FY2027 LISBON CAPITAL IMPROVEMENT PROGRAM

Project Description Form

DEPARTMENT: Clerk	**PROGRAM:** Historic Preservation
Est. Total Cost **FY 2027** ~$15,000	**Est. Total Cost** **FY2027-2031:** ~60,000+
City Share: Variable, based on the potential availability of grants **FY2027:** Variable, based on the potential availability of grants	**Town Share** **FY2027-2031:** ~60,000+

1. Description of Project: Renovation of the Town's historic one-room school house

2. Need for and impact of Project: Since the 1970's, the citizen-run Lisbon Historical Society maintained the Town's historic one-room school house. While the town assisted with this program, it was entirely run by citizen volunteers. However, the entire historic society resigned in the Summer of 2024, leaving the administration of the historic society and the stewardship of the historic society's archives, artifacts, and assets to the town.

As part of the efforts to continue the historic society, staff applied for and were awarded funding through a match grant from the Maine State Archives. The grant was used to contract the services of a professional archives assessor. The findings of that report can be found below. In addition to the archives assessor's recommendations for best practices in regard to maintaining and streamlining the archives, and creating a new cooperative historic society committee that would be run by Town staff and citizen volunteers, she also provided several observations regarding the one-room schoolhouse.

The relevance of the one-room schoolhouse comes from a variety of factors, including, but not limited to the previous iteration of the historic society using the facility to provide tours for the local schools, using the building to store local artifacts relevant to the town's history, and the fact that this building is one of the few remaining one-room schoolhouses in the area and the state. Additionally, if renovated, this building has the potential to be used as a town museum, return to providing historic tours to students and other interested groups, a point of service location for the next historic society's activities with the public, and a unique venue location.

3. Consistency with the adopted plans or other related planning documents: Mirroring the archives assessor's observations, the renovation estimate from 2025 focused on repairing the foundation, pest control, insulating the building, installing a heat pump, placing modern windows on the outside to protect the historic windows and for additional insulation, adding ADA accessibility, and repairing the building's interior.

4. Years previously on the CIP; funding received in each of the past five (5) years (if applicable): This is a new project. However, the match grant from 2024/2025 and the special reserve account that the Town inherited from the previous iteration of the Lisbon Historic Society provided much of the funding that helped start this project.

5. New personnel, equipment, or supplies required: No new staff would be required. An ordinance to create the associated, cost-neutral Historic Society Committee has already been written and is awaiting review from the Town Attorney before it is presented to the Town Council for consideration. Once the renovations of the one-room schoolhouse are complete, the building would then only routine maintenance. Although security measures like lighting and cameras will also need to be included as part of the renovations, the Lisbon Police Department would be able to have access to those cameras, allowing the town to better monitor this facility that it already needs to protect.

6. How project originated and how cost estimates were obtained: Although the previous iteration of the Lisbon Historic Society was the primary body associated with maintaining this building and the associated historical assets, the Town held ownership of the building during that time, as well.

7. Any related department or Town Projects: The Town Clerk and the Assistant Library Director are the staff members who are currently the most involved with this project. Most of the Historic Society's collection is currently being stored at the MTM Center.

8. Financing possibilities or potential grants: The Historic Society's special reserve account, which came from revenues that the Town can no longer generate without adequate facilities for a new version of the Historic Society to operate out of, is still available. Additionally, small grants, like the one the Town was awarded for this initial assessment are also available, but not consistently available. While some additional grants could have become available if the Town were to try and completely restore this building to its original historic standard and apply for National Registry status, the upfront and long-term costs associated with that route would be much higher.

9. Justification of timing of project and segments (if applicable): The schoolhouse is currently in disrepair. In its current state, only staff can visit for status checks. Although this unique building is still standing, the foundation and pest control issues are difficult to ignore and will threaten the life of the building if not addressed soon. This project also has some potential to be completed in segments based on priority. For example, one approach could entail something like the Town starting this project with foundation repairs; then pest control, interior walls, insulation, and weatherproofing; then climate control and electrical work; then entryways, security, and paint before reopening.

10. Other information: A new Historic Society could still operate during the ongoing repairs.

IMPLEMENTATION SCHEDULE (Fiscal Years)

	2027	2028	2029	2030	2031	Future
TOTAL PROJECT COST	~$15,000	~$15,000	~$15,000	~15,000	~$5,000-~$10,000	
NON-TOWN SHARE	$?*	?	?	?	?	?
TOWN SHARE	$?					

Attach on separate page(s) additional information (if needed).

