



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY18 FUNDING CYCLE
APPLICATION COVER PAGE**

1. PROJECT INFORMATION

PROJECT NAME: Elizabeth Peabody House Roof Replacement

PROJECT LOCATION: 277 Broadway, Somerville, MA 02145

LEGAL PROPERTY OWNER OF RECORD: The Elizabeth Peabody House Association

ONE SENTENCE DESCRIPTION OF PROJECT: _____

EPH is seeking funding to replace the roof on our program building in the Summer of 2018.

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			X	

ESTIMATED START DATE: July 2, 2018

ESTIMATED COMPLETION DATE: July 20, 2018

CPA FUNDING REQUEST: \$73,000

TOTAL BUDGET FOR PROJECT: \$76,050

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: The Elizabeth Peabody House

CO-APPLICATION NAME / ORGANIZATION: _____

CONTACT PERSON: Kretcha Roldan

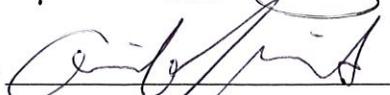
MAILING ADDRESS: 275 Broadway, Somerville, MA 02145

PHONE: 617-623-5510 x102 EMAIL: kroldan@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) Kretcha Roldan Signature  Date 12/7/17

Name (printed) Ariela Knight Signature  Date 12/7/17



JOSEPH A. CURTATONE
MAYOR



CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE FY18 FUNDING CYCLE 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)
- 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 (if requesting \$50,000 or more in CPA funds)

FINANCIAL:

- Budget Summary (form provided)
- Itemized budget of all project costs, including the proposed source for each cost
- At least two 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.
- Proof of secured funding (e.g., commitment letters or bank statements), if applicable

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):

- Documentation of site control or written consent of the property owner to undertake the project, if the owner is not the applicant
- 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)

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

**City of Somerville, Massachusetts
Community Preservation Committee
FY18 Funding Cycle
Narrative Prompts**

PROJECT DESCRIPTION

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

The Elizabeth Peabody House proposes to repair the roof on the program building located at 277 Broadway in Somerville. The beautiful converted church building that hosts our programs was built in 1882 and was purchased by the Elizabeth Peabody House Association in 1979. Recent assessments have revealed a significant amount of water infiltration across the roof on the third floor of the building and walls, and associated damage to the ceiling underneath. The leakage is of an extent that cannot be rectified through partial repair, and EPH intends to fully replace the roof and repair the ceiling in the summer of 2018.

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?

From our observations and from the comments from the contractors who have viewed the building and roof, it is imperative that this leaking roof be replaced as soon as possible to avoid further degradation of the building. The ongoing leakage is resulting in internal damage to ceilings, as well as potentially causing damage to the underlying sheathing and structure of the roof and building.

Being 125 years old, the roof has had work done in the past and currently appears to have perhaps as many as three layers of shingles, simply laid on top of each other. To properly complete this job and take the high weight load off the roof, these layers will need to be stripped off before a new roof is applied. This will also allow us to see and repair any sheathing or underlying structural damage.

Historical Significance

Our building has been a landmark in the Winter Hill neighborhood since it was built in 1882. It is a Colonial Revival style church with an entrance foyer and tower. The original style of the building and the gable end returns on the main roof suggest that it may have had Greek Revival design elements when constructed. The building was originally constructed for the Broadway Methodist Episcopal Church. Around 1910 the building was turned on site to face Broadway, and a front entranceway was installed. The Elizabeth Peabody House Association bought the property in 1979, and converted the interior of the church space to be used for educational and community programs.

The building is under review to gain designation as a historically significant building by the Somerville Historical Preservation Commission. EPH has been in close contact with Somerville's preservation planners, Sarah White and Kristi Chase, and we expect to gain this designation at the Commission's next meeting on December 19, 2017.

Support for Immigrant and Low-Income Families

The mission of EPH is to support families in our community in reaching their full potential through early childhood education, youth enrichment and development, and family services. Supporting low-income and immigrant families has been the core of the Elizabeth Peabody House since its inception. All our programs utilize this historic building to make our mission possible. Currently, we serve over 40 preschool children and 52 school-age children, with a majority (67%) of our students

receiving subsidized child care services through the Department of Early Education and Care. Over half (58%) of the students we serve qualify for free or reduced lunch. We are the second most affordable childcare provider in the city from about 23 child care centers, and as such an important resource for low and middle income families with young children.

EPH also operates an emergency food pantry in the building that is open weekly and feeds approximately 650 families a year. We distribute 219,000 pounds of food annually (4,200 pounds weekly), much of which is fresh fruit and vegetables. The need is right here in our own neighborhood; most of our clients (89%) live in this Somerville community and within a two-mile radius, and all of them qualify for USDA assistance. The individuals who use the pantry are primarily non-white, self-identifying as Haitian (46%), Latino/Hispanic (19%), Black/African American (9%), and “Other” (13%). A strong majority speak English as a second language.

As the cost of living increases sharply, lower-income families struggle to make ends meet and stay in their housing, making services to support these families more important than ever. Ensuring the long-term viability of Elizabeth Peabody House by investing in the integrity of the building is critical to preserving the character of Somerville.

Energy Efficiency

In addition to eliminating urgent water infiltration, a new roof will offer improved insulation and energy efficiency. Up to 25% of a building’s heat loss is straight through the roof, and we expect that replacing the roof will noticeably improve the heat efficiency. EPH has also enlisted the guidance of the Home Energy Efficiency Team (HEET), a local agency that works with nonprofits to identify ways to reduce energy costs. We have begun surveying for a future photovoltaic installation on the flat portion of the roof, and will continue on that project once the roof replacement is complete.

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 enable the preservation of a significant historical building in Somerville, and is a necessary prerequisite for future rehabilitation and restoration work. Throughout the design and construction process, specific attention has and will continue to be given to increasing energy efficiency and integrating future solar panels. Securing a roof replacement is a necessary first step before we can remodel the interior and expand our programs to accommodate more students. Doing construction in the summer of 2018 when our afterschool students are at camp will mean there is no interruption in programming. This project will ensure the continuity of services supporting immigrant and low-income families, a stated priority of the Community Preservation Plan.

MEASURING SUCCESS

1. What are the goals of this project?

The goal of this project is to preserve this historic and significant building in Somerville by eliminating water infiltration through the roof. This will also guarantee the continuity and growth of child and family oriented support programs that truly contribute to the overall sustainability and health of this community.

This goal will be achieved by fully replacing the roof. This will prevent future wall deterioration, roof leakage, or collapse, and will allow for the future expansion of child and family oriented support programs.

2. How will the success of this project be measured?

The success of this project will be measured and documented in a final inspection upon completion of the new roof.

FINANCIAL

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

EPH has secured key in-kind donations to help reduce costs for this project. Dan Thomas, board member and Senior Associate at Jacobs Global Buildings Design, has been donating his time and architectural expertise to advise this project. His generous donation has saved over \$2,000 in the study and design phase of this project and he has committed to see this project to completion. Alan Mahan, a retired mechanical engineer, has also been consulting with us regarding the scope of services and construction options, saving the organization \$1,000. EPH has a clear credit line with Century Bank for any unexpected costs that may arise in the course of this project. Noticing the leakage now and proactively working to get this project completed will save costs by eliminating ongoing damage. The project has been competitively bid, with bidders encouraged to offer cost savings ideas.

