



**PROJECT NARRATIVE - Please provide the following information on a separate page(s):**

1. Provide detailed description of the project: What is the purpose and scope of the project?
2. Is this project a component of a broader and/or phased plan? If so, describe the scope and sequencing of the full plan and how this project contributes.  
*Yes*
3. How does the project preserve or enhance West Bridgewater's community character?
4. Demonstrate the community need for the project.
5. How does the project achieve Town goals and objectives as laid out in the Community Preservation Plan (pending completion) and any other relevant Town planning documents? Please be specific, citing document and page of each goal/objective quoted.
6. How will this project leverage funds from other sources? Will there be any in-kind contributions, donations, or volunteer labor? Are there fundraising plans? If seeking grants/loans from other funding sources please include commitment letters from funders or letters of inquiry to funders.  
*Bridgewater Community Preservation Funds*
7. What is the nature and level of community support for this project? Please describe support in narrative and also attached letters of support.
8. Will your project need any permits? Please describe nature of permits and inspections required and schedule of reviews, if possible.  
*No*
9. Detailed budget: Identify all sources and uses of funds; Clearly distinguish among costs to be paid from CPA funds versus other sources of funding; Identify hard and soft costs, contingencies, and project management time (from contracted managers or existing staff).
10. What are your project costs based on? Obtain three written quotes for project costs whenever possible.  
(Note: For any acquisition of an interest in real estate, property value will need to be established by the Town through procedures "customarily accepted by the appraising profession as valid" per Section 5 (f) of MGL Chapter 44B. CPA funds may be requested to pay for a Town-commissioned appraisal.)
11. What maintenance responsibilities will be required to sufficiently maintain the resource? How much will annual and long-term maintenance cost? What entity will be responsible for these responsibilities and costs? How will this revenue be generated?
12. Provide a project schedule showing all major project milestones and supporting information/explanation for the project's estimated timeline.
13. What are the qualifications/experience of the project's sponsoring organization? Provide mission statement, experience of the project manager, track record with summary of similar projects completed by the project manager and by the sponsoring organization.

**ATTACHMENTS CHECKLIST****Required for All Proposals**

- Photographs of project site (1-3 may be enough)
- Map of project site showing nearest major roads or intersections (copy of assessor's map with location highlighted is usually adequate)
- Draft warrant article
- Letters of support/comment from relevant Town departments, Town officials, Town boards/commissions,

**Priority Will Be Given to Proposals that Include:**

- ~~Letters of support from neighborhood groups/organizations, civic organizations, residents, businesses, etc~~
- ~~Demonstrated notice to all direct project abutters~~
- ~~Letters of support from all direct project abutters or explanation of why support is not demonstrated.~~
- ~~Comparable CPA projects from W. Bridgewater or other communities~~  
(Note: the Community Preservation Coalition Website provides a searchable database of CPA projects funded across the state: [www.communitypreservation.org](http://www.communitypreservation.org)) *Project ID 17037, Bridgewater*

**Required for Historic Preservation Proposals**

- If your project site is not listed on the State Register of Historic Places then the application must include a letter from the Historical Commission designating the property as locally significant "in the history, archeology, architecture, or culture" of West Bridgewater. This is required by Section 2 of MGL c.44B.
- In addition to above, application must include a letter of support from the Historical Commission.
- Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards, as required by Section 2 of MGL c.44B under the definition of "rehabilitation."

\*\* Note: Official versions of these Standards may be found at the following links:

- Standards and Guidelines for the Treatment of Historic Properties, especially "Choosing an Appropriate Treatment", [www.nps.gov/history/hps/tps/standguide/overview/choose\\_treat.htm](http://www.nps.gov/history/hps/tps/standguide/overview/choose_treat.htm)
- Guidelines for Cultural Landscapes (considered part of the Standards above)  
[www.nps.gov/history/HPS/hli/landscape\\_guidelines/index.htm](http://www.nps.gov/history/HPS/hli/landscape_guidelines/index.htm)

**Required for Proposals Involving Real Property**

- Demonstrate site control/ownership:
  - For Town-owned property: Submit a letter of support from the head of the Town department that has custody/jurisdiction of the project site.
  - For other properties: Submit a copy of a legally-binding option, purchase and sale agreement, or deed.