Town of Lisbon Archives Assessment Report
MHRAB Grant Program

Introduction

The Maine Historical Records Advisory Board archives grant is designed to survey the collection and storage conditions, recommend steps for preservation, and help create plans for access. This assessment, based on my visit to Lisbon on April 2-3, 2025, addresses preservation concerns for the historical resources recently given to the town by the historical society, town records, and primary sources at the library. Town Clerk Alice Richards and Assistant Library Director Heidi Hayden provided a tour of the collection storage areas, background information, and an orientation to the context of the materials. After surveying the collection, I met with Alice and Heidi to discuss findings and questions.

The entire Lisbon Historical Society (LHS) collections recently transferred to the town provided the impetus for this project. The collection—artifacts, textiles, newspapers, books, photographs, maps, and manuscripts—fills a former classroom in the MTM Community Center. The primary source archives in the collection, if gathered from around the room, would fill about 35 linear feet of shelf space.

Town staff and officials hope to engage citizen volunteers in a preservation and programming effort. They intend to house the historical society materials at the historic one-room schoolhouse owned and maintained by the town and to make them accessible through displays and public events. While the project is ambitious, it is entirely manageable in steps. This report focuses on the LHS archives and includes limited suggestions for next steps with objects and secondary sources. Organized as follows:

Summary of Recommendations

Preservation Storage Recommendations

Recommendations for a Phased Approach

Final Thoughts

Collection Survey

Appendix A Guidelines for Storage Environments

Appendix B Humidification Instructions for flattening documents

Summary of Recommendations

Major steps were taken by moving materials out of the deteriorated schoolhouse to a secure location and obtaining a proposal to stabilize and repair the schoolhouse. Lisbon plans to build on this momentum and work progressively toward reaching long-term goals.

Stated objectives for this assessment include:

- Actionable short-, medium-, and long-term plans for the LHS materials
    - Organizing and preserving the collection
    - Developing a collection policy appropriate for the town
    - Digitizing and conserving the more fragile documents
- Observations related to town and library collections
- Suggestions for public accessibility

Current trends in the archives and museum fields support practices that combine community relevance and regional cooperation. We dedicate resources to the best practicable care for our unique documents and artifacts and rely on our neighbors to do the same. Within such a framework, different types of materials require different standards of care. Likewise, items of high interest and current relevance merit support for improved access sooner than others.

The following steps offer a path toward optimal stewardship for the archives:

Short Term (within 3 to 6 months)

- Address heat in LHS room to stabilize below 80 degrees Fahrenheit
- Monitor heat and relative humidity in town vault
- Form a small committee of town staff and community members empowered to make decisions
- Draft a collecting policy with criteria for shaping LHS collection
- Pursue assessment for non-archival items (books and artifacts)

Medium Term (within 6 to 18 months)

- Make structural repairs to the schoolhouse
- Sort and organize LHS materials at MTM Center
- Consider storage environments and research access

Long Term (within 3 years)

- Conserve fragile items
- Digitize selected documents
- Renovate the schoolhouse and move LHS collections

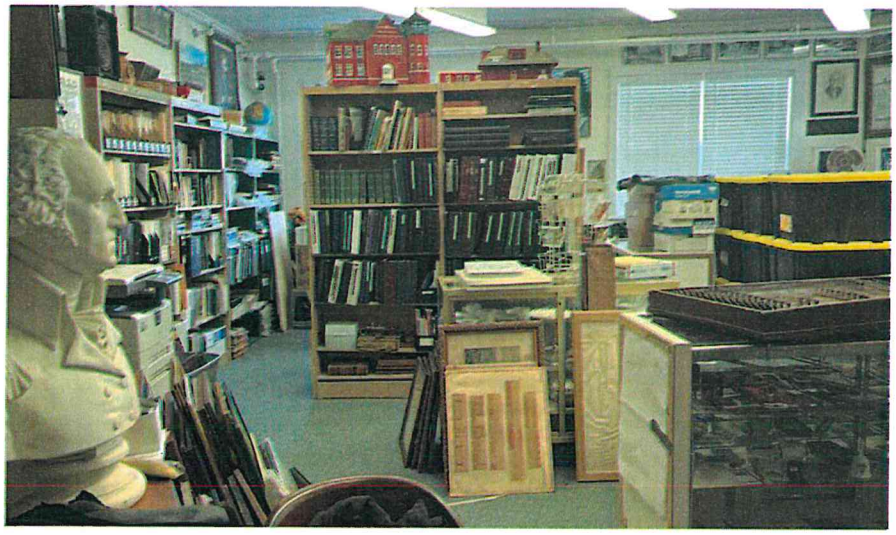
Preservation Storage Recommendations

Town staff are trained in recommended practices for preservation storage environments, containers, and handling. Records in the clerk's care are secure, conserved, and well organized. However, the vault would benefit from improved temperature control. Archival items at the library are similarly in good hands but suffer from cramped storage.