2. How was the total CPA funding request determined?

Elizabeth Peabody House determined the CPA request amount based on the total project budget. The budget was established through discussions with various roofing contractors. EPH reached out to 9 roofing companies, 3 of which came for a site visit and 2 of which submitted a bid (attached). EPH will continue to solicit more competitive bids for this project, and will finalize the project budget prior to the community meeting in January.

3. Will the project require funding over multiple years? If so, please provide annual funding requirements.

N/A

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

EPH understands that without CPA funding this project will be halted for the time being. However, given the urgency and the magnitude of damage, replacing the roof will remain our top priority.

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 working in the community of Somerville for over half a century, and is a designated 501(c)3 Nonprofit. Originally founded in 1896 as a settlement house in the West End of Boston, EPH offered educational programming to new immigrants arriving in the city from Ireland, Italy, and Eastern Europe. In the late 1950s, city planners in Boston razed the West End neighborhood, and many families chose to resettle in nearby Somerville, less than three miles away. Following the lead of those it served, the Elizabeth Peabody House also moved to Somerville to continue its work. These days the families of our students are more likely to hail from places like Haiti, El Salvador, and Brazil. While the nationalities of our families may have changed, our commitment to serve them remains the same.

- 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 Elizabeth Peabody House Association has successfully maintained this property since the time of its purchase, including significant electrical work in recent years and the installation of an exterior ramp for increased accessibility. EPH has full confidence that the chosen roofing company can complete this project on time and provide a high-quality finished product.

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

Kretcha Roldan, Executive Director of EPH/Project Manager

Kretcha Roldán-Rodríguez 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, where she graduated with a 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 centers. She has occupied administrative positions in non-profit organizations in New Jersey, Texas, and Massachusetts. Her areas of specialty include literacy, family education, homelessness, food security and welfare-to-work.

Kretcha will be the Project Manager, serving as a liaison between all contractors, our organization, and the CPA. Given her track record of project implementation, we have full confidence that she will oversee the successful completion of this project.

O'LYN Roofing, Contractor (not finalized)**

With 40 years of experience in the industry, O'LYN Roofing is the local expert in roofing for Eastern Massachusetts. They have a reputation for excellence, and proven track record of success and customer satisfaction. O'LYN favors green options that will give a long-lasting, sustainable roof while also being as environmentally friendly as possible. Their technicians are fully trained and certified, and all work is backed by a craftsmanship guarantee. They completed thousands of successful projects, and it adept at meeting each client's specific needs. O'LYN will furnish and maintain all necessary staging and protection per local, State, and Federal OSHA requirements.

O'LYN has specific experience working on historical buildings, and completing projects within historical preservation standards. Examples of their work on historical buildings include the Charles Playhouse of Boston and the Willard House and Clock Museum in North Grafton, MA.

****UPDATE:** We had been in frequent contact with O'LYN roofing and thought we fully understood the parameters of the contract. On the morning of Dec 7 we received a phone call from O'LYN saying that the cost to rent scaffolding to access the roof would be an additional \$22,000. We have used this number as a conservative estimate in our budget, and are working diligently to get additional quotes. We are still finalizing our budget numbers, and will have an updated budget in January. Additionally, we have scheduled a site visit with a different roofing company on December 18 to get a third bid on the project from a company that is more forthcoming about the total cost. It is unlikely that we will sign with O'LYN, but have included them in the remainder of this grant application temporarily.

Dan Thomas, Senior Architect at Jacobs Global Building Design

Dan has been a project architect for Jacobs Global Building Design (formerly Stubbins Associates, Inc.) for 36 years, leading designs for large scale commercial and hospitality projects in Boston, Cambridge, and worldwide.

Alan Mahan, Mechanical Engineer

Alan Mahan is a retired Mechanical Engineer who started out at architectural school and built several houses and additions. Alan's career started in drafting and design and moved on to, being a successful Project Manager on lump sum turnkey projects up to \$350 million. Alan was blessed to spend the last five years of his career as the COO of Lazarus House Ministries in Lawrence, MA, providing people in poverty find their dignity and sustainability.

Lara Kritzer, Principal Planner at JM Goldson Community Preservation and Planning in Boston

Lara is a consultant with expertise in historical preservation. She has been working with EPH to gain historical designation through the Somerville Historical Preservation Commission. Lara will continue to consult with us to ensure that all work being done complies with US Secretary of the Interior's Standards for Rehabilitation.

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 finish it on time and within 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.

Once the roof is stripped, only then can we get a firm handle on underlying damage. At that time there may be additional work and costs required. This will be minimized through detailed inspections of the underlying sheathing and structure of the roof from the attic underside.

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

EPH has an annual budget line item devoted to all maintenance and ongoing improvements to the building, under the supervision of Kretcha Roldan. The contractor offers a 10 year craftsmanship

warranty as well as a 30 year warranty for materials, and any additional maintenance costs that arise will come out of this fund.

8. Describe any permits, approvals, MAAB variance requests, or restrictions that are required for the project to go forward and the status for each.

This project will require a building permit from the city of Somerville, which has been included in the budget and timeline. The roofing company will be responsible for all necessary staging and protection per local, State, and Federal OSHA requirement. Shingle colors will be chosen to comply with the Secretary of the Interior's standards for Historic Buildings.

EPH is currently accessible on the first and ground floors; both have ramp entrances and appropriately sized bathrooms, and the food pantry serves clients in wheelchairs. Given the nature and cost of the proposed work, this re-roof project will not trigger ADA compliance and consequently does not require an MAAB variance. The work being performed amounts to less than 30% of the full and fair cash value of the building, and given that the work being done costs less than \$100,000, then only the work being performed is required to comply with 521 CMR (Section 3.3.1). Considering that the roof is never accessed (except maintenance work), the project is considered compliant. We've been in contact with Jeff Dougan at the Massachusetts Office on Disability, and he confirmed that this project will not trigger compliance. Future improvements to the building will take into account increasing accessibility to the extent feasible.

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

N/A

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 under the definition of rehabilitation.

Our proposed project complies with all indicated standards for rehabilitation. The current roof will be replaced with a similar material as is currently on the building, with no change in the design or key features. Shingle colors will be chosen to match the current color or to match the color in earlier photos of the building. Other architectural features on the building, whether original or later additions, will not be changed, removed, or altered in any way. Replacing the roof will help to preserve the building envelope, which will preserve and retain the historic character of the building as required in the standards for rehabilitation.

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 company hired to complete the roof replacement has been made aware of (and agreed to) follow these standards, and has experience with similar projects. The Project Manager, Kretcha Roldan, will oversee compliance with these standards for the duration of the project.

ACCESSIBILITY REQUIREMENTS

1. Describe how the project complies with all ADA/MAAB Regulations

The nature of the work being performed does not prompt compliance with ADA/MAAB regulations.

