CAD drawings for the building, balcony and tower along with large-format photographs to HABS standards. A detailed timeline and inventory of the construction and alterations will be written dating from the raising of the frame to the present day.

5. BEGINNING/ENDING DATES:

From: September 30, 2014
 To: September 30, 2015

6. An Environmental Certification indicating the applicable categorical exclusions is attached.

7. No program income will be generated.

8. As the fully authorized representative, I certify that this subgrant will be administered, and work will be performed, in accordance with the Historic Preservation Fund grants Manual, and the Secretary of the Interior’s “Standards and Guidelines for Archeological Investigation.” All documentation required by the Historic Preservation Fund Grants Manual will be maintained on file for audit and State Program Review purposes. All proposed costs for personal compensation charged to the Federal or nonfederal share of this subgrant are within the maximum limit proposed by Chapter 13, Section B.34.e of the Historic Preservation Fund Grants Manual. These costs have been assessed by knowledgeable SHPO staff and found to be within the normal and customary

range of charges for similar work in the local labor market, and appear to be appropriate charges for the product achieved with grant assistance.

SHPO or Authorized Designee Signature

Date

14 July 2014

Nadine Peterson <Nadine.Peterson@dcr.nh.gov>

To: Robert Stephenson <rs41@comcast.net>, Deborah Gagne

<Deborah.Gagne@dcr.nh.gov>

draft to Jaffrey

14 July

My sent file shows it attached, but if you can't retrieve it, here is the text:

**New Hampshire Property Documentation Program
Standard Format and Mitigation Language**

Property Documentation occurs when a resource is being demolished or substantially changed; documentation records the building as it is within its physical and historical context. Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure, object, or landscape being documented.

The NH Property Documentation program draws its standards from the Historic American Building Survey (HABS) as well as, when appropriate, the Historic American Engineering Record (HAER) and the Historic American Landscape Survey (HALS). For most projects, documentation will include a narrative report, large format film photography shot in the field (prints and negatives to be submitted to NH DHR), measured drawings, and appropriate location and site maps. All of this will be submitted in archival file folders, with narrative and drawings and maps on archival paper, photos and negatives printed archivally and sleeved in archival envelopes. All pages, sleeves, and photos should be labeled with pencil (preferred) or in archival ink. No staples, tape, glue, or other adhesives should be used.

A NH State number will be assigned to each property. Numbers will be assigned by NHDHR at the request of the contractor preparing the report, and should be requested before documentation is submitted so that labels can be completed properly.

Depending on the significance of the resource, the required drawings may include one

or more of the following: full set of measured drawings depicting existing or historic conditions, partial set of measured drawings targeting specific floor plans or facades, selected existing drawings copied and reproduced (digitally or photographically), sketch plans, or sketch floor plans. For structures with engineering significance, digital technology producing measured drawings may be the most appropriate recordation.

Photographs may be taken and submitted for approval in advance of the narrative where project time constraints exist. Photographs will always be large format black and white field-shot photographs with large format negatives to become property of NH DHR. Generally exterior and interior views are required. Specific photographic coverage requirements may be made for individual projects. Photographs should be archivally processed, labeled with the NH State number and photograph number on the actual print, and sleeved in a similarly labeled archival sleeve. Negatives should be separately sleeved and the sleeves labeled. Documentation should also include photo list describing the views and a photo key on a sketch map.

Narrative reports may also vary in requirements depending on the property and project. Generally, the narrative report must contain a history and a description with a bibliography and a statement of significance. The preferred format for the front page is shown in the example, but states "New Hampshire Property Documentation" and the name of the property at the top of the page along with the state number assigned to this documentation report. Information on the front page should also include location (address, city, county, and state, with map coordinates – UTM preferred), present owner, present use, significance, and the beginning of the description.

Scope of work will most often be determined by the Memorandum of Agreement for the project necessitating documentation. A final scope should be submitted by the consultant to the lead agency which will approve it in consultation with NH DHR.