Inside secure buildings where pests and light are under control, temperature and relative humidity become the primary enemies of paper-based collections. The optimum temperature range is 60 to 70 degrees Fahrenheit year-round, and RH should stay between 30% and 50%. For the Town Office vault, I recommend monitoring the temperature and humidity over a few seasons. Two options are Onset's HOBO Temp/RH Data Logger using WIFI, or Conserv, whose sensors use LoRa WAN tech (with more effectiveness through dense walls) which uses less electricity. This information can be used to support decision making when considering an upgrade in the HVAC systems. See Appendix A for a description of current standards.

For the schoolhouse, monitoring will eventually be appropriate after renovations. An important goal there, barring an addition with a climate-controlled vault, is year-round heat. Short periods of fluctuations wider than 60 to 70, and gradual changes over several days, will not cause damage to paper. Avoid swings of 10 degrees or more in less than 24 hours. In Maine, we can easily see such swings occur. Collections in boxes and folders are better protected from unexpected changes in both temperature and humidity.

While it's important to strive toward optimum archives storage areas, keep in mind that these are guidelines. Collecting organizations should be flexible in applying the standards, with consideration for their circumstances and resources. If the schoolhouse cannot be heated, the more robust artifacts could stay there over the winter, but paper and textiles should not.



Recommendations for a Phased Approach

Primary source archives—unique maps, ledgers and diaries, letters, and photographs—are a relatively small part of the LHS collection. Estimated at approximately 35 liner feet, the material would fit on 2.5 seven-foot-high shelving units.* In addition to shelving, flat files may be needed for oversized items now in frames. This estimate includes photographs now filed in binders, if reorganized more efficiently into folders and boxes. Newspapers and duplicate sets of annual town reports, stored in crates and boxes all over the room, are not included.

As mentioned in the summary, archives and museum are learning that to responsibly care for local history collections, we focus on materials specific to our mission and accept that we can't save everything. The LHS collection—objects, books, archives, yearbooks, photographs, and research binders—is much larger than what can effectively be utilized in the schoolhouse. It also includes many duplicate materials and items already being preserved elsewhere. Without an additional long-term space or a substantial addition to the building, the collection must be culled. Many of Maine's historical societies face this dilemma, and we view it as an opportunity to be better stewards of our collections. Lisbon is in an excellent position to reshape the collection as you plan exactly how to move forward.

Short Term (within 3 to 6 months)

Temperature and humidity

Monitoring for the vault was outlined above. While staff are aware of the high temperature in the LHS room and the harm to the collection, it's mentioned here for emphasis. The collection is likely to remain at the MTM Center for a couple of years before moving any materials back to the schoolhouse. You cannot invite anyone to work on the collection until the heat is fixed.

Committee and collecting policy

A small committee of town staff and community members will meet to consider these recommendations. A necessary early task will be drafting two important documents. Both can be guided by the concept of honing the collection to a manageable size that best represents the town's history. The first is a single page with a mission, statement of authority for making decisions, and objectives for the committee. It should include reference to preserving and maintaining the collection for specific purposes—memorial events, local historical, educating children, etc. It could also clarify that while the traditional historical society approach has not proven sustainable, the town is taking responsibility for the unique items in support of specific programming.

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* This estimate doesn't include binders with copies of clippings and photographs organized by LHS volunteers for research purposes. These are not considered primary sources in the context of this report but would fill at least two more shelving units. See Final Thoughts, page 8.

The second document is a relatively simple Collecting Policy to codify guidelines by which to evaluate and shape the LHS collection. It would repeat the rational for saving and/or collecting materials and state who will be responsible for making decisions. When an item is offered for donation, it is common for the donor to wait until a committee considers the offer based on a written policy. These criteria also guide efforts to sort and organize the existing collection, when you get to the medium-term projects. Examples include:

- Lisbon primary source documents, maps, photographs, etc.
- Very rare books directly and substantially about Lisbon
- Newspapers published in Lisbon if no other repository has them
- Objects with specific ties to the community (owned or created by residents)
- Items must be in good repair or easily repaired
- Not saving or collecting duplicates of items in the collection (unless the offered item is in better condition)

Assessment for non-archival items

Obtain a survey and assessment of the objects, books, and displays in the LHS collection. This guidance would ideally be available before beginning medium-term projects. The criteria for saving and collecting objects will be slightly different than for collecting archives. The information will help you learn what to plan for shelving or storage cabinets. A museum consultant would be able to help shape the object collection to meet the town's expectations for displays and programming. Such an assessment could also recommend next steps for items still inside the schoolhouse.