**Elizabeth Peabody House
FY18 Grant Application**

**City of Somerville
Community Preservation Commission**

Project Timeline

	Step	Timeline
1	Site Study & Design	October - November
2	Approval of project by EPH Board of Directors	November
3 a	Application for Historical Designation to Somerville Historical Preservation Committee	November 7, 2017
b	HPC Meeting to review application	December 19, 2017
d	Approval by HPC	December
4	Contractors submit initial bids	November - December
5	CPA grant due	December 7, 2017
6	Seek additional competitive bids J&S All State Contracting Professional Roofing Co. or alternate contractor	December 18, 2017 December
7	Finalize contractor, scaffolding rental, and project budget	January
8	Present project at community meeting	January 16 or 24, 2018
9 a	CPC issues award letter	April-May 2018
b	Contract issued between EPH and City of Somerville	April-May 2018
10	Contract signed with roofing company, 10% Deposit	May
11	Building permit application	June 1, 2018
12	Construction of new roof (2-3 weeks) Payment schedule to roofing company as follows: 10 % Deposit 30% due upon start of job 30% due upon 1/2 completion 30% due upon completion	July 2-20, 2018
13	Final inspection by ISD and project completion	August 1, 2018



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: The Elizabeth Peabody House

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.*
O'LYN Roofing		Subcontractor to perform construction	\$52,744	\$52,744	
Dan Thomas	Jacobs Global Building Design	Architectural Consulting	\$2,000	\$0	
Alan Mahan	Retired	Engineering Consulting	\$1,050	\$0	

*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: Kretcha Roldan

Title: Executive Director

Date: 12/7/17



Code of Conduct and Conflict of Interest Statement for Board Members

The successful operation and reputation of The Elizabeth Peabody House (EPH) is built upon integrity and excellence and requires careful observance of the spirit and letter of all applicable laws and regulations, as well as regard for the highest standards of conduct and personal integrity. Compliance with the standards is the responsibility of each individual board member and the collective activity of the board. As a board member, I will uphold these responsibilities as follows:

1. I will uphold the policies of EPH in regards to compliance with all applicable federal and state laws, including, but not limited to equal employment opportunity, business ethics and conduct, immigration law compliance, the Americans with Disabilities Act, sexual and other unlawful harassment.
2. I will fully disclose any interests in businesses or organizations that may be considered for contractual relationship with EPH and will excuse myself from participating in board discussions and decision making in such cases.
3. I will not seek or obtain for anyone's benefit or advantage, except in conformity with EPH policy, anything of more than nominal value that would not be available in the absence of EPH affiliation.
4. I will not use or make available for anyone's benefit or advantage, except in conformity with EPH policy, the property, records, services, endorsement or information gained through affiliation with EPH.
5. I will not seek to obtain any personal, business or professional gain through relationships made possible by my affiliation with EPH.
6. I will not publicly use my affiliation with EPH in any way for partisan politics, religious matters or positions on issues that are not in conformity with EPH policies.

Signature

Date

Elizabeth Peabody House Association, Inc.

Employee Policies and Professional Standards Guide

109 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Elizabeth Peabody House's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside organizations. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an Officer of Elizabeth Peabody House as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in an organization with which Elizabeth Peabody House does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Elizabeth Peabody House.



**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
ADDRESS:	275-277 Broadway, Somerville, MA 02145
TELEPHONE NO.:	617-623-5510
E-MAIL:	kroldan@teph.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.

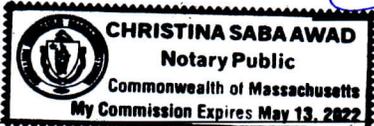
PART V. SIGNATURE, CERTIFICATION, AND ATTESTATION:

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: [Handwritten Signature] Title: President

Printed Name of Affiant: Linda N. Olen Date: 12/7/17

Subscribed and sworn before me this <u>7</u> day of <u>December</u> , <u>2017</u> .		<u>[Handwritten Signature]</u> (Witnessed or attested by)
My Commission expires: <u>May 13 2022</u>		(Seal)

THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY18 FUNDING CYCLE
BUDGET SUMMARY**

PROJECT NAME: Elizabeth Peabody House Roof Replacement

APPLICANT: The Elizabeth Peabody House Association

SUMMARY OF PROJECT COSTS						
<i>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.</i>						
	PROPOSED SOURCE	EXPENSES				TOTAL
		STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	
1	Somerville CPA	\$	\$	\$	\$	\$
2	Somerville CPA		\$1,220		\$71,780	\$73,000
3	In-Kind	\$3,050				
4						
5						
6						
TOTAL PROJECT COSTS		\$ 3,050	\$ 1,220	\$	\$ 71,780	\$ 76,050
*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			
<i>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</i>			
	SOURCE	SECURED? (YES/NO)	STATUS OF FUNDING SOURCE
1	Somerville CPA	no	FY18 Grant Application
2			
3			
4			
5			

Elizabeth Peabody House

Project Budget

Total CPA Request		\$73,000.00
Design and Needs Assessment	In-Kind	CPA Grant
Architectural consultant	\$2,000.00	\$0.00
Engineering consultant	\$1,050.00	\$0.00
Energy efficiency consultant	unknown	\$0.00
Total	\$3,050.00	\$0.00
Construction Costs	In-Kind	CPA Grant
O'LYN Roofing*	\$0.00	\$44,780.00
(includes all materials/labor and 10-yr craftsmanship warranty)		
Scaffolding/Aerial Lift for access**	\$0.00	\$22,000.00
Cost to replace rotten roof boards	\$0.00	\$5,000.00
Total	\$0.00	\$71,780.00
Permitting and Fees	In-Kind	CPA Grant
Building Permit fee***	\$0.00	\$1,070.00
Inspection fee (ISD)	\$0.00	\$150.00
Total	\$0.00	\$1,220.00
	In-Kind	CPA Grant
Total Expenses	\$3,050.00	\$73,000.00

*O'LYN is not the final choice. EPH is expecting 2 more companies to bid on this project, and will have an updated contract in January.

**This price quote was received from O'LYN on the morning of Dec 7. This is a conservative estimate, and EPH will be working diligently to secure more competitive bids. EPH will submit an updated budget in January ahead of the presentation.

***Building permit fee is based on the value of the work being done, and excludes the cost of scaffolding or an aerial lift for access.

