



JOSEPH A. CURTATONE
MAYOR



CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY21 FUNDING CYCLE
APPLICATION COVER PAGE

1. PROJECT INFORMATION

PROJECT NAME: Exterior Wood Trim Repairs

PROJECT LOCATION: 277 Broadway

LEGAL PROPERTY OWNER OF RECORD: The Elizabeth Peabody House Association

ONE SENTENCE DESCRIPTION OF PROJECT: We request funding to repair exterior wood trim (as well as window frames) damaged by time and exposure to the elements

Please indicate (X) all categories that apply to this project (minimum of one) in the chart.

	Open Space	Recreational Land	Historic Resources	Community Housing (blended projects only)
Acquisition				
Creation				
Preservation			X	
Support				
Rehabilitation/ Restoration				

ESTIMATED START DATE: April 2021

ESTIMATED COMPLETION DATE: May 2021

CPA FUNDING REQUEST: \$95,000

TOTAL BUDGET FOR PROJECT: \$95,000

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: The Elizabeth Peabody House Association

CO-APPLICATION NAME / ORGANIZATION: _____

CONTACT PERSON: Katie Aucella, Development Associate

MAILING ADDRESS: 275 Broadway Somerville, MA 02145

PHONE: 617-623-5510 x. 108 EMAIL: Kaucella@teph.org

3. SIGNATURES

I (we) certify that all information provided in this entire submission is true and correct to the best of my (our) knowledge and that no information which might reasonably affect funding has been excluded. I (we) authorize the Community Preservation Committee and/or the City of Somerville to obtain verification from any source provided.

Name (printed) Kate Aucella Signature Kate Aucella Date 9/2/20

Name (printed) Hratcha M. Boddan Signature Hratcha M. Boddan Date 9/15/20



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SUBMISSION REQUIREMENTS CHECKLIST

Please check (✓) each item included in your submission, which should include the applicable items in the order listed below.

GENERAL:

- ☒ Application Cover Page (form provided)
- ☒ Submission Requirements Checklist (this form)
- ☒ Narratives (prompts provided in instruction packet)
- ☒ Project timeline: a project schedule showing all major milestones (i.e., study, design, environmental, permitting, construction, etc.), including receipt of other funding sources
- ☒ Grant and Trust Funds Disclosure Form (form provided)
- ☒ Campaign Contribution Mandatory Disclosure and Certification Form (form provided- only needed if requesting \$50,000 or more in CPA funds)
- ☒ Ordinance to Safeguard Vulnerable Road Users Acknowledgement (form provided)

FINANCIAL:

- ☒ Budget Summary (form provided- construction projects must include cost for permanent CPA dedication sign)
- ☒ Itemized budget of all project costs, including the proposed source for each cost
- ☒ Three written quotes for project costs. If quotes cannot be secured, detailed cost estimates may be used if a thorough explanation of the estimates is included.
- N/A ☐ Proof of secured funding (e.g., commitment letters or bank statements), if applicable. If providing bank statements, please redact identifying information such as account numbers.

VISUAL:

- ☒ Map of the property location showing all features pertinent to the project, including current or future rapid transit stations
- ☒ Photos of the project site (not more than 4 views per site); include digital copies

OWNERSHIP/OPERATION (NON-CITY):

- N/A ☐ Documentation of site control or written consent of the property owner to undertake the project, if the owner is not the applicant
- N/A ☐ City has signed on as a co-applicant for community projects proposed on City land.
- ☒ Certificates of Good Standing from the City and the State, if applicable
- ☒ 501(c)(3) certification, if operating as a non-profit
- ☒ Purchase and sale agreement or copy of current recorded deed, if applicable

COMMUNITY SUPPORT (RECOMMENDED):

- ☐ Letters of support from residents, community groups, other City boards, commissions, or departments, or from City, state, or federal officials

HISTORIC RESOURCES PROJECTS:

- ☒ Documentation that the project is listed on the State Register of Historic Places or a written determination from the Somerville Historic Preservation Commission that the resource is significant in the history, archeology, architecture, or culture of Somerville.
- ☒ Photos documenting the condition of the property
- ☒ Report or condition assessment by a qualified professional describing the current condition of the property, if available.

PLANS AND REPORTS (IF AVAILABLE; SUBMIT DIGITAL COPIES ONLY)

- N/A ☐ Renderings, site plans, engineering plans, design and bidding plans, specifications, and any MAAB variance requests
- N/A ☐ Applicable reports (e.g., 21E, historic structure report, appraisals, survey plans, feasibility studies).



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FY21 FUNDING CYCLE
NARRATIVE PROMPTS**

Please include in your submission concise narratives that respond to all prompts in the order they appear below, using the headers provided below.

Project Description

1. Describe the project, including the project location and the property involved.

The Elizabeth Peabody House (EPH) is seeking CPA funding to repair and restore important aspects of its building's exterior. Following the recommendations of a CPA-funded Building Assessment Plan commissioned in FY19, we seek to restore the exterior wood trim of our historic facility. Based on consultations with a contractor, much of the wood trim is in decent shape and needs minor fixes. Therefore, the majority of this work will entail repairs to the first and second floor window trims; these windows bring out the historic character of our 1882 building, and must be able to weather the elements as well as maintain the building's exterior aesthetic. Repairs will also be made to trim in order to keep the building watertight.

2. Why is this project needed? How does it preserve and enhance the character of Somerville? How does the project benefit the public? What population(s) will it serve?

As with our past CPA-funded projects (detailed under "Project Management"), this project will further EPH's commitment to restoring and preserving the historic building we have operated out of for decades. Located in the Winter Hill neighborhood of Somerville, EPH owns and occupies the 1882 Broadway Methodist Episcopal Church building and accompanying rectory; the latter serves as our administrative building while the former church houses our preschool, afterschool, summer programs, and food pantry. The church building is an historic landmark that we intend to preserve. When EPH moved from Boston's West End neighborhood to Somerville in the 1950s (purchasing the 275-277 property in 1979) we committed to becoming a fixture in the community, dedicated to serving local students and families.

EPH's mission is to support families in our community through early childhood education, youth enrichment and development, and free food pantry services. Our programs consist of a nationally-accredited preschool, an afterschool enrichment program, and emergency food pantry. In the summer unaffected by COVID-19, we also partner with Camp Everwood in Sharon to offer our students and local children the opportunity to be immersed in nature and classic summer camp activities.

By completing the wood trim renovation, the building that houses these programs will be made more weathertight. The renovations will also increase the aesthetic appeal of the building, matching the exterior to the high-quality programming that takes place on the interior.

3. How does the project meet the general and category-specific priorities outlined in the Community Preservation Plan, including how the project incorporates sustainable practices and design?

This project will further the rehabilitation and preservation of a significant historic resource in



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Somerville. In fact, the project is part of a longstanding commitment to restoring 277 Broadway while also preserving the building to move into future decades. Parts of this project will help to seal the windows and limit water damage to the facility, a sustainable approach for the future which will help EPH conserve energy lost from heat escaping through windows.

EPH is approaching its 125th anniversary as an organization in 2021. We were founded in 1896 as a settlement house intended to serve immigrant families and children with enrichment services, and we have continued to do just that for almost 125 years. We hope to take advantage of the CPA funding cycle to restore the wood trim in time to unveil our facility's new appearance in honor of this important anniversary. We have been making crucial improvements to the facility over the last 3 years under the direction of Executive Director Kretcha M. Roldán, but many of these renovations have been interior or structural and for the most part not visible to the public. For example, when we grounded our electrical cable or installed a new fire alarm system (funded in FY20 by the CPA), we made important updates to the facility that are not obvious to the students and families entering the building. Restoring the exterior trim, however, would be an explicit and obvious improvement that would show our commitment to continue serving our families and community members. A refurbished exterior will improve the building's appearance and honor the work that we do inside.

Measuring Success

1. What are the goals of this project?

The goals of this project are as follows:

- a. Repair exterior window frames on all levels,*
- b. Ensure weather tightness and extend life of exterior details, and*
- c. Improve the exterior appearance of EPH's historic 1882 building.*

2. How will the success of this project be measured? (There should be at least one measure of success for every stated goal.)

- a. The window frames will be considered restored when all trim has been assessed, repaired, and painted. Due to inconsistencies in window size, this part of the project will require a unified cladding strategy to ascertain the best course of action.*
- b. Weather tightness and exterior detail work will be considered completed after the project is finished. This work is intended to prevent future water damage and preserve the life of the facility.*
- c. When the windows are restored, trim repaired and painted, and exterior details assessed, 277 Broadway's appearance will be considered improved. Before-and-after photos will highlight the changes and improvements.*



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Financial

- 1. Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project. Describe any cost-saving measures to be implemented.**

This request for FY21 CPA funding is the first attempt at securing funding for this project. As with our FY20 project in which we replaced our fire alarm system, we are following recommendations from the Building Assessment Plan we commissioned in 2019. This plan was also made possible with CPA funding and is our guide for continued building renovations.

- 2. How was the total CPA funding request determined?**

The total request was determined based both on one quote from R³Construction, Inc., as well as the CPA-funded Building Assessment Plan. The Plan included estimates for future projects based on the building's condition in the spring of 2019; the original estimate for restoring the exterior wood trim was \$68,500. The total funding request for this cycle is higher than the initial estimate because it is based on the contractor's firsthand examination of the building's condition 15 months after the Plan was completed.

R³Construction, Inc. was recommended to EPH by Platt Anderson Freeman Architects, the firm who completed the Building Conditions Assessment in 2019.

- 3. Will the project require funding over multiple years? If so, please provide annual funding requirements. (The CPC does not commit to funding projects over multiple years. If multiple years of funding is necessary, the applicant will need to submit a new application for funding each year).**

This project will not require funding over multiple years.

- 4. How will the project be affected if it does not receive CPA funds or does not receive the full amount requested?**

If this project does not receive CPA funding this cycle, or does not receive the full amount requested, EPH will approach other sources of funding. This will mean a delay in the start date for the project, which will alter our plans for the aforementioned 125th anniversary of our organization. Due to the scope and nature of the project, a capital campaign to raise the funds might be necessary, but no such campaign or other funding approach is currently underway at the time of this application.