Medium Term (within 6 to 18 months)

Hopefully the basic structural repairs to the schoolhouse will be underway by this time. Steps taken during this phase, described below, will help prepare for planning the best overall layout for storage, displays, and hosting public events. With the policies established, you may be ready to expand the town committee to include additional volunteers. Or you might plan to wait until after staff take initial steps for evaluating and sorting the collection.

Sort and organize the archival collection

Using the Collection Survey and the new Collecting Policy, outline the action steps for sorting, culling, and organizing materials at the MTM Center. An important goal at this phase of the project is estimating how much storage space is needed to protect unique and fragile items, in the

schoolhouse or other climate-controlled space, and how much shelving to plan for research binders. The process will take several months to accomplish, so the outline serves as a guide and reminder when questions arise. Proposed steps below apply specifically to the archives.

- Bring in a work table or two
- Gather supplies—clean boxes and folders, shallow boxes for larger items, large sheets of tissue paper. A selection of archival quality containers would be helpful, but you don't yet know how many and what sizes you need.
- Sort and organize
  - By type (newspaper, yearbook, annual report, manuscripts, photographs, maps)
  - Keep together materials that are part of a cohesive unit (such as a photo album, yearbook, and letters all from the same family)
  - Within each category, set aside items with donation information
  - Set items you will keep into boxes—you may end up reusing the crates to move, but the materials will be better protected in boxes within the crates
  - Wrap fragile items in tissue
- Framed items should be unframed because they have acidic backings and/or no mats to separate them from the glass; the frames take up too much space; and the town will never simultaneously display this many again.
  - Interleave items in shallow boxes with tissue paper
  - For items stuck to the glass, leave in frames—seek help from a conservator
  - Keep frames that appear original to the item. Store items unframed, and note which item goes with which frame
  - Discard or donate most of the frames, in part because they are not original to the items or are damaged. Keep those you might reuse.

- Binders of photographs—review to determine what should be retained and reorganized into folders and boxes to save space
- Discard, recycle, or set aside to donate
  - Newspapers and loose clippings
  - Town reports
  - Duplicate class photographs
  - Framed enlargements of photographs and postcards

<u>Storage environments and research access</u>

Analyze the data collected in monitoring temperature and relative humidity inside the town vault. If warranted, explore options for updating climate controls to better support long term preservation for town records. See Appendix A for guidelines.

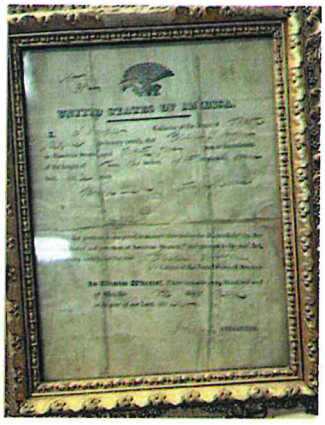
Although sorting and organizing LHS archives will not be complete, the town committee should discuss storage and the planned environment at the schoolhouse. Does the renovation include heat and dehumidification? Will the building be accessible throughout the year for volunteers and researchers? If not in the near term, could an alternative space be used to continue organizing the archives and provide access? Keep in mind that a small number of items now stored in the town vault and the library would be added to the collection (see Collection Survey). Research access in the past may have been needed only a couple of dozen times a year, but increased awareness may bring in more requests. While digitizing some of the items would supplement physical access, the storage environment is an ongoing concern.

Whether at the MTM Center or back in the schoolhouse, many of the primary sources in the LHS archives need to be reorganized into archival folders, sleeves, and boxes. Staff are familiar with this aspect of the work. Putting materials into enclosures protects them from light and dust, and it also creates a microclimate. If the temperature and humidity in the building changes quickly (10 degrees or percentage points within 24 hours) the air inside the boxes adjusts more slowly. This effect works even better if the boxes are inside a closed cabinet.

Long Term (within 3 years)

Conservation

In the process of sorting and organizing the archives, you will identify fragile documents, maps, photographs, and bound manuscripts. Many of these items can be stabilized with supportive sleeves and boxes available from archival supply companies such as Gaylord Bros. or University Products. A few items may warrant professional conservation, depending on historical significance, through a vendor such as NEDCC. Fragile items that will be digitized may require conservation to make them strong enough to be scanned or photographed.