Stipulations of a Programmatic Agreement (PA) or Memorandum of Agreement (MOA) may supercede information in this document.

11 July 2014

Nadine Peterson <Nadine.Peterson@dcr.nh.gov>

To: Robert Stephenson <rs41@comcast.net>, Deborah Gagne
<Deborah.Gagne@dcr.nh.gov>

Draft to Jaffrey

11 July

Dear Rob:

As I mentioned on the telephone, we are still asking for a State Level Documentation Package according to HABS standards. I am attaching a brief overview of what this product is (see attached). When you speak to our consultant, please advise them that we are looking for the measured drawings according to the scope you already provided on that task, large format photographs (no more than 8 views) and a brief historical overview narrative. The Architectural Historian will pull all of this information together and submit it in the appropriate format that they are familiar with.

We are not asking for a full revised application. We are only asking for a revised budget so that we can accurately provide you with a contract.

Please have your consultant contact me directly if they have any additional questions. I'd be happy to discuss it with them.

Sincerely,
Nadine and Deb

10 July 2014

From: Robert Stephenson [mailto:rs41@comcast.net]
Sent: Thursday, July 10, 2014 10:25 PM
To: Gagne, Deborah; Peterson, Nadine
Subject: Re: draft to Jaffrey

Hi Deb and Nadine,

The problem is that I'm not sure what we are applying for now. (It keeps changing.) If I have to totally redo the application again then we will have to bow out. I just don't have 3-5 days to spend nearly full time on a thorough re-do.

I've had a conversation with a DHR approved architectural historian consultant who has done work for Jaffrey in the past. I couldn't tell her accurately what the project will now be. What's it called, for instance?

I thought I was going to be sent info on what a "state-level documentation package following federal HABS guideline" actually involves. But I don't have that. According to the consultant, there are various levels of such documentation. Is this correct.

I'm confused by this. I have no idea what to ask the 'architectural historian' to do or what a reasonable budget estimate for this might be, plus what photography might cost: \$4,000? \$8,000? More, less? I just don't know.

I am not prepared to do yet another application without all the information I need to

include and then have it sent back yet again.

So let me know what's needed, both budget and non budget.

I have lots of things I need to do in the next week and if I can't do something that will satisfy DHR in the next few days, it won't work out.

I'm off to a working conference on Thursday, 17 July through the 20th and have to do a JHS newsletter before then plus the annual report of the Village Improvement Society. Plus dealing with two contractors working on the Meetinghouse—fire alarm and lightning rod issues—plus a Trustees of Trust Funds meeting on the 24th in Concord, and on and on. I'm essentially working seven days a week for the Town of Jaffrey, free of charge, I don't even have time to mow my lawn!

So time is an issue.

With concern,

Rob

10 July 2014

Dear Rob,

I am back today and Nadine and I just sat down to discuss your grant's budget that we need to get the contract paperwork out to you (or JoAnn)ASAP. Based on what you and Nadine discussed last week we agreed that the budget for the drawings was fine and does not need revision. The other piece will be the cost of the a qualified Architectural Historian to oversee the project and sub-contract the large format photography. We also will need a written narrative on the building and your assistance, if you wish, would be very helpful here to the architectural historian. Ultimately, the architectural historian will oversee the entire project to include the preparation of a state-level documentation package following federal HABS guidelines.

Deb Gagne

23 June 2014

Nadine Peterson <Nadine.Peterson@dcr.nh.gov>

To: Robert Stephenson <rs41@comcast.net>
Cc: Deborah Gagne <Deborah.Gagne@dcr.nh.gov>
2014 CLG grant round

Dear Rob:

DHR has reviewed the 2014 CLG applications for grant funding. While we are pleased to let you know that your community has been selected to receive a grant this round, we will need to continue to work with you to better define the project and budget during final contract preparations.