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Project Management

1. **Describe the applicant. Are they public, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is their history and background? Provide any additional relevant information.**

The Elizabeth Peabody House has been a Boston-area institution for almost 125 years, operating in Somerville since the 1950s and occupying 275-277 Broadway since 1979. Originally founded as a settlement house in 1896 in Boston's West End, EPH offered educational programming to immigrants arriving from Ireland, Italy, and Eastern Europe. When city planners razed the West End, EPH's families chose to resettle in Somerville and EPH followed to continue our work. Today, our families come from countries like Brazil, El Salvador, and Haiti, but our commitment to serve them has remained the same. A nonprofit organization, we operate a nationally-accredited preschool, an afterschool program that was a 2019 recipient of the Cummings Foundation's \$100K for 100 grant, and a free emergency food pantry that serves hundreds of local families per month. In the summer, the afterschool program partners with Camp Everwood in Sharon, MA to provide a camp experience for our students. We are committed to continuing to provide the highest-quality programming possible even during the COVID-19 crisis, while also restoring and preserving our historic building.

2. **If a community organization is applying with a government entity as a co-applicant, describe how the two organizations will work together, how finances will be managed, and how the work will be continued after the conclusion of CPA funding.**

N/A

3. **Demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.**

The CPA has supported EPH with funding for three past projects, and all have been successful. Along with these projects, EPH has completed numerous other rehabilitation projects on the property. Most recently, EPH has worked with contractors to demolish and replace out-of-code egress stairs, ground electrical cables, replace a roof hatch, and remodel the preschool and food pantry kitchen. EPH has also completed smaller projects to help conserve heat and energy. EPH has full confidence that repairing the exterior wood trim will go smoothly and be completed on time.

4. **Identify and describe the roles of all known participants, including the project manager.**

Kretcha M. Roldán, Executive Director of EPH/Project Manager

Kretcha Roldán is a graduate of the University of Puerto Rico, where she completed a BA in translation studies. She continued her professional education at Rutgers, the State University of New Jersey,



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where she graduated with an MSW in Administration, Policy and Planning from the School of Social Work. Kretcha has over twenty years of professional social work experience working with underserved populations in urban communities. She has occupied administrative positions in nonprofit organizations in New Jersey, Texas, and Massachusetts, and has been Executive Director of EPH since 2017. Her areas of specialty include literacy, family education, homelessness, food security, and welfare-to-work.

Kretcha will serve as the Project Manager, serving as a liaison between all contractors, EPH, and the CPA. With her track record of project management and completion, EPH has full confidence that she will oversee this project successfully.

Katie Aucella, EPH Development Associate

Katie Aucella is in her second year as EPH's Development Associate, and this is her second CPA application. A graduate of Northeastern University's College of Science, Katie has a BS in Linguistics and Public Policy. Her background is in nonprofit work and corporate social responsibility. During the COVID-19 pandemic, Katie has worked to increase donations made to EPH and successfully raised over \$20,000 since the initial shutdown in March 2020.

Katie's role at EPH has begun to include facilities management, and she has coordinated with multiple contractors and volunteer groups to complete renovations during her time at EPH.

5. Describe the feasibility of the project and how it can be implemented within the timeline and budget included in this application.

All parties involved in this project are committed to completing it successfully, on time, and on budget.

6. Describe any known or potential barriers to the successful on-time commencement and completion of the project, including any permits or inspections required.

- a. *As half the site is an active playground for young children it will be of critical importance for the contractor to mitigate the construction dust that will come from the window and raised panel rehabilitation on the playground-facing side of the project. It is assumed that there is lead paint on the window frames, meaning that said dust would be a hazard. It is expected that construction on the playground side of the building will take longer than on the Grant St. side. An integrated plan will need to be made with the contractor to ensure programming can be maintained safely while work is in progress.*
- b. *Many of the windows that will be repaired contain mismatched vinyl sash units (likely due to age and inconsistent renovation over the building's lifetime). This does not provide too large of an obstacle, but will require a thorough, unified cladding strategy to ensure best results.*



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- 7. Describe any ongoing maintenance and programming required and who will be responsible for it.**

All ongoing maintenance of the building is supervised by Executive Director Kretcha M. Roldán. There is an annual budget line item dedicated to maintenance and repair expenses.

- 8. Describe any permits, approvals, [Massachusetts Architectural Access Board \(MAAB\)](#) variance requests, or restrictions that are required for the project to go forward and the status for each.**

The chosen contractor for this project will obtain all permits and inspections required at its commencement. This project does not require any MAAB variances. The EPH Board of Directors will be updated of the ongoing project status at its monthly meetings.

- 9. Note if the applicant has previously received CPA funds and if so, a concise summary of the impact of the previous CPA project.**

This is EPH's fourth consecutive CPA application. All previous applications were accepted and funded, and we have done the following with the CPA's support:

In FY18, EPH received \$73,000 from the CPA to fund a total roof replacement. That project has positively impacted the facility to the point of zero new water infiltration through the roof, a problem that was chronic with the old roof. This was chosen as the first project to pursue funding for, as its completion allowed staff to serve families without interruption and to think about long-term strategies for building improvements.

In FY19, EPH received \$28,000 from the CPA to fund a thorough building assessment. While not a physical renovation, this project gave us the opportunity to access architects and other resources to create the final building plan. The Plan assessed current building conditions and provided a structured, concise, and honest rehabilitation plan for EPH's future. In accordance with the Plan, EPH has already made the following improvements; grounding the main electrical cable, fixing remaining water damage, replacing an out-of-code egress staircase, and installing an addressable fire alarm system. In fact, this current application also follows the Plan, as renovating wood trim and the exterior of the building is the next priority project.

In FY20, the CPA funded the installation of the aforementioned addressable fire alarm system. The old system was out of date, with many of the sensors being different ages. The new system has increased safety for our teachers and students; when an alarm goes off, the fire department is alerted to the exact location of the alarm within the building. In the case of an emergency, this system will help to limit



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danger to the building's occupants and minimize damage to the building itself.

Historic Resources Rehabilitation Projects

1. Describe how the proposed project complies with the [U.S. Secretary of the Interior's Standards for Rehabilitation](#), as required by the CPA legislation under the definition of rehabilitation.

As this project affects the exterior of the building at 277 Broadway, these Standards for Rehabilitation will be assessed and met. This project intends to enhance and restore the exterior's appearance, and no changes will be made that depart from the original historic aesthetic. For example, Standard 6 in the link above says "Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence." This Standard applies to this project; matching the original look of the building will be of utmost importance.

2. Describe how the applicant will ensure compliance with these standards as the project is ongoing, including an identification of who will make historic preservation determinations.

The chosen contractor for this project will be made aware of these Standards and will agree to meet them. The Project Manager will oversee the implementation of the Standards.

Accessibility Requirements

1. Describe how the proposed project complies with all [Americans with Disabilities Act/MAAB Regulations](#).

The ADA/MAAB Regulations are not applicable to this project.



The Elizabeth Peabody House
275-277 Broadway
Somerville, MA 02145

Phone: 617-623-5510
Fax: 617-623-5515
Email: info@teph.org

Project Timeline - Exterior Wood Trim Repairs

Prepared September 2020 for CPA FY21 funding cycle

Steps	Dates
1. Research and obtain quote from contractor	July - September 2020
2. CPA Application due	September 16th, 2020 @ 12pm
3. Present application to CPC	October 2020 (date TBD)
4. CPC issues award letters Contract issued and completed between EPH and City of Somerville	January - February 2021
5. Project Commences <ul style="list-style-type: none">a. Inspections completed, permits obtainedb. Construction beginsc. Construction ends (estimated to take 3 weeks)	Late Winter - Spring 2021 March 2021 April 2021 Late April/Early May 2021



GRANT AND TRUST FUNDS DISCLOSURE FORM
PURSUANT TO CITY OF SOMERVILLE CODE OR ORDINANCES SEC. 15
(copies of the Ordinance are available upon request)

Instructions: All applicants for grant and/or trust funds administered by the City must complete this form as part of its application submission to the City of Somerville. Complete all sections of this form.

Section 1

Legal Name of Applicant:

Indicate whether the applicant had any grant, contract, or agreement with a federal, state or local agency terminated within the last three (3) years.

Check One:

☐

Yes

(If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.)

☒

No

Section 2

Applicants are required to disclose any circumstances constituting a conflict of interest or potential conflict of interest arising from or relating to the proposed grant or trust disbursement, whether real or apparent.

Conflict of Interest Prohibited. No employee, officer or agent of the grantee shall participate in any particular matter, including but not limited to, the selection, or in the award or administration of a contract, grant or subgrant, or employment agreement administered by way of funds received by the City of Somerville if a conflict of interest, real or apparent, would arise. Such a conflict would arise when:

- 1) an employee, officer or agent, or
 - 2) any member of his or her immediate family, or
 - 3) a business organization in which he or she is serving as officer, director, trustee, partner, or employee; or
 - 4) any person or organization with whom he or she is negotiating or has any arrangement concerning prospective employment,
- has a financial or other interest in the person or entity selected for an award, or a contract, grant, subgrant, or employment agreement of the grantee or the funds for which originate from or are awarded through the city.

Check One:

☒

No Conflict Of Interest

☐

Potential or Actual Conflict of Interest (If checked, disclose in detail all relevant facts, including names of individuals or organizations, relevant contract, grant, subgrant or employment agreement, and source of funding on an additional page.)

Section 3

Attach a copy of applicant's policy addressing conflicts of interest that may arise involving management, employees and the members of its board of directors or other governing body. See the *City of Somerville Code of Ordinances Section 15-42(c)* for complete requirements. Should the policy be revised during the grant term, a copy of the revised policy must be submitted to the City within thirty (30) days of being revised.

Section 4

Identify all officers, employees, contractors, subgrantees or other persons providing any type of service in relation to the proposed grant activity, in the following format. Use additional page(s) as necessary.

Name (Individual or Entity)	Association	Service Provided	Value of Service (\$)	Amount of City Funds Supporting Service (\$)	Mark "X" if individual or entity has had any grant, contract, or agreement with a federal, state or local agency terminated within the last 3 years.*
R ³ Construction, Inc.		construction/restoration	\$93,100	\$93,100	

*If yes, please identify the grant, contract, or agreement including parties, term, and cause of termination on an additional page.

Section 5

This form is hereby completed on behalf of the applicant named above. Through the undersigned individual, the applicant hereby certifies that the completed form is true and accurate. The applicant acknowledges that it has read, understands, and agrees to comply with, the requirements of *City of Somerville Code of Ordinances Section 15*.

During the term of any grant, grantees have a continuing obligation to submit an updated Disclosure Form to the City of Somerville immediately as to any circumstances which constitute a potential or actual conflict of interest.