Contract

O'LYN CONTRACTORS, INC./DBA



Federal I.D. # 04-2828549
MA Registration #101297
MA Reg. Exp. Date 06-25-2018



PROFESSIONAL ROOFER ADVISORY COUNCIL

916 Pleasant Street Unit 4 Norwood, MA 02062

Norwood: 781-769-8599 Brookline: 617-232-8153 Fax: 781-769-8234 Website: www.olyroofing.com

CONTRACT SUBMITTED TO The Elizabeth Peabody House	HOME PHONE	DATE 11/27/2017
STREET 277 Broadway	WORK PHONE 617-623-5510 ext. 02	EMAIL kroidan@teph.org
CITY, STATE AND ZIP CODE Somerville, MA 02145	JOB LOCATION SAME	
ATTN: Kretcha Roldan		

We hereby submit specifications and contract for:

- 1 Cover building and shrubs with tarpaulins for their protection.
- 2 Strip and re-shingle entire roof area of building including all lower roofs.
- 3 Install 30 year RPI .060 rubber roofing on top flat roof section with 2" ISO insulation board and new white .032 aluminum edge metal flashings.
- 4 Re-nail all loose roof boards.
- 5 Install 9' of ice and water shield under shingles at all gutter edges and 12" around all penetrations. Completely cover all lower roof areas with ice and water shield.
- 6 Install Pro Armor high performance synthetic underlayment .
- 7 Fabricate and install roof apron.
- 8 Install white aluminum drip edge.
- 9 Re-flash wall areas.
- 10 Install new roof flanges on vent pipes.
- 11 Install new base flashing on chimney base.
- 12 Cut and riglet new counter base flashing into chimney.
- 13 Install ridge vent on main roof ridge.
- 14 Clean and remove all debris.
- 15 ***** MAGNETIC CLEAN UP FOR NAILS *****

Install Lifetime Owens Corning TruDefinition Duration Shingles.
10-Year Craftmanship Warranty on Installation.

System Protection Roofing Warranty.

Additional Charges:

- * If three or more layers of shingles are discovered at time of installation there will be an additional charge.
- * Replace all rotten roof boards with 1x8 boards at \$5.00 per foot or \$80.00 per 4 x 8 x 1/2" sheet of plywood.
- * Credit Card Payments: Add 4% Doc./Convenience Fee.
- * In addition to the contract, all permit fees to be paid by the owner. _____ Init.

Deposit is non-refundable if contract is cancelled by customer.

ASBESTOS DISCLAIMER: O'LYN Contractors, Inc. will not be responsible for the removal or the cost of removal of asbestos that might be uncovered during the process of roofing work.

We take no responsibility for dust or debris in your attic. Please cover or remove all valuables

We are not responsible for satellite re-programming if required due to removal and re-installation of dish.

NO RETAINAGE TO BE HELD. Customer agrees to pay O'Lyn Contractors, Inc. its reasonable attorneys fees and other costs incurred in connection with any action necessary for the collection of any overdue amounts. Customer further agrees to pay 18% per annum interest on all amounts overdue by more than 30 days.

We **Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
FORTY FOUR THOUSAND SEVEN HUNDRED AND EIGHTY dollars (\$ **44,780.00**).

Payment to be made as follows: \$4,478.00 DEPOSIT \$13,434.00 DUE UPON START OF JOB.
\$13,434.00 DUE UPON 1/2 COMPLETION. \$13,434.00 DUE UPON COMPLETION.

SUPPLEMENTAL CONDITIONS: All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Any changes in project specifications resulting from customer change order or structural condition beyond contractor's control will be subject to supplemental charges. The above prices based on the owner having all work areas ready so that all work can be performed in one continuous operation. The Owner agrees to provide reasonable access to the building for installation and supplies, and agrees to reimburse the Contractor for all costs incurred by reason of inaccessibility. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen Compensation Insurance and Liability Insurance. Warranty not subject to interior damage or adverse weather conditions; i.e. ice dams, wind damage. Craftmanship Warranty does not cover product performance. **Warranty not valid until paid in full.** Contractor makes no other warranties of any kind, expressed or implied except for the manufacturer's warranty, which has no authority to commit this firm to its conditions. **O'Lyn makes no warranty that its work will prevent or remove mold growth from owner's building. Owner releases O'Lyn from all liability for damages arising from mold growth in owner's building; and agrees to indemnify O'Lyn from all liabilities and costs arising from mold growth in owner's building.**

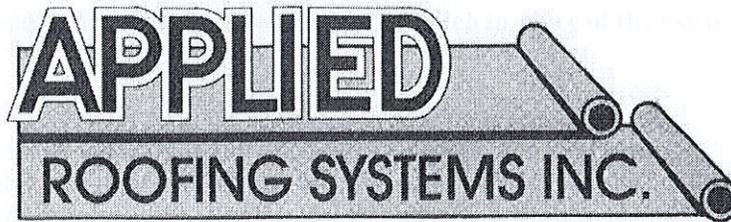
Authorized
Signature

President/Salesman

Note: This contract only valid
if accepted by the customer within

10 DAYS

days.



1-800-427-9973

MILL STREET • P.O. BOX 1248 • WEBSTER, MA 01570-4248
FAX 508-943-9958

508-943-9973

Fully Licensed and Insured

Elizabeth Peabody House
275-277 Broadway
Somerville, MA 02145-2005

October 20, 2017

Attn: Kretcha Roldan

Re: Roof replacement estimates; excludes small ledge in front of the building

Dear Kretcha,

The following is our proposal to install new roofing on the above-mentioned project.

Shingle Roofs (Main Roof, Rear Roofs, Front Roofs)

1. Remove the existing layers of asphalt shingles and dispose of the debris properly.
2. Install three rows of WinterGuard HT ice and water shield at the eaves and one row around penetrations and at wall flashings.
3. Install Roof Runner synthetic felt paper over the remaining exposed decking.
4. Install new white .019 aluminum drip edge at the perimeters.
5. Install CertainTeed Landmark architectural shingles over the prepared surface.
6. Install new plumbing boots on the vent pipes.
7. Install new CertainTeed Ridge Vents and matching Shadow Ridge cap shingles.
8. Remove all roofing debris from the premises.

Cost

Landmark: \$26,675.00

Landmark PRO: \$27,750.00

Landmark Premium: \$29,220.00

EPDM Roof

1. Remove the existing EPDM roof.
2. Install ½" SecurShield HD Plus over the exposed surface.
3. Install a fully adhered .060 non-reinforced EPDM roofing system over the prepared surface.
4. Install new .040 aluminum drip edge at the perimeters.
5. Install new EPDM flashing on the old wood hatch.
6. Remove all roofing debris from the premises.

Cost: \$7,650.00

Add Alternates

1. Add \$900.00 for a 20yr Total Systems Warranty on the EPDM roof.

- 2. Add \$1,200.00 to install a new aluminum roof hatch in place of the existing wood hatch.**

Notes

1. This estimate does not include any deck replacement or structural repairs.
2. It is assumed the existing flashings on the front and rear shingle roofs are in good condition and can be re-used. If they must be replaced, additional charges will apply.
3. A 65' aerial lift (for access) and waste container must be placed on site for the duration of the project.
4. This estimate does not include any special permitting or waiver processes if this location is listed as an historic building.
5. Please visit <http://www.certainteed.com/residential-roofing/products/> for information on CertainTeed shingles. This includes different shingle styles that are available as well as available colors.
6. This pricing is for payments made by cash or check. Please add 2.5% for credit card payments (Visa/Mastercard).
7. This estimate is valid for 30 days.