Note: In cases with no option or p&s in place, the application must include a letter of authorization from the property owner to submit the CPA application. If property owner is an organization or corporation, then letter of authorization must provide documentation of appropriate authorization by entity's executive body and copy of relevant section of governing bylaw that establishes this authority. (In case of taking by eminent domain, this requirement may be waived.)

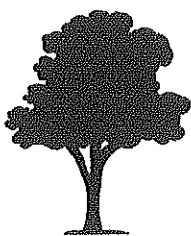
**Required for Proposals Involving Design & Construction**

- ~~Demonstrate compliance with all relevant building codes, zoning, accessibility requirements, and all other applicable laws and regulations.~~
- ~~Development proforma and operating budget for the planned use of the site (if applicable)~~
- ~~Site Plans, both existing and proposed; floor plans and elevations (if applicable)~~
- ~~Describe any sustainable materials and/or techniques and/or energy reduction measures that will be used and estimate net costs/benefits over the life of the project (if applicable)~~

Check out the CPC's webpage for more information:

[www.town.west-bridgewater.ma.us/Public\\_Documents/WBridgewaterMA\\_BComm/cpc](http://www.town.west-bridgewater.ma.us/Public_Documents/WBridgewaterMA_BComm/cpc)

If you have questions, please email Cheryl Cambria, chair of the CPC at [wallaceway@verizon.net](mailto:wallaceway@verizon.net) or call Ms. Cambria at 508-894-4073.



# OLD BRIDGEWATER HISTORICAL SOCIETY

Memorial Building  
 162 Howard Street  
 West Bridgewater, MA 02379-1712  
 Telephone: (508) 559-1510  
[www.oldbridgewater.org](http://www.oldbridgewater.org)  
[admin@oldbridgewater.org](mailto:admin@oldbridgewater.org)

## PROJECT SCHEDULE OF COMPLETION – 8 WEEKS

	Wee k 1	Wee k 2	Wee k 3	Wee k 4	Wee k 5	Wee k 6	Wee k 7	Wee k 8
Activity 1								
Activity 2								
Activity 3								
Activity 4								
Activity 5								

**Activity 1:** Receive notice of awarded funds; create preservation assessment committee of members of the OBHS board under the project manager, OBHS President Shellie Karol-Chik; have first committee meeting.

**Activity 2:** Preservation assessment committee will choose most efficient bid among those who returned bids; set up appointment with contracted company to do the historic preservation assessment.

**Activity 3:** Onsite historical preservation assessments done—one day each building, another day for collections assessment in Memorial Building. Exact schedule based on company’s availability.

**Activity 4:** Turnaround time for finished reports from the preservation assessment company to be delivered to OBHS.

**Activity 5:** Project manager meets with preservation committee to review results of long-term preservation assessment reports. Results brought to the attention of the rest of the OBHS board of directors. Appropriate planning begins on future implementation projects.



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## PROJECT NARRATIVE

### **1. Provide detailed description of the project: What is the purpose and scope of the project?**

The Old Bridgewater Historical Society (OBHS) is requesting funds for professional preservation assessments of its historic collections and of both its historic structures: the Memorial Building, constructed c. 1900 and located at 162 Howard Street; and the Keith Parsonage, originally constructed in 1663 and inhabited by the Reverend James Keith in 1664, located at 199 River Street in West Bridgewater.

Funds for assessment will allow for the study and reporting on both of OBHS's historic buildings and building systems, the storage conditions of the diverse collections housed in the Memorial Building, and the policies and procedures relating to collections care. The assessment involves a site visit by a professionally trained historic building assessor and a professionally trained collections assessor. After their visit comprehensive reports will be created that will outline the recommendations for improvements needed for the buildings and for collection care tailored specifically to the two buildings.

