

COMMUNITY PRESERVATION ACT

Town of Sudbury

Application for CPA Funding

Please email PDF application to:
PoteatR@sudbury.ma.us

Applications may also be dropped off or mailed to:
Community Preservation Coordinator
278 Old Sudbury Road, Sudbury, MA 01776

Project Title Goodnow Library Archival Storage Date Submitted 9/5/2026

Applicant/Contact Person (please print) Sandra Duran, Combined Facilities Director

Signature *Sandra R Duran*

Staff person/Responsible party Amy Stimac, Library Director

Email stimaca@sudbury.ma.us Telephone 978-440-5515

Estimated Completion Date Fall 2028

Total Cost of Project \$194,200 CPA Funds Requested \$174,200

CPA Eligibility (refer to the chart on page 4)

Please select the category and purpose of your project:

CPA Category:

- ☐ Community Housing
- ☒ Historic Preservation
- ☐ Open Space & Recreation

CPA Purpose:

- ☐ Acquisition
- ☐ Creation
- ☒ Preservation
- ☐ Support
- ☐ Rehabilitation & Restoration

For more information of the factors and considerations used by the Community Preservation Committee used to prioritize projects, please refer to the General Considerations summary (on pages 5-6).

<https://sudbury.ma.us/cpc/>

PROJECT DESCRIPTION: Provide answers to the questions listed below. A complete application must provide all relevant requested information. Include supporting materials and exhibits as needed.

1. Goals: What are the specific objectives of the proposed project? Who will benefit and how?

The Goodnow Library is seeking funding to construct a dedicated, climate controlled archival storage space for Local History collections. The Goodnow Library, itself listed on the National Register of Historic Places, stewards special collections of archival materials and artifacts totaling approximately 400 linear feet of materials. These collections include, but are not limited to, original town documents, John Goodnow's original collection of books, the diaries of Israel Loring, and Indigenous artifacts from Greenland and Hawaii.

Although the library has been home to manuscript and artifact collections since at least the 1890s, several projects undertaken by the Goodnow Library over the last thirty years have focused on the realities of long-term collection management and preservation. These projects include the 1991 creation of the Sudbury Archives, a digital repository holding collection material from five community partners, and the early 2000s restoration of an Inuit Kayak. In 2012, the Goodnow Library, working in partnership with the Goodnow Library Foundation, began to reimagine the relationship between the library and the Local History collection it stewarded. That same year the restoration of Sudbury's Civil War Monument, housed on the library's front lawn, was launched.

In 2015 and 2016, the Goodnow Library received support through the Roving Archivist program to introduce necessary policy and workflows for collections management. In 2023, the library was awarded a \$20,000, two-year, Massachusetts Board of Library Commissioners (MBLC) grant to collect materials related to the Indigenous history of Sudbury in an effort to diversify the voices housed in the Goodnow Library's collections. In 2025, the Goodnow Library hired its first full-time librarian/archivist dedicated to the management of the Local History collection.

Throughout the ongoing work to better house and preserve Goodnow's Local History collections, the CPC has been an active supporter of library projects. In 2016, the CPC

funded an article to update the Goodnow Library's community digital platform, The Sudbury Archives, which consists of over 15,000 documents related to the town's history. And in 2020 the CPC supported the library's rehabilitation of the Historical Room which now serves as a beloved preserved remnant of the library's history while also meeting the town's growing demand for silent work and study spaces in the library.

The proposed construction of a dedicated, climate controlled archival storage space serves as a culmination of the work completed by the library over the last 30 years to provide physical preservation of Local History collection materials. The proposed archival storage room would provide secure, staff accessible, climate-controlled storage for over 165 linear feet of collection items too fragile or too valuable to be housed in the Historical Room. The storage space would meet archival best practices and reconfigure an under-utilized storage space in the basement of the historical wing of the library building. The space would have metal storage shelving and provide storage options for oversized materials and framed art. The proposed storage space would provide for the long-term needs of a collection that continues to grow and develop.