The item pictured here, a seamen's protection certificate from 1834 (in crate 8), is an example of an item that should have special attention but not necessarily conservation. It needs to be unframed, humidified to relax the creases, flattened between blotter sheets, placed in a mylar folder inside a paper folder, and stored flat in a box. (See humification instructions in Appendix B.) All these steps can be taken in-house, but if the town wants to clean the document and repair tears, a paper conservator would be hired.

Digitize selected materials

Preservation and access are the main reasons for copying archival materials. Staff intend to prioritize selected town records to better serve residents with ready access online. Have town records been microfilmed? (Volumes sent to Browns River or other preservation vendors frequently in the past often included microfilm at the same time.) If so, digitizing the microfilm would be a cost-effective approach instead of re-imaging the book.

Planning a broader digitization project for LHS materials will be based on factors such as the goals for the project, the audience, available resources, the condition of the archives, budgets, and more. The first materials selected usually fit one of two categories--fragility and popularity. The most fragile materials are not necessarily manuscript volumes with broken bindings. They may be magnetic cassette tapes with oral history or obsolete "floppy" disks holding meeting minutes. Because these media are unstable, migrating the content is a high priority. Popular items, those likely to be most frequently used, will be digitized to reduce handling of the originals. Another approach, especially early in the process, would be to digitize items on demand. That is, when a researcher asks for a copy, that item is digitized and made available to others as well. See information on digitization methods for paper below under Final Thoughts.

Move LHS Collection into the Schoolhouse

Taking the collection back to the schoolhouse will depend on many factors:

- Structural repairs
- Estimated space and shelving needed
- Assessment of non-archival items (books and artifacts)
- Plans for overall use of the building
- Storage cabinets and/or shelving

Without this information, I can only speculate on renovation plans specific to the archives. I would be happy to discuss design layouts and space use ideas when the time comes. General recommendations for shelving are included in Appendix A.

Final Thoughts

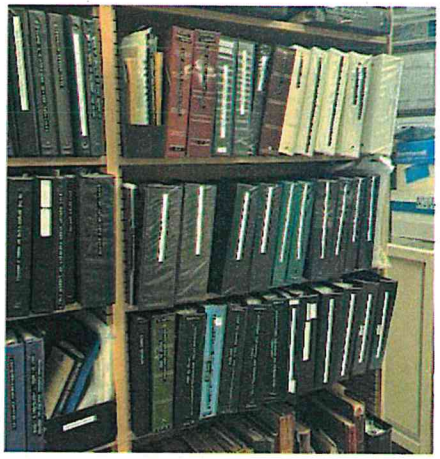
After sorting and organizing the archives to determine what you have, cataloging is the next step to keep track of materials and find things for researchers. We did not discover an existing card file or other system for organizing information about the collection.

Gaining intellectual and physical control over the entire archival collection is recommended prior to beginning a digitizing project. It's important to first know what you have and where it is. Archival items can be cataloged in much that same way that books are, using a slightly different set of bibliographic standards. However, selecting a 21st century collection management system includes understanding your goals for managing both digital facsimiles and born digital materials. One well-liked option is CatalogIt, an online platform costing from $500 to $1,000 per year depending on the number of records, users, and storage. One Maine organization using the product is Boothbay Region Historical Society (link to article about their project). Others are Lincoln County Historical Association and the Wilson Museum, though none of these appear to have their records online yet.

Digitizing photographs and documents before adding them to catalog records requires a good quality scanner or photograph stand with a digital camera. Epson scanner models, Perfection V850 (~ $1,400) or the more economical V600 model (~$350), offer high resolution scans with

slide and negative capability. The more expensive model allows scanning of large format negatives while the V600 will handle up to 35mm size film strips. Acquiring a high-quality scanner for documents and photos bigger than 8.5" x 11" is a much bigger investment at over $3,500. However, the Maine State Library offers free use of scanners in Augusta and can handle materials up to approximately 11" x 17". The Federal Archives Digital Guidelines Initiative (FADGI) recommends creating lossless images for preservation purposes, which has meant TIFF files at 300 dpi. Recent updates to the standard recommend considering JPEG2000 or PDF files in the interest of saving storage space.

