



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY20 FUNDING CYCLE
APPLICATION COVER PAGE**

1. PROJECT INFORMATION

PROJECT NAME: Addressable Fire Alarm System

PROJECT LOCATION: 277 Broadway Somerville, MA 02145

LEGAL PROPERTY OWNER OF RECORD: The Elizabeth Peabody House Association

ONE SENTENCE DESCRIPTION OF PROJECT: The Elizabeth Peabody House is seeking funds to install an addressable fire alarm system in our historic building.

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: April 2020

ESTIMATED COMPLETION DATE: June 2020

CPA FUNDING REQUEST: \$38,000

TOTAL BUDGET FOR PROJECT: \$38,000

2. APPLICANT INFORMATION

APPLICATION NAME / ORGANIZATION: The Elizabeth Peabody House Association

CO-APPLICATION NAME / ORGANIZATION: _____

CONTACT PERSON: Kretcha Roldan

MAILING ADDRESS: 277 Broadway Somerville, MA 02145

PHONE: 617-623-5510 x. 102 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 M. Roldan Signature [Handwritten Signature] Date 09/20/19

Name (printed) _____ Signature _____ Date _____



JOSEPH A. CURTATONE
MAYOR



CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE FY20 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 in instruction packet)
- Project timeline: a project schedule showing all major milestones (i.e., study, design, environmental, permitting, construction, etc.), including receipt of other funding sources
- Grant and Trust Funds Disclosure Form (form provided)
- Campaign Contribution Mandatory Disclosure and Certification Form (form provided- only needed if requesting \$50,000 or more in CPA funds)
- Ordinance to Safeguard Vulnerable Road Users Acknowledgement (form provided)

FINANCIAL:

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

VISUAL:

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

OWNERSHIP/OPERATION (NON-CITY):

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

COMMUNITY SUPPORT (RECOMMENDED):

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

HISTORIC RESOURCES PROJECTS:

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

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

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



CITY OF SOMERVILLE, MASSACHUSETTS

MAYOR

COMMUNITY PRESERVATION COMMITTEE

FY20 FUNDING CYCLE

NARRATIVE PROMPTS

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

Project Description

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

The Elizabeth Peabody House requests funding to remove its existing fire alarm system and install a new, up-to-date addressable alarm system in its program building located at 277 Broadway in Somerville. The beautiful converted church building that hosts our programs was built in 1882 and purchased by the Elizabeth Peabody House Association in 1979. EPH has been systematically renovating sections of the building, including replacing the roof using CPA funding in the summer of 2018. Replacing the alarm system is the next step in ensuring the historical building is up to all codes and is a safe place to host programs.

Last funding cycle, the CPA generously supported a Building Condition Assessment and Prioritized Rehabilitation Plan (aka "Building Plan") for our building. Replacing the outdated fire alarm system is one of the highest priority items identified in that plan. An addressable alarm system would help firefighters responding to a call see the exact location in the building where an alarm was set off, saving valuable time and reducing potential damage to the building and its occupants. While we plan to take on major capital improvements in the future (restoring our stained glass windows and replacing the building's vinyl siding with shingles, for example), we need to first ensure that our safety systems are in working order.

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?

The mission of the Elizabeth Peabody House is to support families in our community in reaching their full potential through early childhood education, youth enrichment and development, and family services. EPH was originally founded as a West End settlement house in 1896, and has been based in Somerville for the last 62 years. Our programs consist of a nationally-accredited preschool, afterschool enrichment program, and emergency food pantry. All programs are based out of our historic building in the Winter Hill neighborhood. During the summer, we partner with Camp Everwood in Sharon to offer our students and other kids from the community the opportunity to enjoy nature and classic summer camp activities.

In the spring of 2019, EPH received the final Building Plan, and there were three urgent issues that required a fast turnaround: (1) loose electrical grounding cables, (2) critical egress staircase replacement, and (3) active water infiltration from the roof. Within a week, we fixed the electrical grounding issue. We

contacted O'Lyn Roofing Company who installed the roof in July 2018, and they repaired rotten wood in the lower roof edges that intersect with the building's tower. The leaking water stopped. After obtaining approval from the HPC, we began replacing the egress stairs in early September 2019. As of writing this application, the new, up-to-code staircase is well underway. These projects were time-sensitive, and were paid for by EPH's operating budget and reserve funds. The fire alarm system is the next priority to be addressed. We have been speaking with our current company, Stanley Security, and other vendors to learn more about what an upgraded system could look like. EPH solicited bids in July and August 2019 from a minimum of three companies. At the time of writing this application, only two vendors have submitted estimates. EPH has encouraged other vendors to submit their proposals in a timely fashion.