Signature:



Print Name of Authorized Individual:

Hretcha U-Moldan

Title: Executive Director

Date: 9/15/20



CITY OF SOMERVILLE CAMPAIGN CONTRIBUTION ORDINANCE SEC. 15-72*
MANDATORY DISCLOSURE AND CERTIFICATION FORM

INSTRUCTIONS: APPLICANTS, PLEASE COMPLETE THE ENTIRE FORM AND FILE WITH THE SAME CITY OFFICE OR AGENCY WITH WHOM YOU FILED OR WILL FILE BELOW APPLICATION.

PART I. APPLICATION FOR ITEM

Describe the item you have, or will apply for, relating to this disclosure:

ITEM:	Somerville Community Preservation Grant			
TYPE (X):	<input type="checkbox"/> Contract	<input type="checkbox"/> Zoning Relief	<input type="checkbox"/> Real Estate	<input checked="" type="checkbox"/> Financial Assistance
CITY DEPT. OR AGENCY:	Community Preservation Committee			

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	The Elizabeth Peabody House Association
ADDRESS:	275-277 Broadway Somerville, MA 02145
TELEPHONE NO.:	617 623 5510 x. 108
E-MAIL:	kauccella@epn.org

On Schedule A, you must also provide the same information for the Applicant's principals, chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, or persons performing similar functions, or shareholders in excess of ten percent and managing agent to the extent applicable. **Please complete Schedule A. If not applicable, please check N/A on Schedule A.**

PART III. CAMPAIGN CONTRIBUTION DISCLOSURE

On Schedule B, Applicants must disclose all contributions made by the applicant during the 12 months prior to the application (identified in Part I), to any person who was a candidate for elective office of the City of Somerville (mayor, board of aldermen, and school committee). The attribution rules in Section 15-73 of the Somerville Code of Ordinances shall apply to the contributions that must be disclosed. **On Schedule B**, applicants must also disclose such contributions made by persons attributed to the applicant under the ordinance. If the applicant is an individual, any such contributions made by the individual, any spouse of the individual, and any children of the individual must be disclosed. If the applicant is not an individual but a corporation, partnership or limited liability corporation, then any contributions made by any of its chief executive officer, president, chief financial officer, treasurer, chief operating officer, chief procurement officer, directors, members, managers, principals, or persons performing similar functions, or shareholders in excess of ten percent, and their spouses and children, must be disclosed. **Please complete Schedule B. If disclosure is not required, please check N/A on Schedule B.** *Note: Contributions made before January 1, 2017 are not required to be disclosed.*

* Please see the Pay to Play and Campaign Contribution Ordinance for definitions and all requirements.

PART IV. SUBCONTRACTOR INFORMATION

Have you applied for a Contract and intend to use a subcontractor on this Contract? ☒ Yes ☐ No

If "Yes", complete Schedule C. If "No", proceed to Part V.

PART V. SIGNATURE, CERTIFICATION, AND ATTESTATION:

I, the undersigned applicant, hereby further certify as follows: If awarded the item that is applied for (as identified above) under subsections (a), (b), (c), or (d) in Section 15-72 of the Somerville Code of Ordinances, the Applicant, and anyone attributed to the Applicant, and if the application is for a contract any subcontractor used on the contract, will not make any contribution in any calendar year in an amount in excess of \$500.00 to any individual incumbent or to any individual candidate for elective office of the City of Somerville for the next four (4) calendar years following the award of the item, or for the duration of the term of the contract, whichever is longer.

Signed under the pains and penalties of perjury:

Signature of Affiant: TBD- will update if funds are awarded Title: _____

Printed Name of Affiant: _____ Date: _____

Subscribed and sworn before me this ____ day of _____, 2____.

(Witnessed or attested by)

(Seal)

My Commission expires:

THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION

SCHEDULE A – APPLICANT INFORMATION

INSTRUCTIONS: FOR EACH OF APPLICANT'S PRINCIPALS, CHIEF EXECUTIVE OFFICER, PRESIDENT, CHIEF FINANCIAL OFFICER, TREASURER, CHIEF OPERATING OFFICER, CHIEF PROCUREMENT OFFICER, DIRECTORS, OR PERSONS PERFORMING SIMILAR FUNCTIONS, OR SHAREHOLDERS IN EXCESS OF TEN PERCENT AND MANAGING AGENT TO THE EXTENT APPLICABLE, COMPLETE THE FOLLOWING. ATTACH ADDITIONAL PAGES IF REQUIRED.

IF NOT APPLICABLE, CHECK HERE: ☐.

NAME	POSITION	E-MAIL ADDRESS	PHONE NO.	ADDRESS
Kretana M. Roldan	Executive Director	krolclan@teph.org	617 623 5510 x.102	275 Broadway Somerville, MA 02145
Kaitlin Gastrock	Chair, Board of Directors	kgastrock@gmail.com	617 763 2709	8 Museum Way #1109 Cambridge, MA 02141
Dan Thomas	Officer, Board of Directors	dan.thomas@jacobs.com	617 250 4824	23 Chilcott Pl. Jamaica Plain, MA 02130
Laurie Coughlan	Officer, Board of Directors	laurecoughlan@gmail.com	617 633 5081	12 Lawrence St. Winchester, MA 01890
William Durkin	Officer, Board of Directors	durkin.w@gmail.com	603 508 1220	42 Warren St. Salem, MA 01970
Sarah Eichorn	Officer, Board of Directors	sarah.eichorn23@gmail.com	401 741 8567	29 Brookdale St. Boston, MA 02131
Brenda Lormil	Officer, Board of Directors	blormil@gmail.com	617 710 3697	49 Pennsylvania Ave Somerville, MA 02145
Kimberly Wells	Officer, Board of Directors	Kimberlymarie.wells@gmail.com	781 775 0526	400 Broadway #4 Somerville, MA 02145
Sheri Rios	Preschool Director	srios@teph.org	617 623 5510 x.106	275 Broadway Somerville, MA 02145
India Drinkard	Afterschool Director	idrinkard@teph.org	617 623 5510 x.105	11
Kathryn Ancella	Development Associate	Kancella@teph.org	617 623 5510 x.108	11

SCHEDULE B- CONTRIBUTION DISCLOSURE INFORMATION

INSTRUCTIONS: FOR EACH CONTRIBUTION, YOU MUST DISCLOSE THE FOLLOWING INFORMATION. ATTACH ADDITIONAL PAGES IF REQUIRED.

Note: Contributions made before January 1, 2017 are not required to be disclosed.

IF NOT APPLICABLE, CHECK HERE: ☐.

[illegible]

INSTRUCTIONS: LIST THE NAME, BUSINESS ADDRESS, AND PHONE NUMBER OF EACH SUBCONTRACTOR AND THE AMOUNT OR PERCENTAGE TO BE PAID TO EACH SUBCONTRACTOR. ATTACH ADDITIONAL PAGES IF REQUIRED.

[illegible]



SOMERVILLE ORDINANCE TO SAFEGUARD VULNERABLE ROAD USERS
CITY OF SOMERVILLE CODE OF ORDINANCES ARTICLE VIII, SEC. 12-117 et seq.

Prospective contractors must familiarize themselves with the City of Somerville's Ordinance to Protect Vulnerable Road Users. The full text of this local law can be found [here](#).

1. **Request for Inspection:** Inspections are conducted on Thursdays from 4pm-7pm at the Somerville Department of Public Works, located at 1 Franey Road. Each inspection takes approximately 20 minutes.
 - a. Any vendor covered by this Ordinance shall complete an inspection request form and email it to fleetinspections@somervillema.gov.
 - b. Please submit request form no later than 3pm on the Tuesday before the requested inspection date.
2. **Fee:** The fee for the initial inspection is \$100. The fee for a renewal inspection (every two years) is \$50.
 - a. Payment of the fee is due upon scheduling of the inspection. The fee can be paid via check or credit card. Checks should be made out to the City of Somerville and include the vendor's phone number.
3. **Approval:** Vehicles inspected and approved by the Fleet Division will have an inspection approval sticker affixed to the windshield of the vehicle. A copy of the inspection report and certificate of inspection shall be issued to the vendor.
 - a. Inspection stickers are not transferable.
 - b. Any major overhaul of safe guard equipment shall be required to be re-inspected.
4. **Rejection:** If a vehicle is rejected for failing to comply with any of the technical specifications outlined in the ordinance, it shall be corrected and henceforth re-inspected within 30 days at no additional fee.
 - a. If a second inspection results in a rejection, a fee of \$50 will be required for any subsequent inspections.
 - b. Any vendor who fails to comply within 60 days of their first inspection may be subject to having their contract cancelled.
5. **Questions:** Please direct questions about vehicle inspections to Fleet Superintendent Ron Bonney at rbonney@somervillema.gov or at (617) 625-6600, ext. 5524.

Acknowledgement

In accordance with Sec. 12-119 "Requirements" in the Ordinance, bidders must sign the following:

Unless certified that the Ordinance is not applicable to this contract or otherwise waived by the City, I acknowledge that my company has installed (or will install prior to commencing work for the contract) side guards, cross-over mirrors or equivalent blind spot countermeasures, convex mirrors or equivalent blind spot countermeasures, side-visible turn signals, and appropriate warning signage, in accordance with SCO Chapter 12, Article VII on all large vehicles it uses or will use within the City of Somerville in connection with any contract.



Authorized Signatory's Name

9/15/20

Date

The Elizabeth Peabody House Association

Company Name

I certify that the Ordinance does not apply to this contract for the following:

- ☒ Vehicles do not meet or exceed Class 3 GVWR ☐ Vehicles do not exceed 15 MPH ☐ No vehicles on project
☐ Other: _____



JOSEPH A. CURTATONE
MAYOR



CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY21 FUNDING CYCLE
BUDGET SUMMARY

PROJECT NAME: Exterior Wood Trim Repairs

APPLICANT: the Elizabeth Peabody House Association

SUMMARY OF PROJECT COSTS

Please include a complete itemized budget of all project expenses, including the proposed funding source for each expense, in your submission. **Budget needs to include cost of permanent CPA dedication sign if requesting construction funds.**

PROPOSED SOURCE	EXPENSES				
	STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	TOTAL
1 Somerville CPA				\$95,000	\$95,000
2					
3					
4					
5					
6					
TOTAL PROJECT COSTS					\$95,000

*Soft costs include design, professional services, permitting fees, closing costs, legal, etc.