The proposed project will meet the ongoing needs of the Goodnow Library to ensure long term commitment to the physical preservation of the Local History collection it stewards, while also meeting the needs of the town of Sudbury and the library's patrons who began entrusting their records and artifacts to the library nearly 150 years ago.

2. Community Need: Why is this project needed? Does it address needs identified in existing Town or regional plan, by committees/board, or needs raised in community discussions? Will the project serve multiple needs or populations?

The Goodnow Library received CPA funding in 2020 to rehabilitate the library's Historical Room to provide space for silent patron work and access to historical collections. As the library closes out this 2020 CPA funding, the library has achieved its goal of rehabilitating this historic space while also maintaining the historical nature of the room. Along the way, the library gained two full-time staff members with degrees and experience in archival management. As they steered this rehabilitation project to its conclusion, it became evident that a portion of the Local History collection requires dedicated climate-controlled storage that cannot be provided within the Historical Room. While the 2020 CPA application sought to rehabilitate the Historical Room itself,

this 2026 CPA application seeks to meet the archival best practices required for the long-term preservation of the library's most vulnerable archival materials.

In July 2026, the Goodnow Library received a Preservation Assessment (Appendix A) from the Northeastern Document Conservation Center (NEDCC). As a part of the assessment, NEDCC preservation specialist Jesse Keel evaluated the building and environment, reviewed current policies and procedures, and examined spaces used for collection storage. Following a meeting with Goodnow library director, Amy Stimac, and local history librarian, Abigail Smith, Keel's assessment provided observations and recommendations for the library's continued work of storing and preserving the Local History collection.

The NEDCC preservation assessment report prioritized recommendations as short, medium, and long-term recommendations, with short term recommendations defined as projects that can be undertaken with existing resources and/or problems requiring immediate action. This project meets two of the short-term priorities as laid out by NEDCC: to work with Facilities staff to maintain a preservation-quality environment in collection storage areas and to approach the storage of materials in Local History Room strategically.

Over the past year, the Goodnow Library has been engaged in continual environmental data gathering, thanks to an MBLC grant-funded environmental monitoring program. Between March and September 2026, the spaces that currently house the library's Local History collection experienced over 20-degree ranges in temperature and over 36-degree ranges in humidity. These environmental fluctuations do not fall within the ranges recommended as best practices by the Society of American Archivists.



Images of current attic storage spaces which experience major fluctuations in temperature and humidity

Most importantly, however, beyond deviations from recommended temperature and humidity levels, the lack of control over climate in storage spaces, and the corresponding major fluctuations, does pose a significant risk to collection materials. One of the primary goals of this project is to meet the collection's need for a controllable, stable climate that does not respond to outside environmental fluctuations of temperature and humidity.

Beyond the immediate needs of the library's collection materials, however, this preservation project meets wider town needs as well. The library serves as a primary access and storage point of town archives.

In September 2022, the Town of Sudbury and its Historical Commission announced the completion of a community-wide Historic Preservation Plan. This plan listed the preservation of archival documents stored within the Goodnow Library as a key long-term project, writing, "the need for the inventory, assessment, curation, and preservation of these documents should continue to be addressed on an ongoing, long-term basis using CPC funding." While the physical building of the Goodnow Library stands on its own as a historic resource for the town, as listed on the National Register of Historic Properties, the 2022 plan further outlines how the manuscript and artifact collections housed by the library are appropriate resources to be preserved through CPA funding.

Proper storage of the Goodnow Library's collections is critical in the library's long-term goals for providing preservation for and access to archival collections stewarded by the library. The current storage spaces for town and library collection materials place these priceless materials in active danger of being lost, stolen, or experiencing long-term, irreversible environmental damage. Through this project, the Goodnow Library seeks to preserve the Local History Collection, as well as meet broader community needs for the preservation and access to Sudbury's local history.