### **2. Is this project a component of a broader and/or phased plan? If so, describe the scope and sequencing of the full plan and how this project contributes.**

Having preservation assessments completed for both locations is the crucial first step in a multi-step plan. Preservation assessments are an instrumental part of the process of seeking funds for preservation implementation projects. Without the assessment there can be no implementation. The comprehensive reports created by the professionally trained assessors will give OBHS a prioritized map to follow as it seeks future funding for implementation projects to repair and upgrade its physical structures to ensure they remain viable locations for future community-based endeavors, as well as addressing the needed measures to ensure the long-term preservation of its collections that document the region's history and the families of Old Bridgewater.

### **3. How does the project preserve or enhance West Bridgewater's community character?**

The OBHS Memorial Building was built c. 1900, specifically for the Society, which was established in 1894. This building serves the community in a multitude of capacities. It functions as a museum, research center for both genealogy and local history, accessible space for community events put on by OBHS and other local organizations, collection storage space of archival material and artifacts dating back to the seventeenth century which document and represent the community's old and diverse history, and as an educational learning space during community wide celebrations and events accessible to both locals and outside visitors.

The Keith House, dating from 1663, is considered the oldest known parsonage in the country. It is a crucial historical structure for interpreting Colonial history in West Bridgewater and is open to the public on weekends during the warmer months and by appointment year-round.

OBHS is vital to preserving the heritage and history of West Bridgewater. The collections held by the society are in constant use by genealogists, both local and from all over the country by those who can trace their families back to the Bridgewater area (known as Old Bridgewater). OBHS holds numerous events for the local community on a monthly basis year-round. Public outreach also includes presentations by OBHS officers and members at other organizations, such as the Plymouth County Genealogical Society and the Ousamequin Club. During town events, such the River Walk held in June, OBHS opens up both its buildings to offer the local community access, and to inform and instill a sense of place and community significance in Old Bridgewater. Connecting the local community to the town's past helps foster a sense of belonging and investment in local affairs and events, and serves to strengthen civic pride and engagement. Funds given to OBHS will not only ensure this remains the standard, but will allow for the potential for increased community usage in the future.

**4. Demonstrate the community need for the project.**

Old Bridgewater represents what is today the towns of West Bridgewater, East Bridgewater, Bridgewater, and Brockton (previously North Bridgewater). West Bridgewater has far less residents than the other three towns listed. OBHS actively promotes within all of these towns and routinely has representatives from all these towns at its events. Bringing outside visitors into the local community will ideally bring outside money into the local community. At the same time, OBHS offers the community an inexpensive source of entertainment and education through its monthly events and its cooperation and collaboration with town-wide events. Most of the educational lectures and events are offered free of charge. Entry to the Keith House is always free of charge when open, and includes educational components involving local history and architecture as well.

**5. How does the project achieve Town goals and objectives as laid out in the Community Preservation Plan (pending completion) and any other relevant Town planning documents? Please be specific, citing document and page of each goal/objective quoted.**

According to West Bridgewater's Community Preservation Plan FY16-20, one of the two lead priorities is to, "Preserve the community's historic resources, particularly town records, burial grounds, and private properties." The preservation plan proceeds to list four historic preservation goals. Through this project, which is phase one in a long-range plan, all four of these goals will be reached. Goal 1, "Continue to Support the Preservation of Historic Town Records"—OBHS has recently completed raising nearly \$5,000 for the conservation and preservation of the original 1649 Bridgewater land deed (signed by Miles Standish and Massasoit). This may be considered the very first town record. OBHS has archival collections pertaining to early town/church records, and of both the founding and prominent people who have been instrumental in West Bridgewater's history. The collection assessment will be vital in giving OBHS the knowledge needed to implement long-term preservation methods in regards to its collections going forward. Goal 2, "Foster the Preservation and Restoration of the Town's Historic Burying Grounds"—the collections held by OBHS hold many potential research-specific clues dealing with cemeteries within the town. A future project, already being planned and involving the use of high-tech radar, is to locate the specific coordinates of the original Bridgewater cemetery somewhere on Howard Street. OBHS offers researchers the needed resources for researching old burial grounds, and is also capable of raising funds and participating in the process. Goals 3 and 4, "Preserve and Restore the Historic Structures at the War Memorial Park" and "Establishing a Local Historic District(s) to Further Protect Private Historic Properties"—OBHS is often the place to go for researchers who are trying to find out the history of plaques and monuments around town, including those in the War Memorial Park. Due to the location of the Keith House, down the road from the War Memorial Park, and the Memorial Building on Howard Street, OBHS could be a great help if the town decided to pursue the creation of a historic district. On pages 19 and 20 of the town's Preservation Plan, OBHS is mentioned numerous