** Construction includes new construction, preservation, rehabilitation, restoration work, and/or accessibility related expenses

EXPLANATION OF FUNDING SOURCES

Please explain the status of each funding source (i.e., submitting application on X date, applied on X date, received award notification on X date, funds on hand, etc.). For sources where funding has been awarded or funds are on hand, please include documentation from the funding source (e.g., commitment letter, bank statement) in application packet

	SOURCE	SECURED? (Yes/No)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			



The Elizabeth Peabody House
275-277 Broadway
Somerville, MA 02145

Phone: 617-623-5510
Fax: 617-623-5515
Email: info@teph.org

Itemized Budget - Exterior Wood Trim Repairs¹

Prepared September 2020 for CPA FY21 funding cycle

I.	General Requirements	\$14,480
II.	Wood & Plastics	\$29,950
III.	Doors, Windows, Hardware, Glass	\$3,870
IV.	Finishes	\$24,500
	Total Construction Costs:	\$72,800
	R ³ Overhead & Profit	\$13,100
	Project Management	\$7,200
V.	Buffer for Additional Costs	\$1,900
Total CPA Request:		\$95,000

¹ This budget is based on one quote from a vendor, r³construction, inc. as well as the CPA-funded Building Assessment Plan completed in 2019.

Preliminary Construction Proposal Budget

Exterior Window Restoration

Compiled for:

Kretcha Roldan - Elizabeth Peabody House

277 Broadway

Somerville, Massachusetts 02145

September 10, 2020

Estimated by:

Andrew Brown

r³construction, inc.

96 Upham Street

Melrose, Massachusetts 02176

781-844-2621

v1.0

Construction Proposal Budget

This proposal is based upon a client interview and inspection of the site on August 18, 2020.

The project intent is to renovate the exterior cladding on the windows at the Elizabeth Peabody House. The property currently serves as a childhood education center which puts increased importance on construction dust containment.

The focus of the exterior work is to replace aging wood cladding, scrape and paint original wood that is in good condition, and repaint using latex primer and finish. The logistical challenge will be dealing with the height of the main window volumes that span two floors. Each window volume will need to be staged independently while the window areas are repaired and then painted. There are a number of replacement windows that are adjacent to each other that are not correctly aligned. This quote does not include adjustment of windows in their openings as this would impact the scope greatly.

We will use pipe staging to handle the requirements of crew to allow for proper working platforms and to help in dust containment. In addition there are a number of ground level windows that will also require repairs and painting. This estimate includes those windows as well.

Full Division Construction Proposal Budget Summary

General Requirements	\$14,480
Site Work	\$0
Concrete	\$0
Masonry	\$0
Metals	\$0
Wood and Plastics	\$29,950
Thermal + Moisture Protection	\$0
Doors, Windows, Hardware, + Glass	\$3,870
Finishes	\$24,500
Specialties	N/A
Residential Appliances	N/A
Furnishings	N/A
Special Construction	N/A
Conveying Systems	N/A
Mechanical	N/A
Electrical	\$0
<hr/>	
Total Construction Costs	\$72,800
R3 Overhead and Profit	\$13,100
Project Management	\$7,200
Total	\$93,100

Description of Work	Item Cost	Category Cost	Division Cost
Division 1 - General Requirements			\$14,480
Supervision + Project Management		\$1,950	
Permit Fees	\$1,950		
Job scheduling, material procurement, trade supervision, and overall project management under separate line item			
Job Maintenance + Protection		\$12,530	
Removal of jobsite construction debris	\$800		
Labor for general job site protection (site protection, clean-up and maintenance of work site, set up and move staging)	\$10,400		
Supporting materials for jobsite protection	\$1,000		
Jobsite Porta-John	\$330		
Division 2 - Site Work			\$0
Site Work		\$0	
N/A	\$0		
Excavation		\$0	
N/A	\$0		
Division 3 - Concrete			\$0
N/A	\$0		
Division 4 - Masonry			\$0
None contemplated	\$0		
Division 5 - Metals			\$0
None contemplated	\$0		
Division 6 - Wood + Plastics			\$29,950
Rough Carpentry		\$0	
None contemplated	\$0		
Interior Finish Carpentry		\$0	
None contemplated	\$0		

Description of Work	Item Cost	Category Cost	Division Cost
Exterior Finish Carpentry		\$29,950	
Furnish replacement trim for windows to include trim pieces at vinyl windows and rot resistant spanish cedar for raised panel repairs. Sill replacement if necessary will be done with Spanish cedar as well.	\$4,350		
Labor to effect exterior window repairs	\$25,600		
Division 7 - Thermal + Moisture Protection			\$0
Moisture protection measures implemented under Windows (below)	\$0		
Division 8 - Doors, Windows, Hardware + Glass			\$3,870
Windows		\$3,870	
Furnish sealants, flashing, and butyl tapes to prevent future water intrusion into the building	\$750		
Labor to install these measures	\$3,120		
Division 9 - Finishes			\$24,500
Paint		\$24,500	
Exterior painting of renovated window areas and trim at front of building	\$24,500		
Division 10 - Specialties		N/A	
N/A			
Division 11 - Residential Equipment		N/A	
N/A			
Division 12 - Furnishings		N/A	
None included			
Division 13 - Special Construction		N/A	
N/A			
Division 14 - Conveying Systems		N/A	

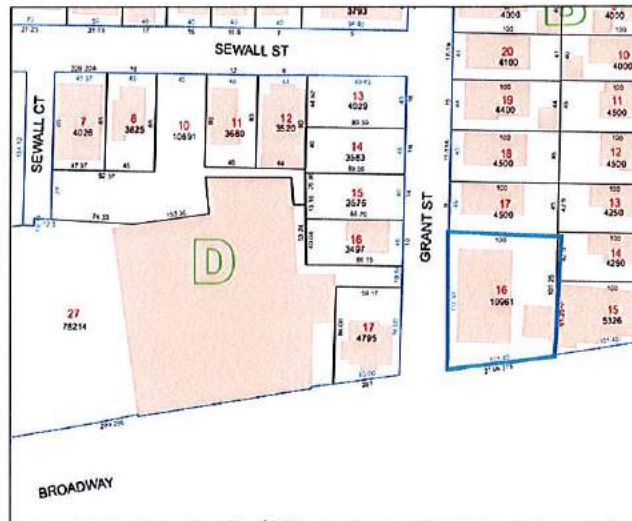
Description of Work	Item Cost	Category Cost	Division Cost
Division 15 - Mechanical			N/A
N/A			
Division 16 - Electrical			\$0
None contemplated	\$0		
Total Construction Costs			\$72,800
Profit and Overhead			\$13,100
Project Management			\$7,200
Total Construction Budget			\$93,100

**Elizabeth Peabody House
FY21 Grant Application**

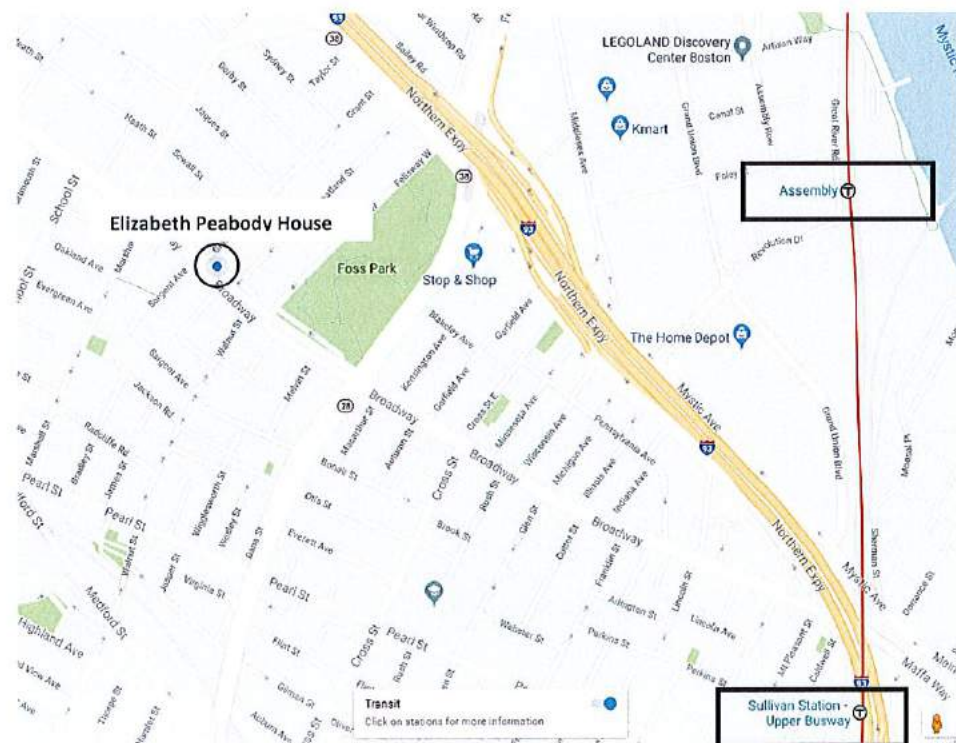
**City of Somerville, Massachusetts
Community Preservation Committee**

Maps of the Property

Locus Map



Area Map - Including Rapid Transit



**Elizabeth Peabody House
FY21 Grant Application**

**City of Somerville, Massachusetts
Community Preservation Committee**

Photos of Project Site



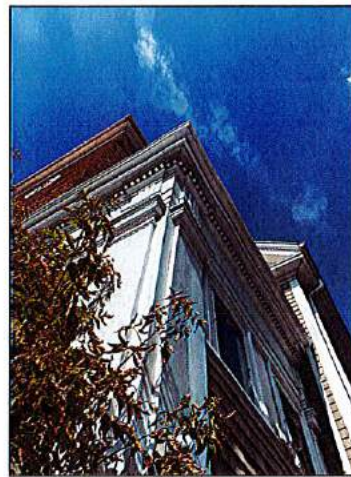
Window panels on NW side of building,



Rear of building
facing Grant St.