Of concern is the format for the historical information that was proposed in your application. It is critical that this material be submitted by a qualified Architectural Historian within a standard format. DHR will require this material, along with the drawings and large-format photographs to be submitted as a State-Level Documentation package. After staff discussion based on a review of your application, we felt this to be the best format. The state-level documentation is in addition to the proposed work on the Hazard Mitigation Plan.

We recognize that this work will require additional funding. Deb will be in touch with you to resolve these budgetary issues.

We look forward to working with you all.

Nadine Peterson
Deb Gagne

5 June 2014

Nadine Peterson <Nadine.Peterson@dcr.nh.gov>
To: Robert Stephenson <rs41@comcast.net>
Jaffrey CLG application 2014

Dear Robert:

Thank you for submitting a grant application for 2014. We are not able to proceed with final review until clarifications are made to the application.

Jaffrey has an existing Hazard Mitigation Plan. Please briefly review this document, as we are asking you to use the HMP to assist in doing risk assessment for the Meetinghouse to help explain how the drawings and history and assessment by code officials will mitigate these risks and help in planning for the future. The actual final document for the

grant itself needs to be clarified – this project should result in one report about the meetinghouse, not several, and how the varied assessments proposed will be integrated into a management plan needs to be clarified. The set of drawings can be separate, but their purpose should be covered by the report.

The historical research and photography should be done by qualified professionals, and the format of the “history report” should be clarified. DHR would recommend completion of an Individual Inventory form unless there is a justification for a different format of the historical research. Federal guidelines for calculation of match or donated services should be followed (and will be sent to you under a separate email).

The list of other town-owned properties and other meetinghouses in the county seems to be disconnected from the relevant substance of this grant application, and it should be either tied in to the project and justified or removed from the project.

Please revise your application to address the above-referenced concerns. Revised applications (revised text only) are due no later than Friday, June 13, 2014. Email responses will be accepted due to the short turn-around being requested.

Sincerely,
Nadine
Deb

4 June 2014

Nadine Peterson <Nadine.Peterson@dcr.nh.gov>

To: Gast-Bray, Andrew <Andrew.Gast-Bray@lebcity.com>, gmpare@comcast.net, wludt52@aol.com, Robert Stephenson <rs41@comcast.net>and 3 more...

Cc: Deborah Gagne <Deborah.Gagne@dcr.nh.gov>

2014 CLG grants

Dear CLG communities:

Thank you all for your 2014 CLG grant applications. The Committee has been reviewing the materials and have questions on quite a number of them. I wanted to give you all a heads-up that you would be receiving an individual email by late this week requesting a rather quick turn-around on any revisions to the grants that are necessary.

Because many of these revisions are substantial, it will be necessary to re-write your grant application. We will be requiring that you provide us with revised applications no

later than Friday, June 13, 2014.

Our goal is to have as many fundable projects as possible. As you know there are many National Park Service requirements and we need to ensure that all fundable grants meet those guidelines.

Thanks so much and I will be in touch by the end of this week.

Nadine

14 April 2014

Dear Jo Anne and Rob:

Thank you for submitting a letter of interest for the 2014 CLG grant round. We appreciate your interest in the program. DHR would like to see how this documentation project ties in to a larger program. One such initiative with communities has been the documentation of resources for purposes of emergency planning. We would be most interested to see if this documentation could fit into a town-wide initiative to identify your historic properties for purposes of disaster management. Does Jaffrey have such an initiative? Please explore this approach when submitting your application. We encourage you to check in with your Regional Planning Commission as well. Many RPC's are currently working on disaster planning, but do not have expertise in cultural resources. Working closely with a RPC and CLG would be a nice partnership.

Please feel free to contact us should you have any specific questions.

Applications are due on May 16, 2014 by 4:00 pm. Electronic submissions not accepted. I attach application materials for your use.

Sincerely,
Nadine Peterson
Deb Gagne