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. Installing an addressable fire alarm system will allow faster response times for firefighters and other responders in an emergency, which will save time and reduce potential damage to the building, incorporating a sustainable approach to our in-house safety measures. 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 goals of this project are:

- a. To fully remove the old, current alarm system and
- b. Replace it with a new, addressable system
- c. Pass inspection by Somerville Fire Department

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

- a. Removal of the old system will be considered successful when all out-of-date pieces of the system are no longer installed in our building.
- b. Installation of the new system will be considered when all elements of that system are in place and functional within our building. Tests of the new system will be run upon installment to ensure that all pieces are in working order and up to safety codes.
- c. When the new system is installed, the Somerville Fire Department will perform final inspections.

Financial

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

This CPA request is the first attempt at securing funding for this project. We were made aware of the need to replace our alarm system in spring 2019 when we received the final CPA-funded Building Plan. The Building Plan informed us that replacing the alarm system was a priority, and so we made sure to request funding to do so in this cycle.

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

The total request was determined based on two quotes from American Alarm and Communications, Inc. (AACI) and Fire Equipment, Inc. (FEI). These quotes included the cost for installation of the new system, but other items were not included, such as the demolition cost, electricity, all needed permits, and inspections. Therefore, we are requesting slightly more than the exact amount of the quote to cover these costs as they arise.

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

This project will not require funding over multiple years.

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

If this project does not receive CPA funding or does not receive the full amount requested, we will approach other sources of funding and delay the start date for the project. However, no such approaches are underway at the present time.

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 completed many rehabilitation projects on the property since its purchase in 1979. In recent years, these have included a major roof renovation funded by the CPA, grounding electrical cables, and replacing egress stairs as well as a number of smaller projects to help conserve heat and energy. EPH has full confidence that the chosen alarm company will complete this project successfully and on time.

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.

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 finishing 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.**

The chosen vendor for this project will need to obtain an electrical permit from the City of Somerville as well as a fire inspection to ensure that the new system meets all standards. These are the only known barriers to the on-time commencement and completion of this project.

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

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

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

The chosen vendor for this project will obtain all permits and inspections (electrical and fire) for this project at its commencement. This project does not require any MAAB variances. Our Board of Directors will be kept apprised of the ongoing status of the project at their monthly meetings.

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

Elizabeth Peabody House is grateful to have received \$73,000 in FY2018 for a full roof replacement on the program building. That project has made a noticeable impact on our facility already; there has been no new water infiltration through the roof, even during some of the heaviest downpours! This has allowed us to continue to serve families without interruption, and begin thinking about long-term strategies for upgrading the building.

We also received \$28,000 in FY2019 to conduct a comprehensive Building Assessment plan. This allowed us to assess existing building conditions and prioritize a rehabilitation plan to guide future capital improvement projects. This assessment informed us of three critical improvements to make, outlined in “**Project Description**” question (2), all of which have been completed or are underway at the time of writing this application. We completed both of those projects using our operating budget and reserve funds. The next critical improvement to make is replacing the alarm system.

Historic Resources Rehabilitation Projects

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

While we undertake every project with historical standards in mind, the alarm system installment will not alter the exterior of the building and therefore does not need to comply with these standards.

- 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.**

See above answer to (1).

Accessibility Requirements

- 1. Describe how the proposed project complies with all Americans with Disabilities Act/MAAB Regulations.**

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

Project Timeline

	Steps	Date(s)
1	Obtain quotes from alarm companies	July – September 2019
2	Issue RFP and solicit bids	September – October 2019
3	CPA Grant due	September 24 th 2019 @ 12pm
4	Make final decision on vendor	October 2019
5	Present application to CPC	October 23 rd 2019
6	CPC issues award letter Contract issued between EPH and City of Somerville	January – February 2020
7	Project Commences	May 2020
a.	Inspections completed, permits obtained	May 2020
b.	Removal of old alarm system	June 2020
c.	Installation and testing of new alarm system	July 2020
d.	Completion of project, final inspections by Fire Department	July 2020



GRANT AND TRUST FUNDS DISCLOSURE FORM
PURSUANT TO CITY OF SOMERVILLE CODE OR ORDINANCES SEC. 15

(copies of the Ordinance are available upon request)

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

Section 1

Legal Name of Applicant:

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

Check One:

Yes

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

No

Section 2

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

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

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

Check One:

No Conflict Of Interest

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

Section 3

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

Section 4

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

Name (Individual or Entity)	Association	Service Provided	Value of Service (\$)	Amount of City Funds Supporting Service (\$)	Mark "X" if individual or entity has had any grant, contract, or agreement with a federal, state or local agency terminated within the last 3 years.*
TBD – EPH is still waiting for one more estimate by vendor.					

