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The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

MEMORANDUM

TO: Michael Eby
Chairman
Permanent Building Committee
Town of Wellesley

FROM: Brona Simon, Executive Director 

DATE: August 10, 2009

RE: Memorandum of Agreement; New Wellesley High School, Demolition of Existing High School; 50 Rice Street; Wellesley, MA; MHC# RC.45031

Enclosed please find three original, fully-signed copies of the Memorandum of Agreement (MOA) for the proposed new Wellesley High School project, as you requested in your cover letter that was received at this office on August 6, 2009, for the SBC and PBC's files.

By copy of this memorandum, I am also sending an original, fully-signed copy of the MOA to the Massachusetts School Building Authority and the Wellesley Historical Commission. The MHC has retained one original copy for our files.

If you have any questions, please feel free to contact Ryan Maciej or me.

Enclosures - Three (3) Original Copies of MOA dated 7/9/09

xc: Katherine Craven, MSBA
Susan Flanagan-Cahill, MSBA (w/enclosure)
George Driscoll, MSBA
Secretary Ian A. Bowles, EOEEA; ATTN: MEPA Unit
Wayne Keefner, PE; Symmes Maini & McKee Associates
Wellesley Historical Commission (w/enclosure)
Wellesley High School Preservation Committee
Dorr Fox, Preservation Massachusetts / National Trust for Historic Preservation
Cynthia Westerman

7/9/2009

**MEMORANDUM OF AGREEMENT
AMONG
THE TOWN OF WELLESLEY PERMANENT BUILDING COMMITTEE
AND SCHOOL BUILDING COMMITTEE,
THE MASSACHUSETTS SCHOOL BUILDING AUTHORITY,
AND THE MASSACHUSETTS HISTORICAL COMMISSION
REGARDING THE
WELLESLEY HIGH SCHOOL PROJECT, WELLESLEY, MASSACHUSETTS
IN COMPLIANCE WITH THE MASSACHUSETTS ENVIRONMENTAL POLICY ACT
("MEPA")
(301 CMR 11.03(10))**

WHEREAS, the Wellesley Permanent Building Committee ("WPBC") and School Building Committee ("SBC"), acting on behalf of the Town of Wellesley, proposes to construct the new high school at 50 Rice Street ("the Proposed Project") in Wellesley, Massachusetts; and

WHEREAS, the Town of Wellesley has been approved for a grant from the Massachusetts School Building Authority ("MSBA") for the reimbursement of a portion of eligible project costs incurred by the Town in connection with the Proposed Project, as determined and approved by the MSBA; and

WHEREAS, the Project site currently contains the 1938 Gamaliel Bradford Senior High School ("1938 High School"), a property included in the Inventory of Historic and Archaeological Assets of the Commonwealth (MHC # WEL.401); and

WHEREAS, the Massachusetts Historical Commission ("MHC") has determined that the 1938 High School meets the criteria of eligibility (36 CFR 60) for listing in the National Register of Historic Places; and

WHEREAS, construction of the new high school will involve the demolition of the 1938 High School; and

WHEREAS, the MHC has determined that the Proposed Project constitutes an "adverse effect" (950 CMR 71.05(a)) on the 1938 High School; and

WHEREAS, the Wellesley Historical Commission ("WHC") has been consulted and has been invited to concur with this Memorandum of Agreement; and

WHEREAS, the MHC has determined that there are no prudent and feasible alternatives to eliminate or minimize the adverse effect of the Proposed Project to the 1938 High School; and

NOW, THEREFORE, the WPBC, SBC, MSBA and MHC have consulted and agree that the Proposed Project shall be undertaken in accordance with the following stipulations in order to mitigate the adverse effect to historic resources.

STIPULATIONS

1. Documentation/Recordation Requirements

Prior to any demolition activities the WPBC and SBC (collectively, the "proponent") shall ensure that the 1938 High School is documented according to the following recordation requirements, and that, unless otherwise provided for below, one copy of all required documentation is submitted to MHC for transfer to the Massachusetts State Archives and another copy thereof is submitted to the WHC. The proponent shall ensure that all such documentation is completed and submitted to MHC and the WHC prior to commencement of any demolition activities. All such documentation shall be submitted in archival enclosures, and the entire documentation package shall be submitted in an archival box.

A. Photography

The proponent shall obtain and produce photographic documentation of the existing interior and exterior conditions of the 1938 High School, with such documentation to be in the form of 5" x 7" archival quality black and white photographs keyed by number to a photograph description sheet and building sketch plan (exterior) and floor plan (interior), and with such photographs to include views of the overall exterior elevations/interior spaces and representative views of architectural details, including, but not limited to, windows, doors, stairways, and light fixtures. At least three context views showing the building in relationship to its current setting also will be included. Both sets of photographs will be accompanied by corresponding negatives and will be archival-processed and numbered on the back in pencil, but unmounted and with no affixed labels. The WPBC and SBC shall also obtain and produce select color digital images, of a quality and quantity to be approved by the proponent and WHC, of the exterior during different seasons of the year. The digital images shall be captured and provided to the MHC and WHC per the attached digital recordation specifications.