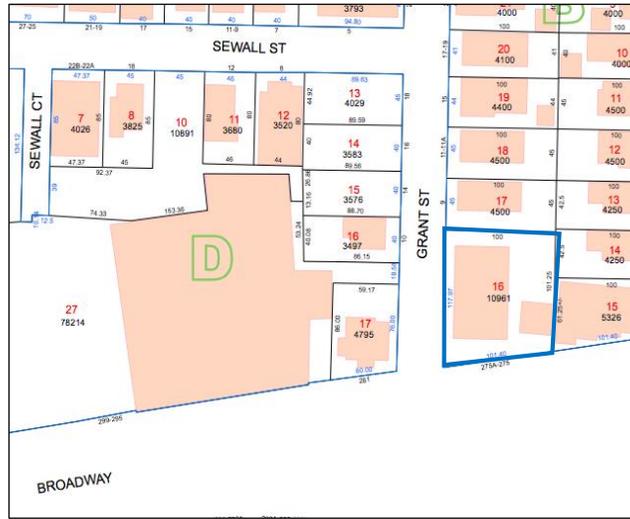
Please let me know if you have any questions or need any additional information. Thank you very much for the opportunity to quote this project.

Sincerely,

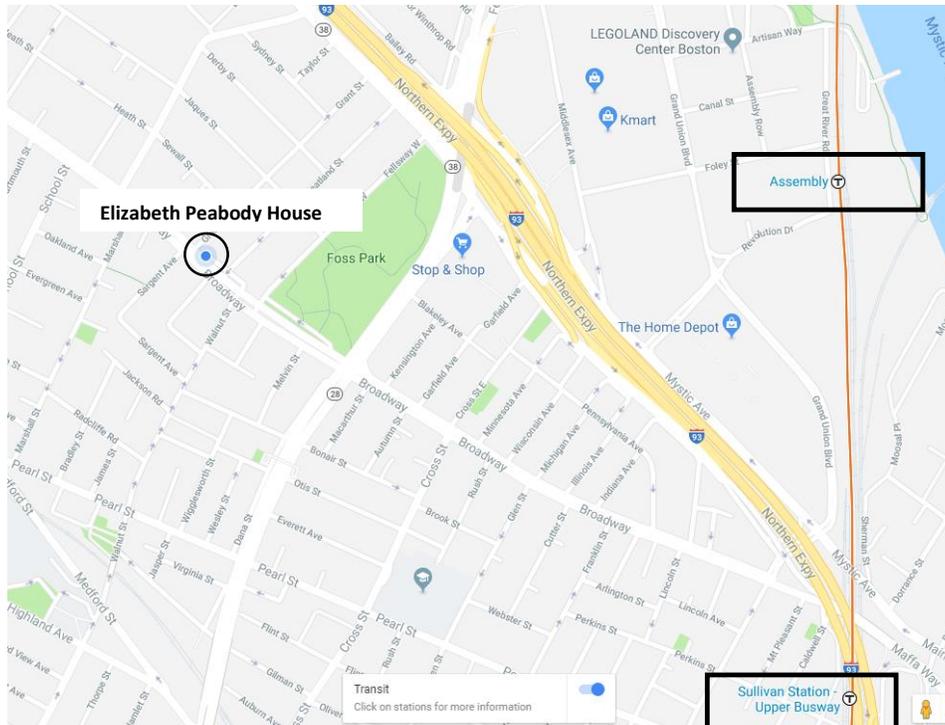
Stephen J Jankowski

Maps of the Property

Locus Map



Area Map - Including Rapid Transit



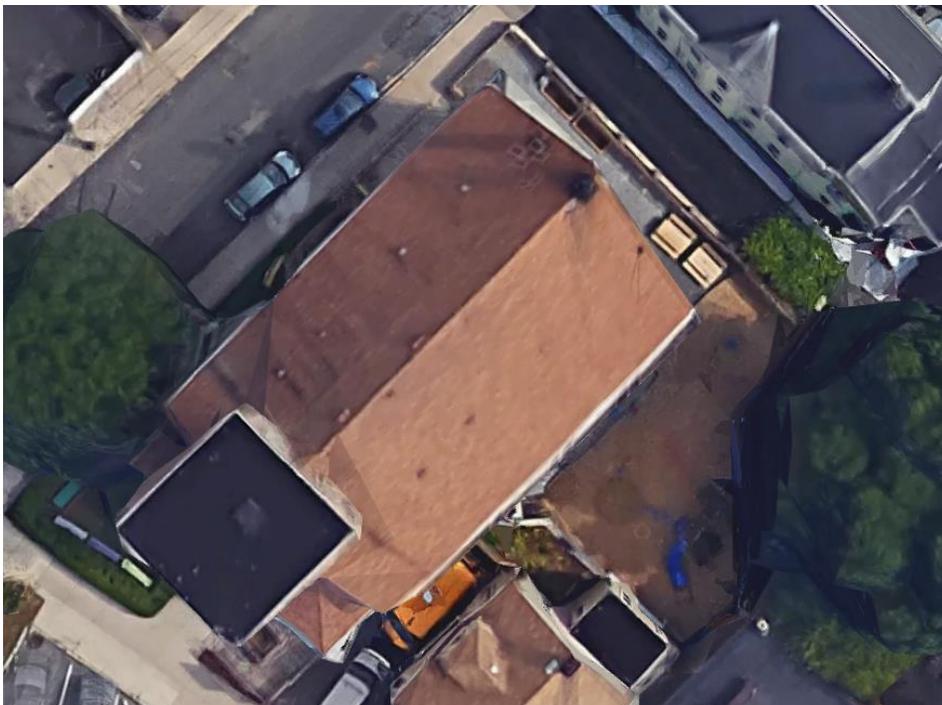
**Elizabeth Peabody House
FY18 Grant Application**

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

Photos of the Project Site



Top Photo: EPH's Historic building at 277 Broadway



Bottom Photo: Aerial view of the entire roof from Google Maps, 2012. Roofing has continued to deteriorate since then.



Top Photo: View of water damage to ceiling (photo taken looking up at ceiling)

Bottom Photo: View of roof area where shingles have fallen off, exposing older shingles underneath. There is associated interior damage to the ceiling and walls just below this area.



City of Somerville, Massachusetts
Finance Department, Treasury Division

CERTIFICATE OF GOOD STANDING

Exact name of taxpayer/applicant's business: _____

Address of taxpayer/applicant's business in Somerville: 277 Broadway

Address of taxpayer/applicant's home in Somerville: _____

Taxpayer/applicant's phone: day: _____ evening: _____

I, (print name), the undersigned Taxpayer, do hereby certify that all the information contained herein is true and correct and all taxes and fees due the City 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 _____ day of _____, 20____. _____
(Taxpayer's signature)

CITY'S ACKNOWLEDGEMENT

DATE OF ISSUANCE: 11/8/17 INCLUDES RELEVANT POSTINGS THROUGH: 11/8/17

TAXES AND ACCOUNT NUMBER(S) INCLUDED IN CERTIFICATE:

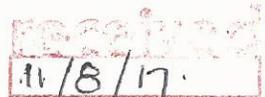
Real Estate Water/Sewer Personal Property Other: _____

2086 # 5084 # ✓ # ✓

NOTES:

CLERK'S INITIALS: AR

ORIGINAL STAMP:





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

William Francis Galvin
Secretary of the
Commonwealth

November 3, 2017

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 (Chapter 180)**.