Rear of building, showing window frame
to boiler room that needs repair



Front corner of building on
Broadway, shows historical
elements in wood trim



CITY OF SOMERVILLE, MASSACHUSETTS
Treasury Department
JOSEPH A. CURTATONE
MAYOR
CERTIFICATE OF GOOD STANDING

PLEASE PRINT

NAME OF PERSON REQUESTING CERTIFICATE: _____

BUSINESS LOCATION: 275-277 Broadway Somerville, MA 02145 AND/OR

TAXPAYER'S HOME ADDRESS: 275-277 Broadway Somerville, MA 02145

TAXPAYER/APPLICANT PHONE: DAY: 617-623-5510 EVENING: _____

BUSINESS NAME: Elizabeth Peabody House

BUSINESS ID NUMBER: _____ BUSINESS PHONE: 617-623-5510

I (print name) Kretcha M Roldan, the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and all taxes and fees due to the City of Somerville have been paid or that the Taxpayer has entered into an agreement to pay all taxes and fees and is current on said agreement.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY, this 09 day of September,

20 23.  Signed at: 2020-09-09 11:49:49 (Taxpayer's Signature)

CITY'S ACKNOWLEDGEMENT

DATE OF ISSUANCE: _____

TAXES AND ACCOUNT NUMBER(S)

**REAL ESTATE ID **WATER/SEWER ID **PERSONAL PROPERTY **OTHER

NOTES:

CLERKS INITIALS: _____ BUSINESS or BUILDING PERMIT ORIGINAL STAMP





The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: February 10, 2020

To Whom It May Concern :

I hereby certify that according to the records of this office,

THE ELIZABETH PEABODY HOUSE ASSOCIATION

is a domestic corporation organized on **April 22, 1896**

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 20020202610

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by:

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248364843
Aug. 23, 2010 LTR 4168C ED
04-2104827 000000 00

00018271
BODC: TE

ELIZABETH PEABODY HOUSE ASSOCIATION
275 BROADWAY
SOMERVILLE MA 02145



000958

Employer Identification Number: 04-2104827
Person to Contact: Ms. Osborne
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Aug. 12, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1939.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

MASSACHUSETTS

Statute form of

Quitclaim Deed

[BY CORPORATION]

TO

19

at o'clock and minutes m.

Received and entered with Deeds

Book.....Page.....

Attest:

Register

FROM THE OFFICE OF

RETURN TO →

HOBBS & WARREN, INC.

PUBLISHERS STANDARD LEGAL FORMS

BOSTON - MASS.

Form 384

REVISED CHAPTER 497 - 1969

(Please print or type)

Mr. Albert Boer
Elizabeth Peabody House, Inc.
Six River Road
Somerville, MA 02145

RECEIVED AND ENTERED
MIDDLESEX COUNTY
REGISTRY OF DEEDS
SOUTHERN DISTRICT
TESTE

John F. [Signature]

REGISTER

TRUSTEES OF BROADWAY METHODIST CHURCH, of Somerville, also known as the TRUSTEES OF BROADWAY UNITED METHODIST CHURCH, of Somerville, Massachusetts, a religious

a corporation duly established under the laws of Commonwealth of Massachusetts and having its usual place of business at Somerville, Middlesex

County, Massachusetts

for consideration paid, and in full consideration of sixty-five thousand (\$65,000.00) dollars

grants to ELIZABETH PEABODY HOUSE, INC., a Massachusetts corporation of Six River Road, Somerville, Massachusetts

with quitclaim covenants

That certain parcel of land, together with the buildings thereon, situated in Somerville, Middlesex County, Massachusetts, being lots numbered 130 (~~Described in the plan of Building Lots in Somerville, Mass., owned by Rufus B. Stickney, Feb. 18, 1888~~) and 131 as shown on a plan entitled "Plan of Building Lots in Somerville, Mass., owned by Rufus B. Stickney, Feb. 18, 1888" which plan is recorded with Middlesex South District Registry of Deeds in Plan Book 54, Plan 39, and said lots are together bounded and described as follows:

SOUTHWESTERLY on Broadway one hundred one and 40/100 (101.40) feet;

NORTHWESTERLY on Grant Street one hundred seventeen and 97/100 (117.97) feet;

NORTHEASTERLY on lot one hundred thirty-two (132) on said plan one hundred (100) feet;

SOUTHEASTERLY on land now or formerly of Brazillian and J. McCarty one hundred one and 25/100 (101.25) feet.

Containing 10,961 square feet of land, more or less.

Hereby conveying the same premises conveyed to the Grantor by deed of John L. Potter, et al., dated Sept. 22, 1904; Midd., Reg. Deeds Book 3130, page 207.

In witness whereof, the said TRUSTEES OF BROADWAY METHODIST CHURCH

has caused its ~~corporate~~ seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Clarie W. Gammon, Chairman of its Board of Trustees and Margaret A. Rogers, Secretary of its Board of Trustees

hereto duly authorized, this 31st

day of JULY in the year one thousand nine hundred and seventy-nine.

Signed and sealed in presence of

Seaton M. Woodley

by

TRUSTEES OF BROADWAY METHODIST CHURCH

Clarie W. Gammon
Clarie W. Gammon, Chairman

Margaret A. Rogers
Margaret A. Rogers, Secretary

The Commonwealth of Massachusetts

ss.

July 31 1979

AUG-3-79 PM 12:21 196RE ***

being lots numbered 130 (RECORDED IN MIDDLESEX COUNTY) and 131 as shown on a plan entitled "Plan of Building Lots in Somerville, Mass., owned by Rufus B. Stickney, Feb. 18, 1888" which plan is recorded with Middlesex South District Registry of Deeds in Plan Book 54, Plan 39, and said lots are together bounded and described as follows:

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Containing 10,961 square feet of land, more or less.

Hereby conveying the same premises conveyed to the Grantor by deed of John L. Potter, et al., dated Sept. 22, 1904; Midd., Reg. Deeds Book 3130, page 207.

In witness whereof, the said TRUSTEES OF BROADWAY METHODIST CHURCH has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Clarie W. Gammon, Chairman of its Board of Trustees and Margaret A. Rogers, Secretary of its Board of Trustees hereto duly authorized, this 31st

day of JULY in the year one thousand nine hundred and seventy-nine.

Signed and sealed in presence of

Seaton M. Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH
Clarie W. Gammon
Clarie W. Gammon, Chairman
Margaret A. Rogers
Margaret A. Rogers, Secretary

The Commonwealth of Massachusetts

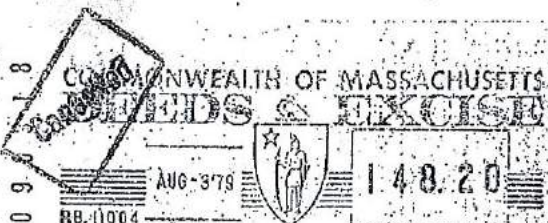
Middlesex

SS.

July 31 1979

Then personally appeared the above named Chairman, Clarie W. Gammon, and Secretary, Margaret A. Rogers and acknowledged the foregoing instrument to be the free act and deed of the TRUSTEES OF BROADWAY METHODIST CHURCH before me

MIDDLESEX SOUTH DISTRICT
COUNTY



Seaton M. Woodley
Notary Public, Middlesex County, Massachusetts
Seaton M. Woodley, III
My commission expires May 31, 1985
RECEIVED BY CHAPTER 497 OF 1969

upon it the full name, residence and post office address of the grantee and the nature of the other consideration therefor, if not delivered for price for the conveyance without deduction for any liens or encumbrances assumed by the grantee or remaining thereon. All such endorsements and recitals shall be recorded as part of the deed. Failure to comply with this section shall not affect the validity of any deed. No register of deeds shall accept a deed for recording unless it is in compliance with the requirements of this section.



CITY OF SOMERVILLE, MASSACHUSETTS
MAYOR'S OFFICE OF STRATEGIC PLANNING & COMMUNITY DEVELOPMENT
JOSEPH A. CURTATONE
MAYOR

MICHAEL F. GLAVIN
EXECUTIVE DIRECTOR

HISTORIC PRESERVATION COMMISSION

Determination of Historic Significance

For Historic Resource Projects Funded through the Community Preservation Act

To be determined eligible for Community Preservation Act (CPA) funding, a historic resource must either be listed on the state register of historic places or be determined "significant in the history, archaeology, architecture or culture" of Somerville by the Historic Preservation Commission (HPC). This report provides a recommendation to the HPC through an analysis of the adopted "Guidelines for a Determination of Historic Significance."

Site:	275-277 Broadway
Applicant Name:	Elizabeth Peabody House
Recommendation:	Significant
Date:	December 19, 2017
HPC Vote:	Significant (7-0)

1. Date of Construction

The church was constructed in stages between 1882 and 1905. See Form B.

2. Cultural or Historic Association

This structure exemplifies the social, cultural and religious heritage of the City through its associations with the Methodist Episcopal Church and the Elizabeth Peabody House. See Form B

3. Architectural/Design Quality

The building incorporates a variety of styles that form a unique perspective on the rectangular form of a New England Church building. See Form B.

4. Integrity

The National Park Service defines historic integrity as the ability for a historic resource to convey significance. A historic resource should possess sufficient integrity to convey, represent, or contain the values and qualities for which it is judged significant. While there have been numerous alterations over time, the building maintains its essential integrity as a religious and cultural exemplification. See Form B



CITY HALL • 93 HIGHLAND AVENUE • SOMERVILLE, MASSACHUSETTS 02143
(617) 625-6600 EXT. 2500 • TTY: (617) 666-0001 • FAX: (617) 625-0722
www.somervillema.gov

I. Introduction

- The Building is generally in good physical shape. However, many of the systems are dated, aging, or at the end of their useful life.
- There is an opportunity to improve the building in many ways.
- Re-building the southeast egress stair should be the highest priority.
- Correcting the electrical ground and improving the electrical outlets should be an equally high priority.
- Installing a fire suppression sprinkler system, should be the highest priority for a larger project.
- The workplan will clarify the priority list

II. General Building Assessment

- **Site:** There are no fire hydrants proximate to the EPH building.
- **Paving and Grounds:** Rain leaders are not all connected to a collection and dispersal system. Water control should be improved to protect the walls and foundations.
- **Exterior of Building:** The exterior of the building is in fair to good condition however:
 - Vinyl siding is not a good long-term cladding for a wood-frame historic building.
 - There are multiple locations that need maintenance and wood repair.
 - Although not required, the front ramp could be replaced with a more appropriate sloped walkway.
- **Windows:** The windows are in need of maintenance and repair.
 - The stained-glass windows should be restored and protected
 - Other windows should be repaired or replaced on a case-by-case basis.
 - The addition of storm windows could improve the energy and acoustic properties of the windows.
- **Roof:** The roof is relatively new and in good condition, however there are some indications that there might be leaks at some roof / wall intersections. These should be investigated.
- **Interior Finishes:** Interior finishes are in fair to good condition, however there are several locations where finish degradation should be addressed.
 - Areas where original plaster has buckled away from the substrate.
 - Areas where old leaks have damaged the plaster need to be repaired
 - Some floor finishes need to be repaired.
- **Insulation:** Upgrading the insulation will generate significant energy and cost savings. However, the existing structure of the building, the existing windows, and the siding should be addressed before insulating is under-taken.
- **Historical Listing:** The Elizabeth Peabody House is a historic building and an important building in Somerville Architectural History. Most of the original, now historic elements of the building are intact.
 - The building is not a listed as a historic building in Somerville, nor is it listed on the National Register.