3. Community Support: Which Town Boards/Committees/Departments or community organizations have you consulted/collaborated.

The Goodnow Library makes this funding request not simply at the behest of library staff, but rather, in collaboration with, and supported by, patrons, other Town Departments, Town Committees and local community organizations.

Each week, Goodnow Library staff field research requests from patrons seeking answers to their local history and genealogy questions from the library's Local History collections. The daily work of library staff in the preservation and access of Local History material has resulted in two family genealogical associations, the Edmund Rice Family Association and the Goodnow Family Association, entrusting the library with their ongoing collections of family history. The active engagement of members of the public with the library's Local History Collection through programs, research, and donations demonstrates ongoing support from the community for the library's work to preserve and make accessible the collections it stewards.

The Facilities Department of the Town of Sudbury is a key partner in the planning and success of this project. The Goodnow Library Foundation is another key partner and supporter, committed to providing \$20,000 of financial funding as outlined in their letter of support. (Appendix B)

The Goodnow Library Trustees as stewards of the library building and collections, are in full support of this project as outlined in their letter of support (Appendix C)

The Sudbury Historical Society, which also stewards some of the most important documents, maps, objects, and photographs related to the history of Sudbury is fully in support of this application as outlined in their letter of support (Appendix D).

4. Budget: What is the total budget for the project and how will CPA funds be spent? Provide written estimates to substantiate proposed costs. Include a multi-year budget, if appropriate. (NOTE: CPA funds may NOT be used for general maintenance purposes.)

The total budget for the project is outlined below. Written estimates are available in Appendices E-G. Contingency costs for design and construction have been included to both allow for potential cost increases due to fluctuating economic circumstances and unexpected conditions that may arise from working on a historic property.

The Goodnow Library is requesting CPA funds in the amount of \$174,200.00. \$20,000 for Furnishings, Fixtures and Equipment will be funded by the Goodnow Library Foundation.

Goodnow Library Archive Room Order of Magnitude Estimate	
Pre-Design	\$2,500.00
Schematic Design	\$9,500.00
Construction Documents	\$14,000.00
Professional Cost Estimate	\$7,000.00
Bidding	\$1,000.00
Furnishing, Fixtures and Equipment (GLF funded)	\$20,000.00
Construction Administration	\$2,500.00
Design Contingency (20%)	\$5,700.00
Direct Construction Cost	\$110,000.00
Construction Contingency (20%)	\$22,000.00
Total Estimated Costs	\$194,200.00

5. Funding: What other funding sources are committed or under consideration? Include any commitment letters or describe other efforts to secure funding for this project.

As previously mentioned, the Goodnow Library Foundation (GLF) has committed \$20,000 in funding for furnishings, fixtures and equipment (Appendix B).

This project is also benefitting from considerable in-kind financial support from partner organizations. The consultation and resulting Preservation Assessment received from the NEDCC is valued between \$7500 and \$9800 and was grant funded by the Be Ready Project of the MBLC. The library also received an in-kind donation from MBLC in the amount of approximately \$1,200 in the form of Conserv environmental monitoring. This environmental monitoring program included four data loggers that continuously monitored the climate of Goodnow Library's collection storage areas.

6. Timeline: What is the schedule for project implementation? Include a timeline for critical elements: procurement, groundbreaking, expenditures, and estimated project completion.

The timeline for this project is outlined below with an acknowledgement that the Goodnow Library is an historic building and unexpected conditions may be discovered resulting in delays.

Summer 2027: Design document development by Gienapp Architects

Early Fall 2027: Finalization of design documents

Late Fall 2027: Bidding and negotiation

Early Winter 2028: Construction begins

Spring 2028: Construction continues

Summer 2028: Final punch list and furniture/equipment installation

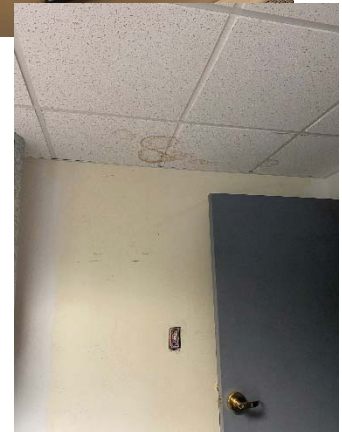
Fall 2028: Estimated project completion

7. Urgency: Is there urgency to the completion of this project? What are the ramifications if the project is delayed and/or not completed?