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



Department of the Treasury
Internal Revenue Service

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

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, 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

(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. Fitzgerald

REGISTER

RETURN TO →

HOBBS & WARREN, INC.

PUBLISHERS STANDARD LEGAL FORMS

BOSTON - MASS.

Form 884

REVISED CHAPTER 497 - 1969

1971 10 75 - 15

AUG - 3-79 PM 12:21 196RE**10.75

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

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 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

TRUSTEES OF BROADWAY METHODIST CHURCH

Clarie W. Gammon
Clarie W. Gammon, Chairman

Margaret A. Rogers
Margaret A. Rogers, Secretary

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Signed and sealed in presence of

Seaton M. Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH
Clarie W. Gammon
Clarie W. Gammon, Chairman
by
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

COMMONWEALTH OF MASSACHUSETTS
DEEDS & EXCISE
AUG-379 148.20
RB. 11004

Seaton M. Woodley
Notary Public
Seaton M. Woodley, III
My commission expires May 31, 1985
NOTARY PUBLIC

MIDDLESEX SOUTH COUNTY

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.



December, 2017

To whom it may concern,

I am writing in support of the fine work that The Elizabeth Peabody House does to support our teachers in training. For nearly 10 years the Threshold Program at Lesley University has had student teachers working in each of the preschool classrooms at the Elizabeth Peabody House Preschool. The Threshold Program is a comprehensive campus-based program for highly motivated young adults with diverse learning challenges and other special needs. The Elizabeth Peabody House Preschool staff has always been flexible in accepting our students regardless of their challenges. The caring staff of the preschool have welcomed our students into their school community. They have been supportive to meet the unique needs of each student in this underserved population of young adults as they gain the skills needed to work effectively with young children and prepare for meaningful employment. The school also has made a long-term commitment to the employment of some of our graduates.

The Elizabeth Peabody House is an exemplary model of how to work individually with each child to bring out the best in them as they have also done with our students. They have been an excellent community partner for us and we value the time and effort that they give to our program.

Sincerely,

Terry Bromfield, M.Ed.
Vocational Instructor, Advisor and Supervisor
The Threshold Program at Lesley University



December 5, 2017

RE: Letter of support for Elizabeth Peabody House's application for the Community Preservation Grant

To the Members of the Community Preservation Committee:

I am writing to pledge my support of Elizabeth Peabody House and its application for the Community Preservation Grant from the City of Somerville. The Greater Boston Food Bank (GBFB) is the largest hunger-relief organization in New England and among the largest food banks in the country. Last year, we distributed 60.8 million pounds of food, enough to provide 50 million healthy meals to those in need. We are committed to increasing our food distribution to provide at least ONE MEAL A DAY to every person in need in eastern Massachusetts.

GBFB works to acquire, store, organize and distribute food through local food pantries, community meal programs, homeless and residential shelters, youth programs, senior centers and day-care centers embedded in communities throughout the nine counties of eastern Massachusetts. Elizabeth Peabody House has been a valued GBFB partner since 2009. In our 2017 fiscal year, 184,069 pounds of food that Elizabeth Peabody House distributed came from GBFB. An average of 1,154 individuals receive food from the pantry each month. Elizabeth Peabody House has been a great collaborator with other agencies in Somerville by working together to ensure that any gaps in services are covered. They communicate with other meal programs and food pantries nearby to make sure they operate at different hours for maximum coverage.

Thank you for your consideration. Please feel free to contact me for more information.

Sincerely,

A handwritten signature in black ink that reads "Mariko Sugimori". The signature is written in a cursive, flowing style.

Mariko Sugimori
Community Capacity Manager
The Greater Boston Food Bank
70 South Bay Avenue
Boston, MA 02118
Office: 617.427.5200, ext. 5081
msugimori@gbfb.org
www.GBFB.org

December 2017

To: Somerville Community Preservations committee

My name is Ellen O'Brien and I am the president of the Winter Hill Seniors. The Winter Hill Seniors came into existence in 1969 and has provided for the social well-being for seniors in the Winter Hill area for all those years until the present times.

Fifteen years ago the Peabody House was approached by the then president of the Winter Hill Seniors to ask for its help. The Seniors had lost its meeting place and required a place to meet and a place with which to identify.

The House, which over the years, has supplied space for many community organizations gracefully acquiesced.

Since that time the Winter Hill Seniors has enjoyed a warm, safe place to meet and upon occasions the help of its staff.

I cannot express fully enough our gratitude to the Peabody House for its efforts on behalf of the Winter Hill Seniors.

We support wholeheartedly its grant application to obtain money for a new roof. The Peabody House's long history of child care and community involvement extends for over a hundred years

The House is a Somerville treasure.

Sincerely,

Ellen O'Brien
President, Sinter Hill Seniors

**Elizabeth Peabody House
FY18 Grant Application**

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

Historical Photos



Above: View of 275-277 Broadway from across street, looking at corner with Grant Street.

Below: Early twentieth century image (undated) of corner of Broadway and Grant Street showing the Broadway Methodist Episcopal Church in its final location.



FORM B – BUILDING

Assessor's Number USGS Quad Area(s) Form Number

MASSACHUSETTS HISTORICAL COMMISSION
MASSACHUSETTS ARCHIVES BUILDING
220 MORRISSEY BOULEVARD
BOSTON, MASSACHUSETTS 02125

70-6-16	Boston North		
---------	--------------	--	--

Town/City: Somerville

Place: (*neighborhood or village*):
Winter Hill

Address: 275-277 Broadway

Historic Name: Broadway Methodist Episcopal Church

Uses: Present: Community Center

Original: Church and Rectory

Date of Construction: 1882

Source: Haley, p. 143

Style/Form: Colonial Revival

Architect/Builder: Unknown

Exterior Material:

Foundation: Brick(church), stone (rectory)

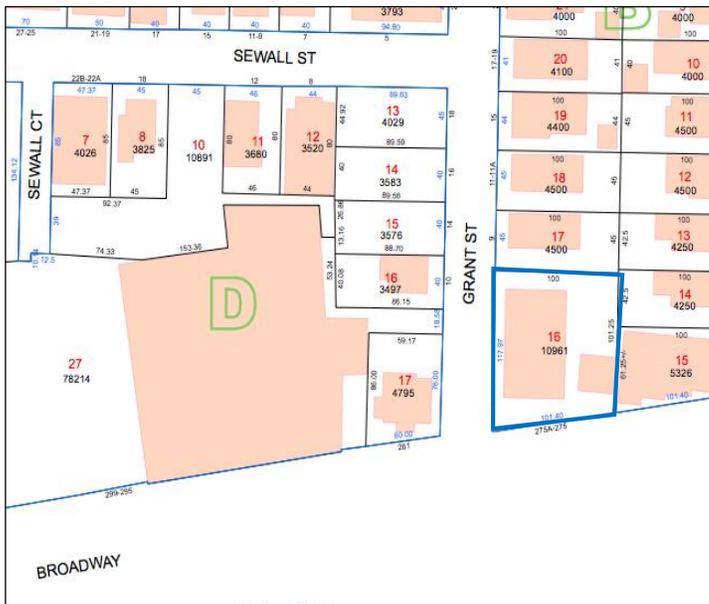
Wall/Trim: Aluminum Siding/Wood Shingle

Roof: Asphalt Shingle

Photograph



Locus Map



Outbuildings/Secondary Structures: Rectory constructed ca. 1910 to right of church, now used as EPH offices; playground structures installed behind offices

Major Alterations (*with dates*): Moved to site between 1895 and 1900 facing Grant Street, turned to face Broadway ca. 1905 - 1910 when the existing front entrance addition and tower were installed

Condition: Fair

Moved: no yes **Date:** 1895-1900; 1905- 1910

Acres: 10,961 sf.