times in the town's historic resources that are documented by century. Both structures belonging to OBHS are in the state's MACRIS database, and current efforts are being made to get both locations, particularly the Keith House, on the state and federal historic building register, which will allow for more grant opportunities.

**6. How will this project leverage funds from other sources? Will there be any in-kind contributions, donations, or volunteer labor? Are there fundraising plans? If seeking grants/loans from other funding sources please include commitment letters from funders or letters of inquiry to funders.**

Due to OBHS' mission of representing "Old Bridgewater," we will also be pursuing matching CPA funds from the town of Bridgewater [see attached letter of support]. OBHS has a 13-member Board of Directors that bring with them a range of expertise on the topic of historic preservation. One member specializes in the historic preservation of buildings, one member specializes in archival science and collections, one member specializes in archeology, etc. With the diverse backgrounds of the OBHS board, preservation assessments will be properly analyzed, understood, and acted upon in a professional and timely manner.

**7. What is the nature and level of community support for this project? Please describe support in narrative and also attached letters of support.**

OBHS has received an outpouring of support from preservation and historical organizations from West Bridgewater, East Bridgewater, and Bridgewater. See attached letters for specifics.

**8. Will your project need any permits? Please describe nature of permits and inspections required and schedule of reviews, if possible.**

No.

**9. Detailed budget: Identify all sources and uses of funds; Clearly distinguish among costs to be paid from CPA funds versus other sources of funding; Identify hard and soft costs, contingencies, and project management time (from contracted managers or existing staff).**

Funds will derive from CPA funds from both West Bridgewater and Bridgewater. All requested funds will go towards professional preservation assessments of both OBHS owned historic structures, as well as the preservation assessment of its collections. Current members of the OBHS board of directors will oversee project management schedules [see question 10 for costs projections; see question 12 for project schedule].

**10. What are your project costs based on? Obtain three written quotes for project costs whenever possible.**

OBHS has reached out to 7 professionals in the field of historic preservation to get cost assessments. Out of these, 2 have replied back and the rest have been non-responsive or are unable to address our needs at this time. Based on the two quotes received, one from the Northeast Document Conservation Center out of Andover, MA and the other from TBA Architects, Inc. out of Concord, MA, OBHS is requesting \$20,000 from the West Bridgewater CPC. OBHS is seeking \$40,000 total for the project with half coming from West Bridgewater and the other half coming from Bridgewater's CPA.

**11. What maintenance responsibilities will be required to sufficiently maintain the resource? How much will annual and long-term maintenance cost? What entity will be responsible for these responsibilities and costs? How will this revenue be generated?**

This proposal is to request funds for historic preservation assessments for the purpose of outlining long-term future implementation projects. There will be no annual or long-term maintenance costs as a result.

**12. Provide a project schedule showing all major project milestones and supporting information/explanation for the project's estimated timeline.**

See attachment for project schedule.

**13. What are the qualifications/experience of the project's sponsoring organization? Provide mission statement, experience of the project manager, track record with summary of similar projects completed by the project manager and by the sponsoring organization.**

OBHS is well qualified to work on the project this application requests funds for. Based on recommendations from the state's MACRIS files, the Keith House was recommended for inclusion on the state and federal historic register over 20 years ago. We are now pursuing this, which will open up OBHS to more avenues for future grants and fundraising. However, without a completed professional preservation assessment future fundraising endeavors will be severely limited.