B. Audio Video

The proponent also shall obtain and produce an audio video recordation of the exterior and select interior features of the 1938 High School and its context. The WPBC and SBC will work with the WHC and other members of the Wellesley High School Historic Working Group in developing the audio video. The videographer will be experienced in architectural documentation. The copies of such audio video recordation to be provided to MHC and WHC will be recorded on CD.

C. Architectural Drawings

The WPBC and SBC also shall provide copies of any available original architectural plans for the 1938 High School as drawn by the Boston architecture firm of Perry, Shaw and Hepburn. In addition, the proponent, in coordination with the WHC, shall engage an architectural historic preservation consultant or other competent professional to provide measured drawings using laser computer technology of the as built condition of the 1938 High School building. Such drawings will include dimensioned exterior building elevations, dimensioned building floor plans, and four dimensioned, large-scale elevations of a typical classroom within the 1938 school. Such drawings shall be accompanied by a historical narrative to be prepared by a consultant selected by the proponent and WHC. Such drawings and narrative shall be developed under standards consistent with HABS/HAER guidelines. Two mylar copies of the full set of such drawings, as well as two CDs containing electronic copies of the drawings and the narrative, shall be provided to the WHC, for transfer to appropriate publicly-accessible repositories.

2. Wellesley Senior High School Building Committee Meeting Minutes and Reports

Prior to any demolition activities the WPBC and SBC shall provide copies of the 1936 to 1940 meeting minutes of the Wellesley Senior High School Building Committee and Reports to Town Meeting that include discussions about the planning, design and construction of the then proposed 1938 High School. Copies of these meeting minutes and reports shall be provided to the WHC.

3. Architectural Salvage Plan

The WPBC and SBC shall work with the WHC and other members of the Wellesley High School Historic Working Group in developing an Architectural Salvage Plan that will identify distinctive architectural features of the 1938 High School to be removed, and to the greatest extent feasible, incorporated into the design of the new high school building.

4. "1938 Room"

The WPBC and SBC shall work with WHC and the Wellesley School Committee, in developing a room to be known as the "1938 Room" in the library of the new high school where architectural features and other artifacts from the 1938 High School will be displayed.

5. Design Review

Any newly proposed substantive changes during design or construction, to the design of the exterior facades on the south and east elevations of the proposed new high school, as viewable from Seaver Street, will be submitted to the MHC for review and comment.

Effect of Agreement

Execution of this Memorandum of Agreement by the signatories listed below and the implementation of its terms by the WPBC and SBC shall be full and sufficient evidence that the proponent has consulted with MHC and satisfied the requirements of MEPA (301 CMR 11.03(10) and M.G.L. Chapter 9, Section 26.

Counterpart Execution

This Agreement may be executed in any number of counterparts, each of which will be deemed an original for all purposes.

Signature Page

The MSBA hereby signs this Memorandum of Agreement (MOA) solely for purposes of satisfying any obligations that may be imposed upon the MSBA under G. L. c. 9, §§ 26-27C and 950 CMR 71.00 by reason of its approval of a grant for the reimbursement of a portion of eligible project costs incurred by the Town of Wellesley in connection with the Proposed Project, as determined and approved by the MSBA.

The MSBA shall not be responsible or liable for the performance or enforcement of the stipulations within this MOA.

It shall be the sole obligation of the WPBC and SBC to ensure that the stipulations of this MOA are carried out in coordination with the MHC and the WPBC and SBC shall provide proof of compliance with such measures to the MHC.

Execution of and acceptance of this MOA by the MSBA shall satisfy any obligations that may be imposed upon the MSBA under 950 CMR 71.07.

**MASSACHUSETTS SCHOOL BUILDING
AUTHORITY**

Dated: July 30, 2009

By: Susan M. Flanagan-Cahill
Susan M. Flanagan-Cahill, General Counsel

**TOWN OF WELLESLEY
PERMANENT BUILDING COMMITTEE**

Dated: July 23, 2009

By: Michael Eby
Michael Eby, Chairman

**TOWN OF WELLESLEY
SCHOOL BUILDING COMMITTEE**

Dated: July 23, 2009

By: Katherine Babson
Katherine Babson, Chairperson

MASSACHUSETTS HISTORICAL COMMISSION


Dated: 8/10/09

By: Brona Simon
Brona Simon, Executive Director

CONCURRING PARTY:

WELLESLEY HISTORICAL COMMISSION

Dated _____

by 
Dwight R. Lueth, Chairperson

MHC Photographic Documentation Technical Requirements for Digital Images

This document addresses technical requirements for digital photographs submitted to the MHC in fulfillment of mitigation measures. Please refer to agreement documents for project/property-specific requirements pertaining to image composition as well as any additional documentation package components.