Setting: Located at the edge of a residential neighborhood on a busy urban boulevard and transportation corridor that is characterized by a mix of commercial, municipal, and residential structures.

Recorded by: Lara Kritzer

Organization: JM Goldson community preservation + planning

Date (*month / year*): November 2017

INVENTORY FORM B CONTINUATION SHEET

SOMERVILLE

275-277 BROADWAY

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

--	--

Recommended for listing in the National Register of Historic Places.

If checked, you must attach a completed National Register Criteria Statement form.

Use as much space as necessary to complete the following entries, allowing text to flow onto additional continuation sheets.

ARCHITECTURAL DESCRIPTION:

Describe architectural features. Evaluate the characteristics of this building in terms of other buildings within the community.

The existing church building at 277 Broadway was originally constructed as a slightly smaller church on the opposite (western) corner of Grant Street from its current location. Although the original style of the building is unclear, the gable end returns on the central gable roof, arched stained glass windows and traditional rectangular form suggest that the building was constructed in either the Gothic or Greek Revival style. Any other original elements were either removed or obscured in the two moves and later additions which have resulted in the current Colonial Revival style building located on the eastern corner of Grant Street and Broadway. The traditional rectangular form of the building with its tall gable roof is clearly visible as the core of the structure behind a later Colonial Revival style entrance foyer and tower. Installed when the church was reoriented to face Broadway, the one-and-half story addition spans the width of the original front façade and includes a 44' tall square tower at the center of the façade which is the now the highest and most distinctive element of the building. In an early twentieth century photo, a Colonial Revival style balustrade matching the surviving one over the front entrance encircles the top of the tower. This decorative element was removed sometime in the mid-twentieth century and has not been replaced. Just above the main roof on three sides of the tower are clock faces set into round openings with four flat key trim elements set into the frame. The same early twentieth-century photo of the site mentioned above also shows that these openings originally held stained glass windows which were replaced with clocks sometime before 1926.¹

HISTORICAL NARRATIVE

Discuss the history of the building. Explain its associations with local (or state) history. Include uses of the building, and the role(s) the owners/occupants played within the community.

The last of four Methodist Episcopal churches established in Somerville in the nineteenth century, the Broadway Methodist Episcopal Church (also referred to as the Broadway Methodist Church) was organized in June 1873 by Reverend J. Benson Hamilton, who was then pastor of the Flint Street Methodist Church. The congregation began meeting and holding services in a one-story brick building at the corner of Broadway and Marshall Street, remaining in this location until the new church was completed in 1882. At that time, the Broadway Methodist Church was located on a narrow lot on the northwest corner of Broadway and Grant Street opposite Sargent Street and appears on early maps as a traditional rectangular church with a small bumpout on the rear façade. These maps also show two small hip roofed buildings in the church's current location, which probably served as sheds or stables. In 1888, the Trustees of the Broadway Methodist Church purchased the current site on the opposite corner of Grant Street and Broadway (noted in plans and deeds as lots 130 and 131), presumably to provide a larger space for their growing congregation. The church building remained in its original location through at least 1895, but was moved to the new site on the northeast corner of Broadway and Grant Street by 1900 where it is still located today.

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¹ The EPH has a receipt in their files from 1926 when the church paid to have the clocks repaired.

INVENTORY FORM B CONTINUATION SHEET

SOMERVILLE

275-277 BROADWAY

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

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ARCHITECTURAL DESCRIPTION (continued):

A second missing original element of the front façade is a large, arched, divided-light window originally centered over the entrance at the base of the tower. This window is clearly visible in the early twentieth century photo of the building but the area is covered in newer wood shingles in a later mid-twentieth century photo, suggesting that the window had been removed relatively recently. Today the balustrade which ran below this Colonial Revival style window is still visible within the trim band surrounding the base of the tower, but there is no longer any evidence of the window on the interior or exterior of the building.

The rest of the early-twentieth century addition to the front façade is made up of a large, one and a half story entrance hall extending to the corners of the building on either side of the central tower. Approximately one bay deep, the hipped roof addition includes most of the Colonial Revival architectural detailing found on the building, including a highly ornamented cornice with dentils above a wide frieze board and architrave. A set of wide fluted pilasters surround the entrance, which projects out slightly from the rest of the façade, and individual fluted pilasters decorate each corner of the addition. Early photos show that the front entrance had been constructed with a pair of tall, solid wood doors below an arched raised wood panel set into a heavily trimmed opening with a key element at the top. These doors are still in place in a later twentieth century photo of the building, but have since been replaced with a pair of shorter metal doors topped by a narrow, arched transom window. Two original, clerestory, stained-glass windows are located to either side of the entrance, with two more on either side of the projecting front façade. These stained-glass windows are original to the early twentieth century addition and show signs of deterioration including broken and missing panes. Most of these windows are now covered by protective Plexiglas panels. The front entrance is reached by either a short set of concrete steps or the adjacent large wooden ramp installed to provide accessible access to the main doors.

While the front façade and tower have been resided with wood shingles that appears to be consistent with the siding in the early twentieth century photos, the rest of the building is now covered in aluminum siding with the exception of Colonial Revival style raised wood panels set between the first and second floors on the side facades of the building. Two and a half stories in height, the building's side facades are characterized by tall, narrow, arched stained glass windows running the length of the second story above the wood panels. Just below the wood panels, one-over-one double-hung windows run along the length of the first floor. The first set of windows on each façade are single-width, three-part stained-glass windows with a single band of paneling below and a single window on the first floor, but the other three set of windows are paired. Each pair of stained glass windows is joined at the top with a smaller, triangular stained-glass window creating a single, wider arched window design. Several of these windows also have broken or missing glass and are covered by Plexiglas panels with the exception of the front right façade window, which is covered by plywood, and a portion of the rearmost stained-glass window on the left façade, where the Plexiglas has been removed and the window is exposed. These Gothic Revival style windows are the primary decorative elements of the earliest section of the building, but it is unclear whether the windows are original to the building or were added during a later renovation. The paneling between the two sets of windows is Colonial Revival in style, suggesting that this feature was added when the new front façade was constructed.