- However, because of a Preservation Restriction put in place by the CPA, the Somerville Historical Preservation Commission (SHPC) must review and approve any changes to the exterior of the building.
- There may be some benefit to listing the building on the National Register.
- **Mechanical, Electrical, Plumbing, and Fire Protection:** See the summaries for these reports below.
- **Life Safety / Fire Protection:** The EPH has no fire suppression system and the fire alarm system is in working order but needs certain upgrades. Installing a sprinkler system should be a high priority
- **The Clock Tower:** The clock tower is a historically significant element of EPH. It should be monitored and kept free of birds.
- **Other Observations:**
 - The main stair treads need to be refinished.
 - Clutter needs to be cleaned up.
 - Food pantry cabinets need to be upgraded.
- **Aesthetics:** Many finishes need updating and lighting needs updating, especially in the public areas. Plan for future projects to update interior finishes and paint.

III. Building Code Evaluation:

- **Zoning:** The Somerville Zoning Code is being revised. The existing zoning maps show the property in an RC district. The proposed zoning code shows the property in a MR3 mid-rise district.
 - The building is listed by the city as a Community Center use, within which Education and Day Care are allowed uses.
 - Under the new code, the EPH will be a non-conforming commercial building. Significant changes will require a Special Permit.
- **Massachusetts State Building Code (MBC):** The use and occupancy of the EPH are:
 - Educational Group E,
 - Group E, day care facilities
- **Code Compliance / Occupancy and Egress:** Many elements of the EPH do not meet current codes, but also do not constitute life and safety hazards and therefore are "grandfathered". This means that updates are not required until major work is done on the building. Additionally, as a historic building, alternative compliances are allowed if approved by the local building official.
 - Two exceptions to the above are:
 - The southeast exterior egress stair, is a dangerous condition and should be remediated as soon as feasible.
 - The electrical grounding is inadequate. It should be upgraded as soon as feasible
 - The second floor assembly use may exceed the allowed egress. A "maximum occupancy" should be set for the floor and posted.
 - Exit signs and Emergency lights are insufficient and should be upgraded.

- **Toilet / Plumbing Fixtures:** The plumbing fixtures on the ground floor and first floor are the correct number (except for one staff toilet) but are not in a configuration that meets current code. However, no changes need to be made at this time. If the second floor is used as an assembly space, some accommodation for toilets must be made, otherwise the limited number of "adult" toilets will limit the occupancy of the second floor.
- **Handicapped Accessibility.** The basement level and the first floor are accessible from the sidewalks.
 - Some minor alterations need to be made to make the ground and first floor fully accessible.
 - The second floor is not accessible and cannot be made accessible without a major intervention.
- **Standards for the Licensure of ...Child Care Programs:** The standards for child care programs are similar to the Massachusetts building code and plumbing code requirements. Current programs fit within the requirements.

IV. Hazardous Materials: The report notes that no apparent hazardous building material is in a bad or poor condition in building spaces where children are present.

- **ACM's.** As survey has been performed and suspect material was found under a layer of more recent floor tiling, and the boiler room had suspect thermal insulation on the pipes and fittings. The windows are found to contain glazing compounds and sealants containing Asbestos.
- **Lead Paint.** Lead paint was suspected to be present throughout the building as it is old enough to have been painted with lead paint.
- **Other hazardous Materials.** Fluorescent light bulbs and ballasts and batteries were found throughout the building.

V. Mechanical / Electrical / Plumbing Systems

- **Electrical:** The current electrical service is 200 amps @ 120/240 volts single phase.
 - Systems area sufficient for current electrical needs but will not support future HVAC loads. However, it is showing age and should be replaced soon.
 - The grounding cable is loose and could be disconnected, which creates a significant hazard for the building and occupants.
 - Circuit breaker panel is not mounted at the required height.
 - Outlets are old and in need of replacement. Receptacles in the Day Care facilities need to be replaced with Tamper Resistant receptacles to comply with code.
 - Kitchen and Bathrooms need to have GFCI receptacles at next renovation
- **Lighting:** Most lighting is predominantly outdated fluorescent, except for day care which has newer lighting in good working order.
 - Old fluorescent fixtures should be replaced with LED fixtures and vacancy sensors.
 - Both of these are more efficient and eligible for rebates.
- **Fire Alarm:** Current system is a Firelite four zone fire alarm control panel and dual phone line communicator, which is working adequately, however:

- Detectors vary in type and age. Detectors are better if all of same type and age.
- Recommend a new addressable panel with addressable devices and dual path IP/cellular communicator.
- **Security System:** Existing system is sufficient and in good working order.
- **Steam Boilers and Cast Iron Radiators:** The upper floors are heated by a one-pipe gravity steam system with cast iron radiators. The only controls are the radiator valves. The basement is heated by steam horizontal unit heaters. There is no mechanical ventilation.
 - The existing oil-fired boiler system could be maintained but is very inefficient. Replacement with a newer more fuel-efficient system is recommended.
 - Eliminate oil and convert to gas.
 - New boilers will be 90% efficient and qualified for rebates.
 - Oil tanks were rusting. Leaking oil tanks become an environmental hazard.
 - There was not adequate ventilation in the Boiler Room.
 - Alternatively, the system could be replaced with a ductless heat pump system, including mechanical ERVs that would both heat and cool.
- **Plumbing**
 - Hot water heaters are outliving their life expectancy. Plumbing for the all levels is old and antiquated. Yet remains in serviceable condition. Piping should be insulated to increase efficiency.
 - The restrooms on the all floor have old fixtures, old piping and need to be updated.
 - Drains and hot water piping to handicapped fixtures were not all insulated as required by code.
 - Could not find water meter or water service entry to the building
- **HVAC Ventilation**
 - Operable windows are the only source of outside air for the building.
 - Adequate ventilation is required by code.
 - Energy Recovery Ventilators (ERVs) may be introduced to the system, unless
- **HVAC Toilet Exhaust**
 - The ceiling exhaust fans in the bathrooms did not all work, and several had been abandoned.
- **HVAC Cooling**
 - Only a couple offices have HVAC cooling.
 - Recommend a centralized, dedicated system at next renovation.
- **Fire Suppression:** There is no fire suppression except for portable fire extinguishers. Standpipes, hoses, and sprinklers need to be added to the building. A new water service will be required.

VI. **Structural:** The wood-framed building has a gable roof over a second floor unobstructed hall. The First Floors and Ground Floors have column and bearing wall supports.

- **Construction**
 - The roof is framed with scissor trusses made from sawn 2X6 lumber @ 34".

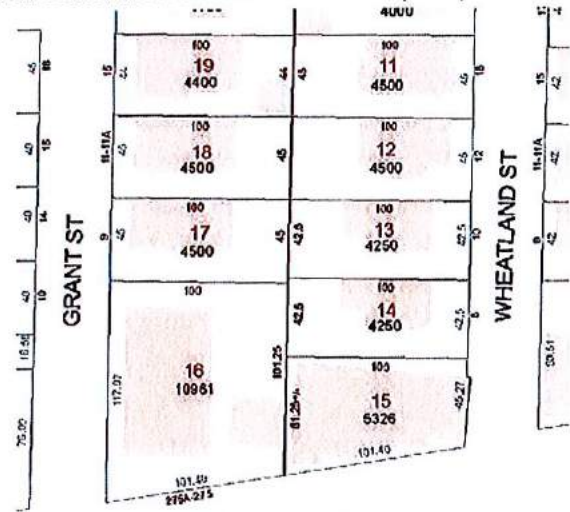
- At the second floor, some remnant arches and a timber beam supported on columns suggest that the second bay may have been the original stairwell.
- The first floor ceiling / second floor was revealed to be constructed of 10x10 softwood beams and 2X10 joists spaced @ 17".
- The basement ceiling / first floor was revealed to be constructed of 12x12 softwood beams and 2x10 joists spaced @ 15".
- The ground level was most likely an undercroft. The concrete underpinning, seen from the exterior, may have been done to lower the floor and allow occupancy.
 - The iron/steel columns in the basement likely replaced former masonry columns.
 - The bases of these columns may have rusted and been encased with split pipe to repair them.
- **Evaluation and Recommendations:** The following items may be done as part of a larger renovation project
 - Ground level pipe columns. The pipe columns should be considered unreliable because of a lack of information. Replace the pipe columns at the ground level. Include new footings.
 - The joists at the first-floor joists are adequate to carry a live load of 66 psf. Activities on the first floor can include meetings and assemblies, but should not include large standing crowds.
 - Second floor joists. The second floor framing is under-structured. Occupancy of the second floor should be limited to small meetings and maintenance work until the floor is structurally upgraded. For questions and clarifications, consult the architect and engineer. To upgrade the structure:
 - Remove the plaster ceiling along the timber beams. Add stirrup hangers to the joists fastened to the timber beams.
 - Add ½-inch steel plates to the underside of the existing timber beams. Apply epoxy adhesive and timber screws to bond the plate to the beams.
 - Roof trusses. The roof structure is adequate but can not accommodate increased loads. The structure should be upgraded before adding PV collectors and before adding insulation which would increase the snow loads. To upgrade the structure:
 - Sister members in the roof trusses. This may require temporarily removing shingles and sheathing along the eaves to access the work. For planning purposes figure 5½ LVL as sisters.
 - Tower walls. Add one girt around the steeple at wall mid-height.

I. INTRODUCTION

The property is located at 277 Broadway Somerville, MA and is on the corner of Broadway and Grant Street. It houses a Community and Childhood Education Center in an historic Methodist Episcopal Church. There is an adjacent structure that was previously the parish house and now serves as the administrative offices for the Elizabeth Peabody House (EPH). The focus of our study is the historic church structure now acting as a community center principally housing child care.

The parcel area totals approximately 10,961 square feet. The building footprint is approximately 3,586 sf. The gross square footage measures roughly 11,613 sf.

The nearby properties are a mix of residential and commercial uses. See also the Zoning evaluation in the next section of this report.