*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 M. Boldán

Title: Executive Director

Date: 9/20/19



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

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

PART I. APPLICATION FOR ITEM

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

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

PART II. APPLICANT INFORMATION

Provide the following information for the Applicant:

NAME:	The Elizabeth Peabody House Association
ADDRESS:	275-277 Broadway, Somerville, MA 02145
TELEPHONE NO.:	617-623-5510 ext. 102
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: TBD – EPH is still waiting for one more estimate by vendor Title: _____

Printed Name of Affiant: _____ Date: _____

Subscribed and sworn before me this ___ day of _____, 2__.	_____	(Witnessed or attested by) _____
My Commission expires:		(Seal)

THIS FORM SHALL BE OPEN TO PUBLIC INSPECTION

SCHEDULE A – APPLICANT INFORMATION

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

IF NOT APPLICABLE, CHECK HERE: .

NAME	POSITION	E-MAIL ADDRESS	PHONE NO.	ADDRESS
Kretcha M. Roldan	Executive Director	kroldan@teph.org	617-623-5510 ext 102	275 Broadway, Somerville, MA 02145
Christine Egitto	Treasurer, Chair	Christine.egitto@bridgebank.com	617-417-9307	9 Pitman St. Apt D, Somerville, MA 02143
Kaitlin Gastrock	Secretary	kgastrock@gmail.com	617-763-2709	8 Museum Way, No1109, Cambridge, MA 02141
Dan Thomas	Officer, Board of Directors	Dan.thomas@jacobs.com	617-250-4824	23 Chilcott Pl., Jamaica Plain, MA, 02130
Louise Coughlan	Officer, Board of Directors	louiseCoughlan@gmail.com	617-633-5081	12 Lawrence St., Winchester, MA01890
William Durkin	Officer, Board of Directors	Durkin.w@gmail.com	603-508-1220	42 Warren St., Salem, MA 01970
Sarah Eichorn	Officer, Board of Directors	Sarah.eichorn23@gmail.com	401-741-8567	15 Quint Ave. #6, Boston, MA 02134
Brenda Lormil	Officer, Board of Directors	blormil@gmail.com	617-710-3697	49 Pennsylvania Ave., Somerville, MA, 02145
Sheri Rios	Preschool Director	srios@teph.org	617-623-5510 ext106	275 Broadway, Somerville, MA 02145
India Drinkard	After School Director	idrinkard@teph.org	617-623-5510 ext105	275 Broadway, Somerville, MA 02145
Kathryn Aucella	Development Associate	Kaucella@teph.org	617-623-5510 ext108	275 Broadway, Somerville, MA 02145

SCHEDULE B- CONTRIBUTION DISCLOSURE INFORMATION

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

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

IF NOT APPLICABLE, CHECK HERE:

<u>NAME OF CONTRIBUTOR</u>	<u>RELATIONSHIP TO APPLICANT</u>	<u>NAME OF RECIPIENT</u>	<u>DATE OF CONTRIBUTION (MM/DD/YYYY)</u>	<u>AMOUNT OF CONTRIBUTION (\$.\$\$)</u>



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


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

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

Acknowledgement

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

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

Kretcha Roldan  September 20, 2019

 Authorized Signatory’s Name Date

The Elizabeth Peabody House Association
Company Name

I certify that the Ordinance does not apply to this contract for the following:
 Vehicles do not meet or exceed Class 3 GVWR Vehicles do not exceed 15 MPH No vehicles on project
 Other: _____



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
FY20 FUNDING CYCLE
BUDGET SUMMARY**

