

## Community Preservation Committee Town of Belmont

### CPA Funding – Final Application

Ten copies of the completed Final Application must be submitted to the following address by no later than 7:00 pm on Monday, December 5, 2022:

Community Preservation Committee  
Matthew Haskell, CPA Administrator  
Office of the Select Board  
Belmont Town Hall  
455 Concord Avenue  
Belmont, MA 02478

Unless an applicant can demonstrate that a significant opportunity would otherwise be lost, final applications will not be accepted after the submission deadline. In order for the CPC to consider a project proposal that cannot adhere to the deadlines as outlined in the **Standard Application Process**, the project must meet the additional selection criteria as outlined in the **Special Application Process**.

**Project Title** \_\_\_ Belmont Womans' Club Window Restoration Installation Project for 3rd Floor

**Project Location** \_\_\_ 661 Pleasant St Exterior \_\_\_\_\_

**Applicant/Contact Person** \_\_\_ Belmont Womans' Club/Wendy Murphy \_\_\_\_\_

**Organization** \_\_\_ Belmont Woman's Club \_\_\_\_\_

**Mailing Address** \_\_\_ PO Box 447, 661 Pleasant St, Belmont

**Telephone** \_\_\_\_\_ 617-484-4892 **E-mail** [Wendy-info@belmontwomansclub.com](mailto:Wendy-info@belmontwomansclub.com)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

CPA Category (check only one, in consultation with the CPC):

Community Housing X  Historic Preservation  Open Space

Recreation

**Amount Requested** \_\_\_ \$31,500 \_\_\_\_\_

**Total Project Cost** \_\_\_ \$35,000 \_\_\_\_\_

The CPC will review the Final Applications. Applicants will be contacted if additional information or an interview is required. The CPC may also request to visit the site of the proposed project. Applicants will be notified by mid-January whether the CPC plans to recommend their project at

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**PROJECT DESCRIPTION:** Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

**GOALS:** Goals of this proposed emergency project is to complete our initially funded project - restoring the windows of the Historic Homer House. As the project has continued, our restorer has taken windows out of the house, brought them to her shop and restored them, then returned to our house to install them. Several have been successfully completed on the first and second floors. However, when her crew came to re-install the restored windows to the 3rd floor, they determined that the existing window frames were too unstable. There are braces as described in the attached quote. There is significant rot on the frames. Given how high this work is, our window expert did not realize the extent of the situation when she first quoted the work. She does NOT do this work to make braces intact nor does she set up scaffolding around the building in order to remove the rot and replace pieces of the frame of the window as needed.

**COMMUNITY NEED:** The project is needed in that the Historic Homer House is a gem for the town, situated prominently just uphill of our main town center and close to the School administration and the Police buildings. The house pre-dates those buildings and is a significant tie to the glory days of Belmont in 1853. Originally a summer house, this house was built by the uncle of famed artist Winslow Homer. There are many architecturally significant features, including an early example of Mansard roofs, Italianate balconies in front and back and lovely stained glass windows that have earned this house a place on the National Historic Registry.

**COMMUNITY SUPPORT:** Our club members have contributed the required 10% funds previously to the original project. We are actively involved in many community programs that occur at the house (volunteer appreciation event for Porchfest these past 2 summers) and on our front lawn (collaboration with Recreation department on Halloween movie/pumpkin carving events for past 2 years; Holiday events for the general public including Easter and December pre-school sing-alongs, storytimes and live animal events with Habitat.)

**PROJECT DOCUMENTATION:** Not all of the 10 windows on the 3rd floor have been removed but it is estimated that all 10 will end up needing some sort of repair. Please find a few photos attached. As well as the written estimate and business card of the contractor who can perform this work. Please note we collected multiple estimates and this one is significantly less than the other estimate collected.

**TIMELINE:** Given the winter season, the timeline is soonest spring when it is safe to set up the scaffolding and have the repair work done since a large portion will need to be done outdoors. We understand that Town Meeting will need to vote on this so are flexible about the timing.

**CREDENTIALS:** The president of the club, Wendy Murphy the contact, has supervised our previous CPA funded project, the restoration of the cupola. The Window Woman who presented with Ms. Murphy, will be working closely with the selected contractor for the repair of the 3rd

floor window frames and braces. The chosen contractor - JJ and Sons General Contractor - for this project who supplied the attached estimate, has worked extensively on historic restoration projects and came highly recommended to the club by local builder Al Ponte.

SUCCESS FACTORS: Success will be measured if all parties are able to install the restored windows on time and on budget with a high degree of attention to matching the exterior historic features of the windows.

BUDGET:

Rentals cost for scaffolding \$6,850

Dumpster waste cost \$ 1,965

Materials cost \$ 11,785

JJsons labor cost \$ 12,500

CONTINGENCY \$1900

TOTAL: \$35,000



• Goals:





What are the goals of the proposed project?

- **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans?
- **Community Support:** What is the nature and level of support for this project? Include any letters of support and petitions.
- **Project Documentation:** Attach any applicable engineering plans, architectural drawings,

site plans, photographs, any other renderings, relevant studies or material.

- **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?
- **Credentials:** How will the experience of the applicant contribute to the success of this project? What prior municipal procurement experience does the applicant have? If the applicant has no prior procurement experience, what member of the project's working team or Town of Belmont Department Head mentor will be responsible for ensuring the project adheres to the necessary procurement laws?
- **Success Factors:** How will the success of this project be measured?
- **Budget:** What is the total budget for the project and how will CPA funds be spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for ongoing maintenance expenses.)
- **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- **Town Properties:** All CPA applications filed by a private person or entity for a CPA project either located on, or which involves, public land, structures, personal property or amenities shall be co-sponsored by a committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity. The committee(s), board(s), commission(s), department(s) or other entity or entities of the Town of Belmont which have control of, or jurisdiction over, said land, structure, personal property or amenity may set guidelines, standards and rules for, or make revisions to a CPA project either located on, or which involves, public land, structures, personal property or amenities.
- **Private Entity as a Private Project Sponsor:** Private entities sponsoring CPA projects on private property, not town-owned, are required to be nonprofit 501(c) (3) organizations and provide a copy of their IRS determination letter as part of their application.

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- **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?
- **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

**ADDITIONAL INFORMATION:** Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase

and Sales Agreement, option or deed. If the applicant does not have site control, explain how public benefits will be protected in perpetuity.

- 2. Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.
- 3. Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.
- 4. Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.
- 5. Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.
- 6. Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.
- 7. Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.
- 8. Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant has the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.
- 9. Fundraising:** Private persons who wish to contribute to a particular CPA project have the following fundraising options: A) Establish a 501 (c) (3) organization and set up a separate bank account in its name. This requires IRS filings on the part of the entity that sets it up. Collect and deposit all funds into the bank account you set up. B) Work with the Treasurer's Office to set up an account in the name of the CPA Project. Define the purpose of the fund raising and what the money will be used for.
- 10. Further Attachments:** Assessor's map showing location of the project.