OBHS's Board of Directors will be overseeing the project, led by President Shellie Karol-Chik. Shellie is herself a direct descendant of Bridgewater's Reverend James Keith, and as such, has a personal and professional interest in the preservation of the Society's buildings and holdings. She has an avid interest in history and genealogy and is dedicated to ensuring the project is done one step at a time and adheres to industry standards. She has consulted with numerous professionals, attended countless seminars, and is always reaching out to make new connections with other organizations that can offer professional insight and advice that will assist OBHS in fulfilling its mission statement (see attached by-laws). She has already shown her dedication in preserving our history by spearheading the preservation of the historic Bridgewater Deed, and has boosted interest in West Bridgewater's history to members in 37 states and 3 countries. It is under her direction that OBHS has once again become a thriving part of the community, and she, with the members of the Board, are dedicated to the conservation of the area's history, including these two significant buildings which have been under the care of OBHS for 50 years and more.



### Companies contacted by OBHS for Preservation Assessments

Richard Casella of Historic Documentation Company, Inc.

- <http://www.historicdoc.com/>, (401) 683-3483
- Booked for over a year

Brian Pfeiffer of Building Preservation Associates

- [www.buildingpreservationassociates.com](http://www.buildingpreservationassociates.com), (617) 661-4753
- Unable to do work due to hip replacement and being booked for the next year

Northeast Document Conservation Center (NEDCC)

- <https://www.nedcc.org/>, (978) 470-1010
- \$6,164.39 estimate for collections-level assessment received 06 Dec 2017
- \$22,645.39 estimate for collections and building-level assessments received 10 Jan 2018

Lara Kritzer of Jennifer Goldson and Associates

- <http://www.jmgoldson.com/>, (617) 872-0958
- Estimate of \$20,000 - \$80,000 received via email, with no details of the scope of work
- When asked for better estimate, was referred us to Russ Feldman of TBA Architects, Inc.

Russ Feldman of TBA Architects, Inc.

- <http://tbaarchitects.com/>, (781) 893-5828
- Estimate of \$25,000 to \$33,000 received via email on 09 Feb 2018
- Estimate on company letterhead is pending

McGinley, Kalsow, & Associates, Inc.

- <http://www.mcginleykalsow.com/>, (617) 625-8901
- No response at all to multiple requests

Bill Finch of Finch & Rose Consultants

- No company website, (978) 922-4950
- Unable to take work due to medical problems and doesn't like to travel to South Shore



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**COMPLIANCE WITH THE US SECRETARY OF THE INTERIOR'S DEFINITION OF  
REHABILITATION AS DEFINED IN SECTION 2 OF MGL CHAPTER 44B**

The US Secretary of the Interior's definition of rehabilitation states that historic resources shall comply with the Standards of Rehabilitation as outlined in 36 CFR, Part 68, titled Treatment of Historic Properties, which outlines standards for preservation, rehabilitation, restoration, and reconstruction of historic properties.

The proposal for CPA funding submitted by the Old Bridgewater Historical Society (OBHS) is in full compliance with the definitions outlined in CPR 68.2. A preservation assessment of the buildings and collections owned by OBHS is the very first step in ensuring that preservation, rehabilitation, and restoration can take place by outlining and prioritizing the steps necessary for the sustainment and use of these buildings well into the future.

As it has been since the house was procured in 1960, OBHS's goal is to continue to operate the Keith House as a colonial home museum, and to present it as a representation of circa 1720 as accurately as possible. This fits perfectly with the US Secretary of the Interior's definitions of preservation, rehabilitation, and restoration. If an assessment recommends changes to the building, the changes will be evaluated to ensure that they retain or replicate the features and characters of the property as it would have appeared in approximately 1720.

In regards to its Memorial Building, OBHS also intends to preserve, rehabilitate, and restore the historic structure. It is the organization's intent to maintain as much of the historical building's features as possible while changing the use of the unfinished basement to an area of archival-safe research and study for the community.

OBHS hopes, through preservation assessments, to identify any structural issues and environmental issues that may be detrimental to these buildings and historical collections, and also to outline the ongoing proper care of the buildings, their materials, and the articles they contain.