PROJECT NAME: Addressable Fire Alarm System

APPLICANT: The Elizabeth Peabody House Association

SUMMARY OF PROJECT COSTS

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

	PROPOSED SOURCE	EXPENSES				TOTAL
		STUDY	SOFT COSTS*	ACQUISITION	CONSTRUCTION**	
1	Somerville CPA				\$38,000	\$38,000
2						
3						
4						
5						
6						
TOTAL PROJECT COSTS						\$38,000

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

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

EXPLANATION OF FUNDING SOURCES

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

	SOURCE	SECURED? (YES/NO)	STATUS OF FUNDING SOURCE
1			
2			
3			
4			
5			

Elizabeth Peabody House Association

Addressable Fire Alarm System

Project Budget¹

Total CPA Request	\$38,000
I. Initial Installment 50% payment to vendor	\$18,000
II. Final Installment 50% payment to vendor	\$18,000
III. Additional Costs To cover extraneous or unexpected materials, electrical work, etc.	\$2,000

¹ Based on two quotes received from vendors as of September 20, 2019.



Contract for Construction and Professional Services (B)

Date

This contract may include, as specified below, design, installation, programming, repair, monitoring, and/or testing and inspection of integrated systems. All equipment installed will become the property of the client.

8/22/2019

Site Location

Elizabeth Peabody House
277 Broadway
Somerville, MA 02145

Contact: Kretcha Roldan

Voice:
Fax:
Mobile:
Email: kroidan@teph.org

Invoice To

Elizabeth Peabody House
277 Broadway
Somerville, MA 02145

Contact: Kretcha Roldan

Voice:
Fax:
Mobile:
Email: kroidan@teph.org

Qty	Equipment Description	Part Number
1	FIRELITE ADDRESSABLE FIRE PANEL	ES-200X
1	NAPCO LTE FIRE RADIO	SLELTEVCFBPS
1	FIRELITE 6AMP SYNCHABLE PWR SUPPLY	FLFCPS24FS6
2	ULTRATECH 12V 12AH BATTERY	IM12120
2	INTERSTATE 12V 7.2AH BATTERY	BSL1075
36	FIRELITE ADDRESSABLE SMOKE DETECTOR	SD365
9	FIRELITE ADDRESSABLE PULL-STATION	FLBG12LX
1	FIRELITE ADDRESSABLE HEAT DETECTOR	H365
1	SYS SENSOR CO DETECTOR 12/24V	BKCO1224T
21	SYSTEM SENSOR L/P HORN STROBE	P2RL
7	SYSTEM SENSOR L/P STROBE	SRL
1	FIRELITE MINI-MONITOR MODULE	FLMMF301
1	FIRELITE CONTROL MONITOR MODULE	FLCMF300
4	CABLE 16/2 SOL JKT 1M BX RED	WF162
75	ELC 1/2-INCH EMT CONDUIT 10'	EH215
1	PRE TEST/PROGRAM	
1	ACCEPTANCE TEST	

Qty	Service Description	Total Price	Quarterly
1	ANNUAL FIRE ALARM INSPECTIONS		\$120.00
1	CENTRAL STATION FIRE RADIO MONITORI		\$149.85



Site Location

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Somerville, MA 02145

Contact: Kretcha Roldan

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Invoice To

Elizabeth Peabody House
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Somerville, MA 02145

Contact: Kretcha Roldan

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Email: kroidan@teph.org

Special Instructions

Additional equipment maybe required by the AHJ's during the final walk through. If any additional equipment is requested by the AHJ then AACI's posted time and material rates will be used in your market.

AACI will pull all needed permits needed only for work AACI will be doing and customer will be billed once permit amounts are known.

Customer to supply all 110v electricity needed for the fire alarm panel and any field devices installed by AACI

This quote does not include the demo of the existing fire alarm system

Existing fire alarm system to remain in place until new system is approved by local AHJ



Site Location

Elizabeth Peabody House
277 Broadway
Somerville, MA 02145

Contact: Kretcha Roldan

Voice:
Fax:
Mobile:
Email: kroidan@teph.org

Invoice To

Elizabeth Peabody House
277 Broadway
Somerville, MA 02145

Contact: Kretcha Roldan

Voice:
Fax:
Mobile:
Email: kroidan@teph.org

Thank You

Thank you for your business. If you have any questions or concerns about this contract, please feel free to call me at 339-226-2094

Sincerely,

Anthony Fama

Cost & Fee Schedule

<i>Total Investment</i>	
Total Price	\$34,703.78
Deposit Due in Advance	\$17,351.89
Balance Due Upon Completion	\$17,351.89
Quarterly in Advance 3 Year Agreement	\$269.85

Proposal No. PROPOSAL A Customer PO.