While the early-twentieth century photo of the building suggests that the first-floor windows were six-over-six, divided-light, double-hung windows, only one of these windows survives today in the basement level of the rear façade. The left (Grant Street) façade has one additional double hung window on the first floor, located in the rearmost corner in the later bumpout added during the building's final relocation. The rest of the first floor and basement level double-hung windows have since been replaced with one-over-one aluminum replacement windows. At the basement level, the ground slopes down towards the back of the site. Small awning windows, now enclosed, were originally located in the brick foundation towards the front of the facades, with larger double hung windows installed towards the rear. Those large windows that remain on the side and rear facades are now covered with metal grates. On the left (Grant Street) façade, two metal doors have been added along with a cement ramp and metal railings that provide an accessible entrance. A stockade fence is located at the center of the façade and hides mechanical equipment from view and the awning window closest to the front of the building has been filled in with cinder block and a relatively new vent. The original "1882" cornerstone is visible at the front corner of the left façade behind existing landscaping. On the right façade, two doors have also been installed to provide access to a playground area. The first is a glass door located in the foundation level below the front most set of paired windows which provides access to the yard from the basement.

INVENTORY FORM B CONTINUATION SHEET

SOMERVILLE

275-277 BROADWAY

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

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ARCHITECTURAL DESCRIPTION (continued):

The second door is installed in place of the last set of double hung windows on the first floor, and is accessed by a flight of wooden stairs adjacent to the building. The unadorned painted door has a narrow, flat roofed overhang at the base of the decorative panels. The basement window below this first-floor door has been filled in, as have the awning windows on this façade.

The rear façade of the building lacks the decorative detailing found on the side and rear facades. At the center of this façade a large, two and a half story central bay juts out from the building. This bay was expanded to the rear right (Grant Street) corner of the building at the basement and first floor levels during the twentieth century, either as part of the building's final move or shortly after it was turned to face Broadway. Five double hung, one-over-one aluminum replacement windows are scattered along the first floor of the rear facade. At the basement level, three large double hung windows are centered on the rear façade in the bay shaped addition, with awning windows on either side. The awning window opening on the left has been filled in and two of the double hung windows are later replacement windows which are similar to, but wider than, the ones on the first floor. However, the two basement windows closest to Grant Street are earlier windows which could be original to the building. The first is a two-over-two double-hung window with privacy glass and a vent installed in place of one glass pane, while the second is a three-pane awning window. Both are wood windows, and are the last surviving wood windows on the building.

While the front façade and tower are covered in wood shingles, the main body of the building is enclosed in aluminum siding with the exception of the wood paneled elements between the windows on the side facades. The main roof of the building as well as the lower roofs on the front façade are covered in a light brown asphalt shingle that appears to be more recently installed than the diamond shaped gray asphalt shingle found on the roofs of the bumpouts on the rear facade. There is one narrow masonry chimney located at the rear of the roof next to a large metal vent on the roof ridge.

In addition to the former church building, the site includes a two and a half story former rectory which now houses the Elizabeth Peabody House offices. The two and a half story house is Queen Anne/Stick style in form with little architectural detailing aside from a two-story bay and entrance porch on the front façade. The railings on the front porch have been replaced with taller, heavier wood railings than would originally have been on the structure, presumably to meet building code requirements. The porch itself is an original element of the building but whether the existing cantilevered roof is an original element or later addition is unknown. In keeping with its neighboring structure, the front façade of the former rectory is finished in wood shingles while the side and rear facades are covered in aluminum siding and the windows are a mix of original six-over-six double hung wood windows and later one-over-one aluminum replacement windows.

Both structures are located directly on the sidewalk of the busy commercial boulevard and are surrounded by shrubs, small trees, and landscape plantings. A stockade fence at the rear of the site encloses a recently installed playground used by the daycare facilities within the church. In addition to the new equipment, the interior walls of the fenced in playground area have been painted with murals.

Aside from the addition of accessible ramps and new side entrances, no significant exterior changes were made to the church after it was reoriented to Broadway. However, numerous changes were made to the interior of the building beginning in the 1920s when the basement was finished with a concrete floor and walls. Plans show that the church worked to strengthen the roof trusses in 1938, remodeled the kitchen in 1946, and reroofed the building in 1969 and 1972. After the Elizabeth Peabody House purchased the building, the former sanctuary was converted into a black box theater, the first-floor meeting area was turned into a community center and group space, and the basement now includes a daycare facility and food pantry.

INVENTORY FORM B CONTINUATION SHEET

SOMERVILLE

275-277 BROADWAY

MASSACHUSETTS HISTORICAL COMMISSION

220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

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HISTORICAL NARRATIVE (continued):

However, the site was not in its current location at that time. While no photos of the building in this location have been found, the 1900 Sanborn map of Somerville shows the rectangular church building situated along the rear property line facing Grant Street. The church is noted to stand 35' to the eaves and to have a 70' tower now added to its front right corner. As there is no suggestion of a tower on earlier maps, it is believed that this feature was added to the structure after it was moved. A small bumpout at the rear of the original building was also removed in the move and replaced with a larger central bay which is still visible on the rear façade today. This second location was relatively short lived, though. Sometime before 1910, the building was turned on the site to face Broadway. Although the exact date and reasons for the move are unclear, by 1910 a second structure, 275 Broadway, had been built to the right of the church. By relocating the building to the front left half of the site, space was provided for the construction of the building, which served as a rectory housing the church's pastor beginning in 1910. The next Sanborn map of Somerville in 1933 shows the church in its existing form in its current location facing Broadway, with the Colonial Revival detailed entrance hall and central tower now installed across the front façade, and the bay on the rear façade expanded to the left corner of the building. It also includes the adjacent rectory, and the two structures continue to share the same lot. It should be noted that the former rectory (275 Broadway) is listed on the Somerville's Assessor's Database as being constructed in 1900. However, it is not shown on the Sanborn map of that year and is not mentioned in Somerville Directories until 1910, when then pastor Reverend Berton Jennings is listed as living there. Prior to this date, the church's pastors all lived at 150 Walnut Street.

The Broadway Methodist Church and Rectory remained in the hands of the Broadway Methodist Episcopal Church until 1979 when it was purchased by the Elizabeth Peabody House Association for \$65,000. The Elizabeth Peabody House was organized in 1896 to serve the needs of Boston's West End immigrant population. Urban renewal, and the large-scale demolition of the West End, led the EPH to follow their immigrant community to Somerville in the 1950s, where they occupied storefront space on Broadway until their purchase of the former church building and residence. Under their ownership, the interior of the building was converted into a community meeting and gathering space housing a black box theater, after school programs, daycare facilities, and a food pantry. Today EPH holds its programs and events in the former church building and uses the former rectory for its offices. The remaining open space on the site is now a colorful and engaging playground space used by both neighborhood residents and program participants.

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INVENTORY FORM B CONTINUATION SHEET

SOMERVILLE

275-277 BROADWAY

MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

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Above: View of 275-277 Broadway from across street, looking at corner with Grant Street.

Below: Early twentieth century image (undated) of corner of Broadway and Grant Street showing the Broadway Methodist Episcopal Church in its final location.



INVENTORY FORM B CONTINUATION SHEET

SOMERVILLE

275-277 BROADWAY

MASSACHUSETTS HISTORICAL COMMISSION
220 MORRISSEY BOULEVARD, BOSTON, MASSACHUSETTS 02125

Area(s) Form No.

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At Left: Front Façade of 277 Broadway
Below: Front Façade of 275 Broadway