After nearly six months of environmental monitoring through Conserv, a specialized environmental monitoring and integrated pest management platform, the Goodnow Library's Historical Room was rated by the platform with a Time-Weighted Preservation Index¹, TWPI, of 34. The Conserv platform rates any environment measuring between 1-45 as a poor environment. Although longer-term environmental monitoring will produce a more nuanced description of the current environmental impacts on the Goodnow Library's collections storage facilities, the evidence is clear. The current climate of the Goodnow Library's storage facilities fails to support the preservation needs of the town's collection materials.



Special collections preservation needs may be measured in years or lifetimes, but the actual damage to collection materials can be immediate and irreversible. Manuscript and print materials develop mold in spaces where temperature and humidity levels range too high in the summer. Acetate film of historic microfilm collections begin to decompose with “vinegar syndrome”. Leather artifacts become too brittle for staff to access or move when humidity levels plummet in the winter.



Already, some of the Goodnow Library's collection materials show evidence of the environmental impact of their storage conditions. In the winter of 2025, the Goodnow Library received a consultation from the Boston-based conservation firm Promise + Ledoux Art Conservation

Images show pest activity and water damage in current attic storage space

¹ The Time-Weighted Preservation Index, or TWPI, developed by the Image Permanence Institute, is a number that indicates how many years your collection is meant to last given the current environmental conditions it is in. This calculation is based on extensive testing of the hydrolysis reactions of cellulose acetate, which is a notoriously delicate material. As the TWPI unit is years, generally speaking, the higher your TWPI, the longer your collections are likely to last.

LLC on the George H. Barton collection materials. These materials, related to the Inuit Kayak donated by Barton in the 1890s, comprise a critical component of the library's early history as the town's local history museum. In their report, the conservators noted active damage to collection materials reporting,



“The spray skirt is unstable due to numerous tears and worn areas along the fold.” and “The tangled hide cords (1) are stiff and distorted into an unreadable shape, and are challenging to handle without the cords moving and abrading each other”. These damages were caused by the continued storage of Barton collection items in spaces with inconsistent humidity and thus unable to maintain a good condition of the item's leather material. As outlined in Appendix F, The Barton Collection will require nearly \$15,000 worth of conservation work in the future to repair the environmental damages done to the leather, bone, and metal artifacts.

The construction of a climate-controlled storage in the Goodnow Library serves a twofold purpose. For materials already damaged or decaying, the establishment of a cold, regulated climate slows down the decomposition process. For other materials, this type of environment serves to prevent damage from occurring in the first place.

The acceptance of archival materials into institutional holdings constitutes an agreement between the Goodnow Library, the Town of Sudbury, and the donors. Archival neglect, the failure of an institution to properly store, preserve, and make accessible the collections it stewards through inaction, is a failure of the library and the Town of Sudbury to uphold these agreements.

8. Implementation: Who will be responsible for implementing the project? Who will manage the project? Does the proposed project manager have relevant experience? Who else will be involved in project implementation and what arrangements have been made with them?

This project will be led by the Town of Sudbury Facilities Department with active engagement and participation by Amy Stimac, Goodnow Library Director and Abigail Smith, Local History Librarian/Archivist. This application was co-developed and co-written by all three parties and the project will continue as an ongoing partnership.

9. Maintenance: If maintenance is required, who will be responsible and how will it be funded?

The Facilities Department and its budget will be responsible for ongoing maintenance of this archival space.

Further Documentation:

Please see attached Appendices A-G.