Research Binders



LHS volunteers dedicated many years to organizing copies of clippings and photographs into binders for research purposes. Noted in the Collection Survey below, these binders hold obituaries, community news, information on mills, people, buildings, and more, much of it covering the past 50 years. Though strictly speaking not primary sources, the binders make the covered topics much more accessible for residents and historians. The copy paper used is likely not acidic, making long-term preservation less of an issue, so the binders could be stored on open shelves in the schoolhouse or another public setting for visitors to access them directly. Digitizing the contents of the binders would be relatively simpler than scanning the original clippings and photographs because the copy paper is sturdy enough to use an automatic document feeder. (Note that the Boothbay Historical Society article refers to this.) This would be a good time to use PDF format to save electronic storage costs for thousands of pages. Each binder can be given a single catalog record with subject added entries to enhance search results.

Respectfully submitted,

Paige Lilly
Consulting archivist

Collection Survey

This list includes all the paper-based materials I observed in looking around the room for primary sources. Items considered to be primary sources are highlighted. Note that in my experience, the books in this collection would not need to be retained. Some are important historical resources, but in my experience, they will not be used often and most would be available in nearby libraries.

Starting with the crates, I opened as many as I could access and numbered them (quotations show existing labels):

1. Bound newspapers, framed photos, artifacts
2. "Old school pics" framed photos of mills (inside and out), the dam, school portraits, groups of workers, middle school 20th century groups, and street scenes
3. "Old class pics and diplomas"—framed, many unlabeled, copy of roll of honor (newspaper page), box of portraits, enlarged postcards, groups (not school classes)
4. "Annual reports and newspapers"—Community House scrapbook, photographs, town reports, loose newspapers, unframed photos, Boosters materials, box of International Order of Foresters correspondence records
5. "Scrapbooks, pictures, yearbooks"—5 Littlefield Family photograph albums, 4" thick, of 20th century family and travel; framed and unframed photos, toys
6. "Annual reports & newspapers"—includes Baptist Church records, 5+ volumes c 1885 and guestbooks
7. Newspapers, a couple of framed items, high school items
8. Framed documents, Lisbon Falls High School early 20th century sports teams, glossy photos, scrapbooks, photo albums, broken glass, engineering training records
9. "Annual reports, class pics, scrapbooks"

The following lists came from working my way around the room counter clockwise from the windows facing the Green:

On the floor—2 boxes historical society papers; primarily financial with minimal correspondence—no accession records

Stacked on the floor and on display cases, lots of shallow white boxes full of newspapers (equivalent 10 copier-paper boxes)

Shelves under windows

- 30 years photo albums of community events
- Binders with community news clippings c1980-2015
- Binders of clippings and photos about mills

Shelf under typewriters

- Worumbo ledger and record of dyes
- Binders for local buildings, with mostly copies of photos and a few originals
- 2 shelves telephone books

Upright boxes

- Rolled maps, blue prints, cemetery maps, mostly copies
- Yellow ribbon Gulf War welcome home banner—fragile

Freestanding shelves:

- Facing windows
  - Maine history books + New England His Gen 4 vols. = 2 shelves
  - General and military history, dictionaries = 2 shelves
  - Textbooks = 2 shelves
  - Binders with local sports and military clippings and copies = 3 shelves
  - Period photo albums and scrapbooks 1920s thru WWII (10 items)
- Shelf units facing each other
  Left side:
  - Maine Register books 1887-1987 scattered
  - MTM staff events 3 photo albums 1988-2008
  - Photo album binders for schools = 4 shelves:
    - Nursery school photo albums x6 1974-c1995
    - Late 19th early 20th century
    - Elem school albums—Barbara Thompson 1974-2011
    - School Days c1894-1890 photos, copies, clippings, 1990-c2011
    - Binders of lists of graduates
  - Bottom shelf—c1815 leather bound school exercise book

  Right side:
  - Family histories books and binders (combination of genealogy. clippings, documents, folders, books = 5 shelves
  - Binders for nationalities with local stories (English, Japanese and Vietnamese empty); French and Slovac nearly full = 1 shelf
  - Bottom shelf below families—3 binders for churches with 4 record books for mid 19th-mid 20th Methodist, Universalist and Hymn books

Shelves facing entrance from the hall:

- Maine Families 1790 books 12 vols
- Binders with Lisbon and local history and cemeteries
- 2 binders of transcriptions and notes from ledgers
- Obituaries pre 1980 thru 2024
- Bound manuscript volumes = 25 items; many with broken bindings, significant wear, and signs of water damage but no obvious mold
  - Account books, Whittier Mt. Vernon and Strong
  - IOOF x3 volumes
  - Bills of Sale Book 1 Lisbon Town Record
  - Store ledger 1840s
  - Mill ledger 1831-1868