General Requirements

In all cases, digital images must be submitted with the following elements:

- The original digital data file captured by the digital camera.
- A print of the image – see below for printer/ink/paper requirements.
- A photo submission form and photo log.

Digital Files

- The original, uncompressed digital file must accompany digital prints. That is, submit the digital file in the form originally captured by the digital camera—unedited and not manipulated in any way by image-processing software.
- If your camera takes Tiff format images, submit files in uncompressed Tiff format. If your camera only takes jpeg images, set the camera to its highest quality and submit the original file as described above.
- Minimum image dimensions: 1600x1200 pixels at 300 ppi or larger, 8-bit or larger color format.
- Take black and white images using the black and white setting of your digital camera. If your digital camera doesn't take black and white images—submit color images only. Black and white image files should be stored as RGB files, not as grayscale.
- Submit files on a labeled CD-R or DVD. Do not use a CD-RW.
- Label CD-Rs with a Sharpie-type pen in the label area of the disk, not on the data side.
- Do not affix an adhesive label to the disk.
- Submit CDs in a plastic jewel case—not in a plastic sleeve or paper envelope.
- The file name for each electronic image saved on the CD-R must correspond with the photo log included in the documentation package and the information labeled on the back of each photograph, and it should also reference the state, county, and city or town in which the property is located. For example, the image files for the Samuel Harrison House in Pittsfield, Berkshire County, Massachusetts, would be saved as “MA_Pittsfield (Berkshire County)_Harrison1.tif,” “MA_Pittsfield (Berkshire County)_Harrison2.tif,” and so forth.
- Some image-processing software allows the editing of image file metadata; MHC strongly recommends that the following information be included in image file metadata: photographer name, copyright info, and a brief description of the image.

Digital Prints

- Prints must be 4x6 inches or larger.
- Prints may be black and white or color.
- If submitting black and white prints, the print must have been taken originally in black and white and *not* created by converting a color image to grayscale using an image processing software program (such as Photoshop).

- **Do not mount prints.**
- Label prints on the back with a soft lead pencil. Be sure to include the location, including county and city or town name.
- To ensure archival longevity, prints must be made using a photo-quality printer using appropriate brand name paper and inks. *Printers, paper, and ink must all be from the same manufacturer and must be from the approved list below.* For example, prints made on an Epson printer must be on Epson paper with Epson brand inks. The archival stability of third-party papers and inks cannot be guaranteed and is therefore unacceptable.

Paper and Ink Requirements

The following paper and ink combinations these are approved by the MHC. If you would like to submit images on different printer/paper/ink combinations, proof of the archival stability of the combination must be provided and is subject to approval by MHC. As additional printers, papers, and inks are approved by MHC, they will be added to this list. (For more information on archival stability of image printing papers and inks visit <http://www.willhelm-research.com/>)

Printer	Inks	Paper
Epson Printers	Epson UltraChrome pigmented inks	Epson Premium Glossy Paper Epson Premium Semigloss Photo Paper Epson Premium Luster Photo Paper Epson Premium Semimatte Photo Paper Epson UltraSmooth Fine Art paper Somerset Velvet for Epson Epson Velvet Fine Art paper Epson Textured Fine Art Paper Epson Enhanced Matte paper
	Epson PictureMate inks	Epson PictureMate Photo Paper
Hewlett-Packard Printers	Hewlett-Packard (HP) 84/85 dye-based inkset	HP Premium Plus Photo and Proofing Gloss HP Premium Plus High Gloss Photo Paper HP Premium Plus Soft Gloss Photo Paper HP Premium Photo Paper, Gloss HP Premium Photo Paper, Soft Gloss
	Hewlett Packard 59 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
	Hewlett Packard 100 gray photo cartridge	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)
	Hewlett Packard Vivera inks (95 and 97 tri-color cartridges)	HP Premium Plus and HP Premium Photo Papers (high gloss, glossy, and soft gloss)

(trial guidelines 2-1-06)

(additions by BF 2-9-06, 4-12-06)

Massachusetts Historical Commission Photo Submission Form

Please submit one form for each group of digital images

About your digital files:

Camera Used (make, model): _____

Resolution of original image capture (camera setting including resolution and file format):

File name(s) (attach additional sheets if necessary) check here to refer to attached photo log:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

About your prints:

Printer make and model: _____

Paper: brand & type (i.e., Epson Premium Glossy Photo)

Ink: _____

Signature: (By signing below you agree that the information provided here is true and accurate.)

Signature: _____ Date: _____