1. Clip from Somerville Assessor's Map

II. DRAWINGS AND LITERATURE REVIEW

Review of available and relevant drawings, specifications, reports, records, and interview notes that were used in the preparation of this report are found in the Exhibits section at the end of this report.

Platt Anderson Freeman (PAF)'s walk-through with our consultants consisted of a visual survey of the property, the building exterior, roof, the interiors, handicapped accessibility, mechanical, electrical, plumbing, and fire protection systems, and site work. Only items that could be assessed by visual observation are included. No invasive testing was performed.

III. REGULATORY CONSIDERATIONS

According to the City of Somerville Building Inspections Department, they don't necessarily keep records past the legally required seven (7) years after initial construction. The building is listed as having a Community Center use. The building has a current Certificate of Occupancy. The building gets regular fire department inspections.

IV. PROPERTY ANALYSIS AND SUMMARY

General Project Information

Address:	277 Broadway, Somerville
Owner:	Elizabeth Peabody House
Building Type:	Church Building converted into a Community Center
Gross Land Area:	Approximately 11,961 sf Gross area
Building Area:	11.613 sf Gross area
Parking:	Parking for 4 vans only
Year Completed:	Initially on a separate parcel before 1900, moved in 1910, then rotated to face Broadway sometime before 1933.
Occupancy Group:	Community Use
Zoned:	Commercial/ Residential

Construction Classification:	Wood frame
Date of Inspection:	March 21st, 2019
Flood Hazard Zone:	None
Seismic Zone:	N/A

V. SITE DEVELOPMENT

PAF conducted a visual survey of the site and found the street paving to be mostly sound. The sidewalks are made up of concrete paving bounded by granite curbs. There are sidewalk pits for trees, some of which have been filled in with concrete. The grounds are mostly planted with grass cover. There are some small areas paved with asphalt. The rear of the parcel is taken up by a relatively new children's playground with play structures.

Based on site observations, we determined that the building functions independently from adjacent facilities. Access to the site is via the curb cut driveway from Broadway and Grant maintained by the city of Somerville,

Utilities are provided to the subject property as follows:

<u>Electrical:</u>	Is provided by the local utility, Eversource.
<u>Gas:</u>	Is provided by the local utility, National Grid.
<u>Water:</u>	Is provided by to the building by the Somerville Water & Sewer.
<u>Sewer Service:</u>	Is provided to the building by the Somerville Water & Sewer.
<u>Garbage:</u>	Removal service is provided by the City of Somerville.
<u>Police and Fire Services:</u>	Are provided by the City of Somerville
<u>Mail:</u>	Mail is delivered to the building by the USPS.

No Fire hydrants were observed immediately adjacent to the property and none are easily seen from the property. The closest observed fire hydrants were:

- 1) Half-way down the next block on Broadway adjacent to the Star Market.
- 2) On the corner of Grant Street and Sewall Street
- 3) On Wheatland Street

NFPA 18.5.3 states that for Buildings Other than Detached One- and Two-Family Dwellings. Fire hydrants shall be provided ... in accordance with both of the following: (1) The maximum distance to a fire hydrant from the closest point on the building shall not exceed 400 ft. (2) The maximum distance between fire hydrants shall not exceed 500 ft. The fire hydrants around the EPH seem to meet the first criteria, but may not meet the second. Proximate fire hydrants are one factor used in determining insurance risk factors.

Recommendation:

- *Contact the Somerville Fire Department to determine the fire hydrant distribution policy. If appropriate, a request for a closer fire hydrant could be made.*

VI. PAVING AND GROUNDS

The street and sidewalk pavements were in serviceable condition. Somerville has a maintenance plan for the streets, sidewalks and trees. A driveway is accessed via Broadway. A trash enclosure is accessed from Grant Street. Both pedestrian building accesses are from Broadway.

A children's playground area has been created to the south and rear of the building. The area of the playground is approximately 2480 s.f.

Some rain leaders do not reach grade. Of those that do, some downspouts are directed into storm drainage piping, and some are directed onto splash blocks pitching onto grade. Roof water run-off control should be improved to protect the walls and foundations, and also to eliminate ice build-up on the winter.

Recommendations:

- *Investigate the status of the storm drainage piping and whether it connects to dry wells or to the city storm drainage systems.*
- *Produce a plan to manage the roof run-off, connecting all downspouts to a collection and dispersal system.*

VII. EXPOSED FOUNDATIONS

The rear basement entry is accessed by a sloped concrete walkway with flanking reinforced concrete retaining walls. The East side basement access is framed by reinforced concrete retaining walls.



2 Downspouts at the southwest corner

The original foundations are composed of three withes of brick. The rear and east side foundations are reinforced by poured concrete haunches. Investigations have not found permits or details for the concrete haunches, so we can only surmise that they were installed to arrest settlement. The concrete haunches are currently in good condition, but it will be important to monitor their condition to catch any changes early.

Recommendations:

See the structural report.

VIII. EXTERIOR OF BUILDING

The exterior of the building is in fair to good conditions. The tower and front elevation are sheathed with wood shingles and wood trim. The North, South, and East elevations are clad with vinyl siding.

Typical exterior walls are framed with wood true 2x4 framing.
The later tower framing is spaced less than 16" o.c. and is therefore more robust.

No major settlement cracks or other signs of major building deflection were observed.

It is our opinion that vinyl siding is not a good long-term cladding for a historic wood-framed building. Vinyl siding is intended to act as a rain screen, but after installation there are frequently multiple locations that trap moisture and create long term deterioration.

There appears to be active water infiltration where the low roof edges intersect the tower. This may be due to flashing not having been installed by the roofers, or other movement created by summer heat or winter ice. Damage from the water intrusion can be seen in the front stairs. See photos to the right.



Other Observations:

- There is wood trim water table where the frame walls meet the brick foundations. This trim appears to be deteriorating,
- The rear trash enclosure needs repair.
- There appears to be an active rat hole near the trash enclosure
- Exterior window trim is peeling and has minor deterioration.
- Some areas of the brick foundation walls need repointing.
- On the front ramp, some of the posts are rotted and several boards in the ramp have deteriorated and splintered
- Railings and concrete walls around the ramp to the basement rear entry are flaking and peeling.



3 Roof-wall intersection and possible leak above the north stair.

Recommendations:

Short term:

- *Institute a general maintenance plan to include:*
 - *Recaulk and paint all basement infill openings.*
 - *Refasten vinyl siding where it has pulled away from building.*
 - *Scrape, repair and paint all window trim within reach.*
 - *Scrape, repair and paint the exterior egress stair, unless the stair is to be replaced. See the Code Compliance section of this report.*
 - *Selectively repoint the brick foundation wall.*
 - *Scrape and paint the basement rear entry walls and railings.*
- *Contact the roofers to inquire about the water infiltration at the tower. Determine whether this is covered by a warranty. If not request a price proposal for remediation, including fascia replacement, caulking and painting.*
- *Continue the vermin control program and fill the existing holes as recommended.*
- *On the front ramp:*

- Determine and remediate the water condition that has created the rot in some railings and posts.
- Replace rotted railing posts and hand rails.
- Replace rotted or splintered floor boards.
- See also recommendations in the Accessibility section of this report.
- Repair or replace the rear trash enclosure.
- Grounds need to be cleaned up and replanted with shrubs and trees and mulched.

Long term: Create a capital reserve to remediate long-term maintenance problems including:

- Replacement of the vinyl siding with a more appropriate and more durable material. Replacement of the vinyl siding may qualify for CPA funding.
- Restoration of all window trim.
- Replace the front ramp with a sloped sidewalk that will be more aesthetically appropriate and compatible with the historic building. See also the Accessibility section of this report. This project may qualify for CPA funding.

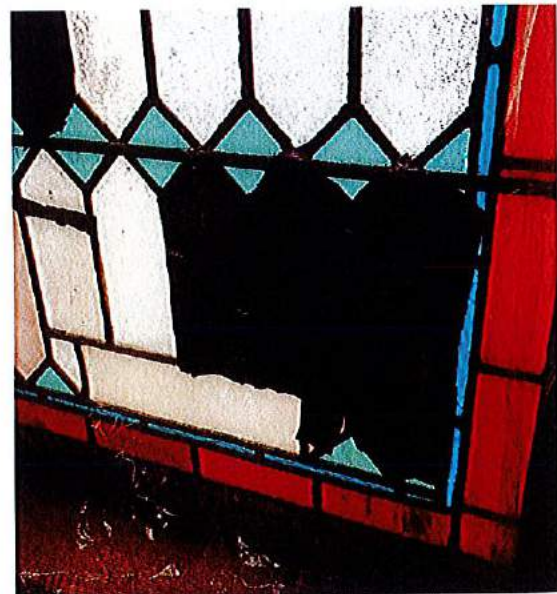
IX. WINDOWS

The exterior fenestration is made up of double hung windows on the basement and first floor levels, and stained glass on the upper level. Stained glass windows are also on the upper ranks of the front stair foyer addition. The trim around the windows on the first floor is deteriorated, and needs to be scraped repaired and painted. There are wooden spandrels in between the first floor and the upper level windows which are also deteriorated, and will need scraping repair and paint.

Stained Glass Windows

The stained glass windows are an important "character defining" historic element of the building. Unfortunately, stained glass windows are delicate and subject to stress from excessive heat or cold as well as age. Although much of the stained glass windows are intact, deterioration is occurring quickly. Most of the windows have an exterior panel which is failing. Consequently, many have lost lights and leading. A temporary remediation with building sealant tape has been done on many of the windows. It is effective but ugly and cannot be a long-term solution.