- Daybooks and ledgers 1800s-c1920
- Lisbon House register 1880s sticky notes

Back wall shelves right to left

- ~20 scrapbooks
- 2 shelves Tri County Enterprise/Lisbon Community Ent news 1988-2005
- History books, newspapers and clippings
- Lisbon Historical Society records in ~10 binders
- Police dept. and emergency/fire photos/clippings;
- 1987 Worumbo fire, businesses and various other clippings in boxes
- Shoe box of John Gould letters to Shirley Grunert Martin 1983-2005
- Stephen King books and binders of clippings on 2.5 shelves
- John Gould books, 1 shelf
- Lewiston history books = 1.5 shelves
- Lisbon and Durham annual town reports = 3 shelves
- Early deeds in binders, mostly copies, but some originals
- Shiloh binder and scrapbook, Lisbon history books and binders

Shelf behind desk—five 20th century ledgers, 1 with title Wm. Rosenberg Estate

Framed items

- Stacked on floor about 60 framed photos, certificates, artwork, few copies
- Hanging on walls about 50 framed items (half copies or enlargements)

Display shelves, left to right:

- Lisbon High School graduation class photos 1953-1985, interleaved; 1980s sports clippings
- High school yearbooks 2 shelves
- Historical society photos 3 shelves with postcard albums
- High school albums 1920s and 1940s and loose photos on 2 shelves
- Misc photos of Lisbon Durham area
- Moxie section—binders with photos, articles, memorabilia

High School display case—graduation programs and dance cards

Two door metal cabinet:

- Top shelf—3 archival boxes newspapers, 1 scrapbook of obits, 2nd copies or empty
- 2nd and 3rd shelves archival boxes with all duplicates
- Bottom shelf time cards c1910-1940 and fabric banner (didn't open)

TOWN OFFICE Vault

- Record of Sales 1866- Vol 3 (left wall toward the back)
- Unit 4 left
  - Library records box, personnel and 1980s minutes
  - Dr. Curtis medical diaries labeled 1885-1908 (small box)
  - Trimmings and blank pages from preserved volumes (okay to discard)
  - Box of awards, newspapers, special town meeting for high school, maps 1964 rolled
- Painting—Main Street—Unit 3 right middle
- Photographs in box unit 1 left near back

Appendix A Guidelines for Storage Environments

Storage spaces and reference areas designated for storing archival works on paper should be cool, dry, and safe from water, pests, fire, and theft. The field has developed guidelines to follow, although it is widely accepted that most repositories will not exactly meet all the standards for preservation storage environments, work areas, and research rooms:

- Temperature
  The optimum temperature range is 60 to 70 degrees Fahrenheit year-round. Short periods of wider fluctuations, and gradual changes over several days, will not cause damage, but avoid swings of 10 degrees or more in less than 24 hours. Collections in boxes and folders are better protected from unexpected changes in both temperature and humidity.
- Humidity
  Maintain relative humidity between 30 and 50%. Closer to 50% is better for paper-based materials while drier percentages are better for photographs and negatives. In Maine, it can be difficult to keep the temperature below 70 and the humidity below 50% in summer; prioritize relative humidity controls and, if necessary, adjust temperature beyond the preferred range for the sake of keeping humidity at or below 50%. We also struggle to keep humidity high enough in the colder months, but low RH levels (below 25%) for a month or more at a time can cause paper to become dry, brittle, and weak. Humidity at 65% or higher for over a month can allow mold to grow.
- Light
  Keep materials in boxes and away from windows as much as possible and limit the amount of time items are exhibited. All light accelerates deterioration. While the ultraviolet (UV) component of light is the most damaging, visible light can also cause damage. Damage is cumulative and irreversible.
- Security and Fire
  Store collections in locked areas, built with fire resistant materials, and behind 4-hour fire doors (this link offers guidance for vault construction used by local governments in Maine). Install and maintain smoke detectors in working order. Reduce the number of people who have access to the space. Supervise researchers using the collections.
- Pest Management
  Archival storage areas are susceptible to many kinds of insects and rodents. Keep food out of the storage space and surrounding rooms. Make sure the storage space is regularly vacuumed and dusted, since particulate matter can attract pests as well.
- Shelving
  Store collections on enamel coated metal shelving. Wood, paint, varnish, and other wood treatments continue to off gas for many years, contributing contaminants to items in contact with shelving and reducing air quality.

As a reminder, unintentional mishandling can cause significant damage to materials over time. Be aware of the following techniques and pass them on to volunteers and researchers:

- Do not apply adhesive labels, such as sticky notes, which can stain or cause deterioration to volumes, documents, and photographs.
- Avoid most fasteners, such as plastic or metal clips, staples, and tape.
- Use pencils around documents, to avoid stray marks.
- Be careful not to lean on materials or place devices (phones or computers) on them.
- Wear nitrile, plastic, or cotton gloves when handling photographs and film.
- Wash and dry hands before handling books, manuscripts, and papers.

Appendix B Humidification Chamber

Instructions for humidifying rolled or folded items in-house:

Step One

1. Order unbuffered acid-free blotter paper in 20" x 30" sheets or larger.
2. Clear a table top space large enough to lay out one blotter sheet with a small work space beside it.
3. Have on hand legal size folders and/or oversize folders.
4. Acquire a plastic tote, with a lid, big enough to hold a wire rack at least 6 inches off the bottom of the tote.
5. Acquire a rubber coated wire rack to place inside the tote with six inches of space both below and above.

Step Two

1. Wet two small clean sponges and squeeze out all the water so they are damp.
2. Place the sponges equidistant apart in the bottom of the tote.
3. Put the wire rack in the tote.
4. Place folded or rolled papers (not photographs) on the rack. Include as many as will fit in one layer without touching each other or the sides of the tote.
5. Lay a sheet of plastic or a plastic garbage bag (unscented) over the tote and snap the cover on over the plastic.
6. Wait approximately 24 hours.

Step Three

1. Remove documents one or two at a time from the tote. Put the cover back on the tote until ready to remove more.
2. Carefully unfold or unroll each item and flatten on the blotter paper. Flatten creases by pressing gentling near the center and working out to the edges. Unfold tiny tears or edges if possible without tearing.
3. Repeat until the blotter is full of flattened items, without them touching.
4. Lay a top sheet of blotter paper over the documents, starting from one edge and smoothing the sheet down to the opposite edge.
5. Repeat layers until all the documents are removed from the tote.
6. Place heavy books or other weight evenly on top of the final covering blotter sheet.
7. Wait at least 24 hours for blotter to absorb the dampness from the documents.
8. Carefully remove the documents to file and catalog accordingly.

Project Total Estimate:
$63,875

519 Wilson Pond Road
North Monmouth, ME 04265

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Alice Richards
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Lisbon, ME 04250

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Pricing Category	*Scope Category*	*Physical Location*	*Scope Description*	SUM of Quantity	SUM of Task Price
Base Contract	Drywall	Interior	Drywall repair on interior of school room. May require re-hanging the ceiling. This range could vary from $1800 to $5000 depending on what is found once the project starts.	1	$5,459.63
Base Contract	Electrical	Exterior	Provide & install outdoor rated 100 amp main panel and sub-breakers for schoolhouse lighting and electrical. This does not include any electrical upgrades to the building. Required to make room for heat pump circuit.	1	$2,530.00
Base Contract	Excavation	Exterior	Excavate Northwest corner, approximately 8' on each side, re-plumb 2x granite foundation stones, backfill with gravel.	1	$11,330.00
Base Contract	HVAC	Exterior	Provide & install outdoor compressor and interior head with climate control remote. Heat pump to be 18,000 BTU heating load.	1	$7,475.00
Base Contract	Insulation	Thermal Envelope	Provide & install blown-in insulation, nominal 4" in exterior walls and 8" in ceiling attic area. Build ceiling over woodshed area to create a full envelope.	1	$10,919.25
Base Contract	Paint	Interior	Paint all walls, does not include trim paint.	1	$2,426.50
Base Contract	Porches & Decks	South Door	Provide & install pressure treated decking and framing for an exterior access ramp to the door on the side of the building.	1	$5,382.40
Base Contract	Project Management	NA	Allowance: contractor to rent storage pods and hire a moving crew to remove items from within the schoolhouse and store in pods during the project.	1	$3,639.75

Base Contract	Windows & Doors	East Door	Provide & install exterior door with transom light. Replace sill framing as required to install door. Door allowance: $3,200	1	$6,203.00
Base Contract	Windows & Doors	Exterior	Provide & install operable storm windows to cover historic windows.	7	$5,184.42
Base Contract	Windows & Doors	Exterior	Provide & install windows or screening to close in foundation openings.	2	$1,299.28
Base Contract	Windows & Doors	South Door	Provide & install exterior door, double bore, top 9-light. Paint by others. Door allowance: $1,100	1	$2,027.23
Grand Total				**19**	**$63,876.44**