There is not a generally accepted best way to restore and preserve stained glass windows. However, most specialists will recommend exterior protection such as non-yellowing plexiglass or low-profile storm windows. The issues with these are:



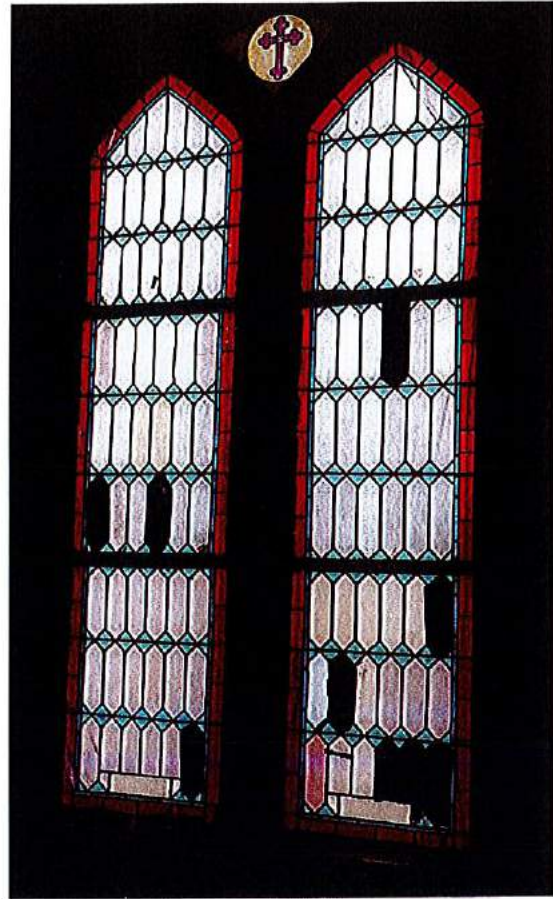
4 Patched stained-glass detail

- Heat retention within the void between the stained glass and the exterior element.
- Exterior aesthetics, and
- Condensation drainage.

Included in this report is a proposal to restore the stained glass windows and provide exterior Lexan. The total estimated cost \$61,608. That does not include related carpentry work (TBD) or soft costs.

Recommendations:

- *Scrape, paint and replace as required the:*
 - *First floor window trim*
 - *Wooden spandrels between the first floor and upper level windows.*
- *Survey all other windows for thermal failure and create a schedule for restoration or replacement on a case-by-case basis.*
- *Repair the basement windows and screens.*
- *Create a capital reserve to restore and protect the stained-glass windows. Alternate proposals and prices should be solicited. Alternatively, this and other exterior restoration may qualify for CPA funding*



5 Patched stained-glass window

X. ROOF

The roof is relatively new composed of an architectural grade asphalt roofing shingle. The step flashings where the roofing meets the cheek walls to the stair addition appear to be original. These flashed edges need the flashing repaired as there is evidence of water intrusion on the ceilings below. The top of the tower has a relatively new EPDM membrane roof installed and looks problem free.

Recommendations: (see above) Contact the roofers to inquire about the water infiltration at the tower. Determine whether this is covered by a warranty. If not request a price proposal for remediation, including fascia replacement, caulking and painting.

XI. INTERIOR FINISHES

PAF visited all interior spaces. This building is in fair condition but has much needed work. Most floors are wood. Some are painted. The basement appears to be a concrete slab with a vinyl tile finish.

All toilet rooms are finished in GWB.

Restroom areas are typically outfitted with residential use fixtures. Some are designed for young children with smaller fixtures better suited to them. See also the Accessibility section of this report. Newer interior spaces are finished in contemporary Gypsum Wall Board (GWB). Older walls are plaster on lathe. We did not test the composition of the plaster or lathe.

- There are several locations where wall plaster has buckled and cracked. None of the cracks appear to be caused by structural deflection.
- There is also buckled plaster in the south west corner of the second floor that was caused by a roof leak, however, the leak does not appear to be active.
- Most ceilings are plaster, in good condition, yet require some minor attention, plaster repairs, and painting.
- In the kitchen and basement level restrooms there are some floor tiles that are worn and need to be replaced.
- In the handicapped restroom on the first floor, the subfloor has been damaged by fixture leaks.
- Note: There are closets under the front stairs that may be a code violation. Storage under stairs is required to be separated from the stair by fire-rated construction.

Recommendations:

- *Investigate the buckled plaster at the south west corner to verify that the leak is not active. Repair as required.*
- *Repair other buckled plaster as required.*
- *Buckled plaster can be repaired by either zinc disk fasteners to pull the plaster back to the framing and sheathing, or by removal and replacement with new.*
- *Investigate the fire-rating of the closet ceilings under the stair and upgrade if required.*
- *Replace the floor tiles in the basement*
- *Repair the sub-floor and tile in the first floor restroom*
- *Repair the plaster in the stairway noted in the roof section above.*

XII. INSULATION

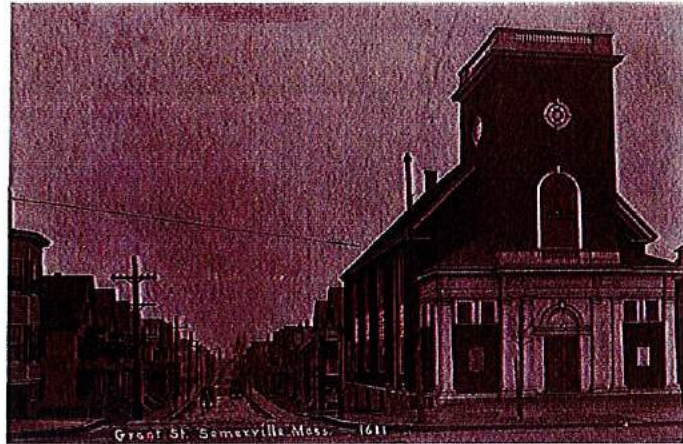
Most old and historic buildings are under insulated by contemporary standards. Upgrading the insulation at the Elizabeth Peabody House could significantly improve the thermal performance of the building and significantly lower operating costs. However, several things must be taken into account.

- The windows should be thermally upgraded before or in conjunction with the insulation of the building. Most of the current heat loss is through the windows (especially the second floor windows) and through the roof.
- Before the roof is insulated, the roof truss structure should be upgraded for several reasons:
 - *In-place insulation would impede the structural upgrade.*
 - *Increasing the insulation value of the roof would reduce snow melt and increase the snow load on the roof. This could possibly over stress the truss structure. See the structural report.*
- The existing wall condition should be clarified, including the vinyl siding and the cavity framing. If the vinyl siding is to be replaced, insulating the walls should be done in conjunction with that process and a well-performing wall assembly created.

XIII. HISTORICAL LISTING

The Elizabeth Peabody House is not currently listed as a historic building or historic district in Somerville, nor is it listed on the National Register.

There is a preservation restriction agreement between the EPH and the City of Somerville which was put into effect when the EPH received CPA funds. In simple terms, the restriction requires SHPC approval for any major addition or alteration to the EPH.



6 1910 Photo of the building

For more detail, see the attached preservation restriction. For a more detailed history, see the attached MHC Form B.

Recommendations: Consider listing the EPH on the national register, which would make the building eligible for State Historic Tax Credits.

XIV. MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION

Provided with this document are sub-consultants' Mechanical, Electrical, Plumbing, and Fire Suppression reports. Please see these documents, they are also synopsized in the Executive Summary. Important

- In a building as large as the EPH, thermostatic control is important. Different parts of the building will experience solar gain and heat loss at variable times. Any new proposed new system should include an up to date control system. This will improve efficiency as well as occupant comfort.
- Air conditioning has not been considered essential in the building because the children's programs are off-site for much of the summer. However, air conditioning should be included in any mechanical system upgrade because it will allow rentals of spaces to outside organizations and improve occupant comfort on the shoulder system. Also, the mechanical report found the building ventilation to be sub-standard. A new AC system will be more cost effective when compared to mechanical ventilation upgrades alone.

XV. LIFE SAFETY / FIRE PROTECTION

The EPH is protected only with individual hand-held fire extinguishers no Fire Protection sprinklers or risers were observed. After improving egress, installing a sprinkler system is the single best thing that can be done to improve user life-safety.

As noted elsewhere, the exit signs, emergency lights, and fire alarm system are insufficient. Exit signs do not provide guidance to all means of egress and the Fire Alarm is significantly outdated.

It was noted that the fire separation around the boiler room does not meet current code.

Also, as noted in the Egress section of this report, fire egress protection can be improved by installing closers and emergency hardware on doors separating the user spaces from the egress paths.

Recommendations:

- *The fire alarm system should be upgraded immediately. Exit signs should be installed at all egress doorways, and emergency lights should be installed to meet current codes.*
- *Install closers and emergency egress hardware on doors that are part of an egress path.*
- *Upgrade the fire separation of the boiler room walls.*

XVI. THE CLOCK TOWER

The Clock Tower is one of the most significant "character defining" elements of the EPH. It is one of the landmarks on Broadway and has anchored the corner of Broadway and Grant for over a century. It was an addition to the original church built before 1910. An original arched window has been removed, but Internally, it still houses the end gable of the original church including a gothic ogee window.

- Inside the Clock Tower is an electrified geared mechanism that runs the clocks simultaneously.
- The inside of the clock tower can only be reached from a ladder through a hatch.
- There is another hatch that leads to the flat roof and from which all of the building roofs can be observed.
- There is substantial evidence of bird droppings in the tower. Probably from the hatch being improperly closed.
- There are also bags of waste roofing materials stored in the tower.

Recommendations:

- *Periodically monitor the tower to make sure that the hatch is closed and no birds get in.*
- *Dispose of the roofing waste stored in the tower.*
- *See also the structural report.*



7 Panorama view of the interior of the clock tower showing the end gable of the original church. The geared mechanism to run the clocks is to the right of the ogee window. Note also the crossed-braced framing in the exterior walls.

XVII. Other Observations / Recommendations

- The main stair treads and risers are wearing. At some point this will create a slip and fall hazard. / *Refinish stair treads and risers.*
- As in all old buildings, the build-up of general clutter is a problem. Clutter can constitute a fire hazard. / *Dispose of the clutter or relocate valuable items to better storage areas.*
 - The second floor maintenance room includes cans of old paint. Oil based paints, especially, can be a fire hazard. / *Dispose of these or store them in a secure area.*
 - The boiler room includes storage items not related to the operation of the heating systems. These can constitute an obstruction or fire-hazard. / *Dispose of the items or relocate valuable items to an appropriate storage area.*
- The Food Pantry cabinets are low residential grade and are wearing poorly. / *Plan to replace the cabinets in the near future.*

XVIII. Aesthetics: Although lower priority than life safety, structural, or building utilization elements, the aesthetics should be mentioned and kept on priority lists.

- Much of the lighting is outdated. Fluorescent lights have been shown to tiring for users and not efficient.
- Many of the stained wood finishes have darkened with time and are looking bleak.

Recommendations:

- *For a future project, create a lighting plan that compliments the interiors, update the lighting to LED or better equivalent and updates the lighting control system for more convenient and energy efficient use.*
- *For a future project, create a paint and finish plan that will remove or encapsulate any lead paint, will make use of appropriate colors, and re-finish the historic wainscoting and other wood elements. (See the hazardous materials report re. lead paint.)*

End of Assessment Section