Notes:

Installation is included in the above prices. Prices valid for 30 days. Where applicable, sales tax is included in prices. Municipal permit fees and parking/ticket fees, if required, will be invoiced separately. Fire Alarm work subject to Fire/Bldg. Department approval. This agreement is subject to the Terms and Conditions of the MASTER AGREEMENT including LIMITATION OF AACI'S LIABILITY stated on the attached pages which the Client acknowledges have been read and accepted. A ninety (90) day repair service policy covering parts and labor is included in the above price (see paragraph 4 on MASTER AGREEMENT.) Client will supply necessary telephone line(s), network drop(s), and electrical power at control panel / CPU location. Deposit to be paid before system goes into service. Monitoring services will commence after emergency notification call list is received by the Monitoring Center. This agreement is binding on American Alarm & Communications, Inc. (AACI) only when signed by an authorized officer of AACI.

Signatures

<i>American Alarm and Communications, Inc.</i>		<i>Client</i>	
_____	_____	_____	_____
Anthony Fama	I.d.	Please Print Name	Title
_____	_____	_____	_____
Authorized Representative	Date	Authorized Signature	Date



Protecting New England. Because so much is at stake.

MEDFORD · SPRINGFIELD · HYANNIS · SMITHFIELD

September 20, 2019

Kretcha Roldan
Executive Director
The Elizabeth Peabody House
275 – 277 Broadway
Somerville, MA 02145

RE: Fire Alarm Upgrade

Dear Kretcha,

Fire Equipment Inc., is pleased to submit the following proposal for your consideration.

We have included the following:

- Installation of a new fully addressable fire alarm system
 - FEI will install the following: 1 Edwards IO64 Control Panel; 27 Smoke/CO Detectors; 1 Heat/CO Detector; 2 Beam Detectors; 6 Pull Stations; 6 Strobes; 16 ADA Horn/Strobes; 1 Knox Box; 1 Exterior Beacon
 - All necessary materials, labor, permits, programming and testing will be furnished by FEI
 - The new system will have a one-year warranty on parts and labor
 - The above system will need approvals by Somerville Fire Department before any work can commence.
- Any alterations to the fire alarm design submitted will be priced accordingly.

We have excluded the following:

- Overtime Labor

Our price for the above work is.....\$35,500.00
(Thirty-Five Thousand Five-Hundred Dollars and no cents)

A 30% Deposit is due upon the signing of this agreement.

All pricing is based on work done regular hours Monday-Friday, unless otherwise specifically noted above plus any applicable state taxes. Prices are valid for 60 days. Credit terms based on approval.

We propose hereby to furnish material and labor - complete in accordance with above specifications. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. 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. 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's Compensation Insurance.

Acceptance of Proposal

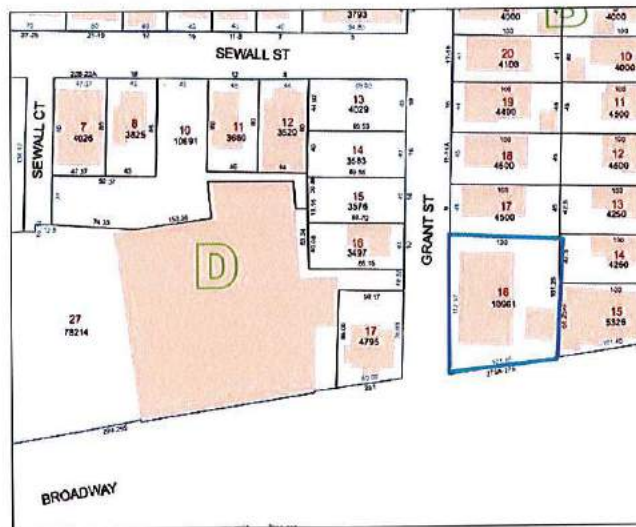
***The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.***

By: _____
Authorized Signature Date
Title:

By:  _____

Maps of the Property

Locus Map



Area Map - Including Rapid Transit

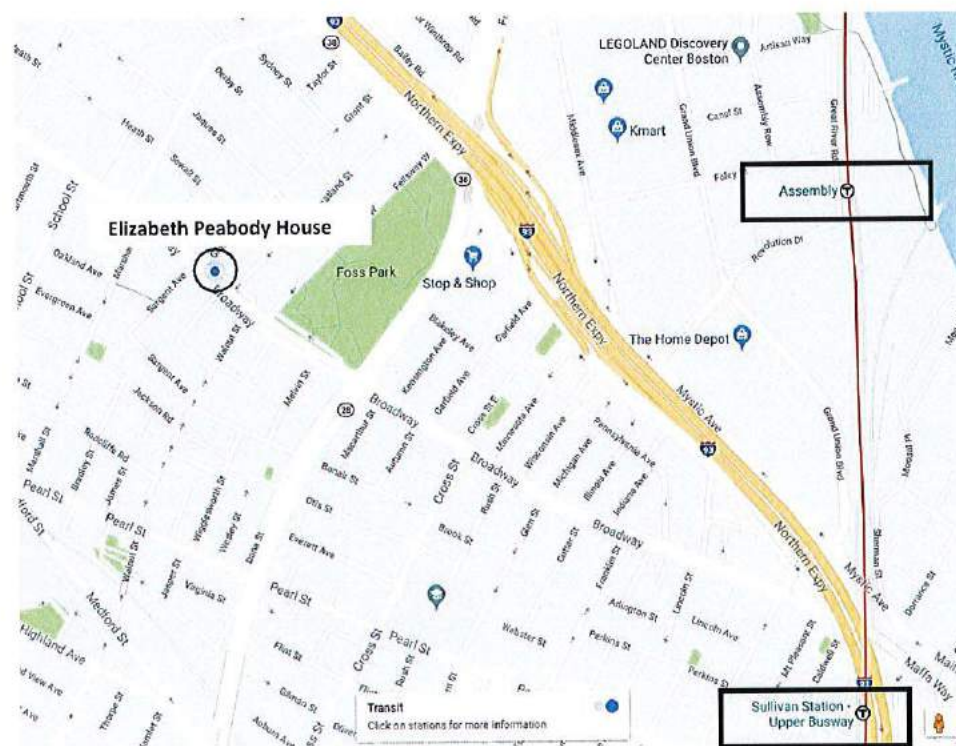




Photo #6

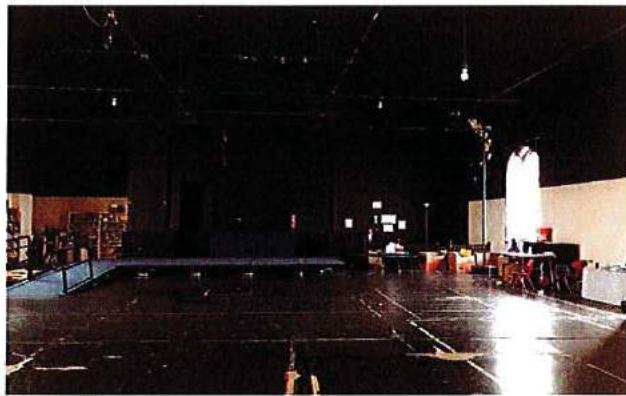
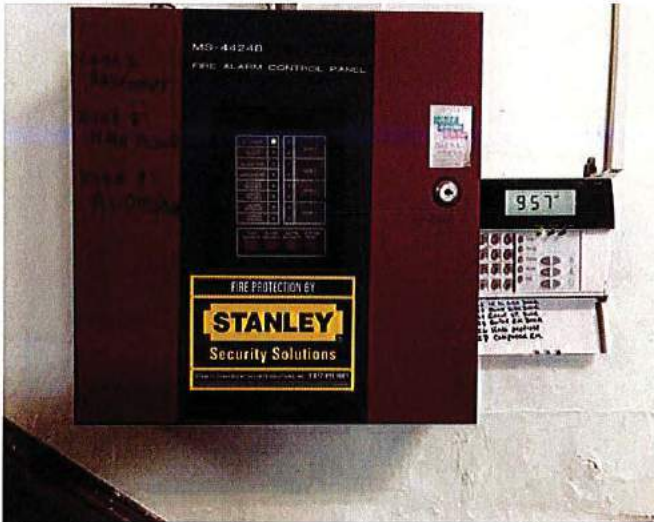


Photo #7

FIRE ALARM SYSTEMS

The building is equipped with a Firelite MS-4424B four zone fire alarm control panel and dual phone line communicator. See Photo #8 and Photo #9.



Photo#8

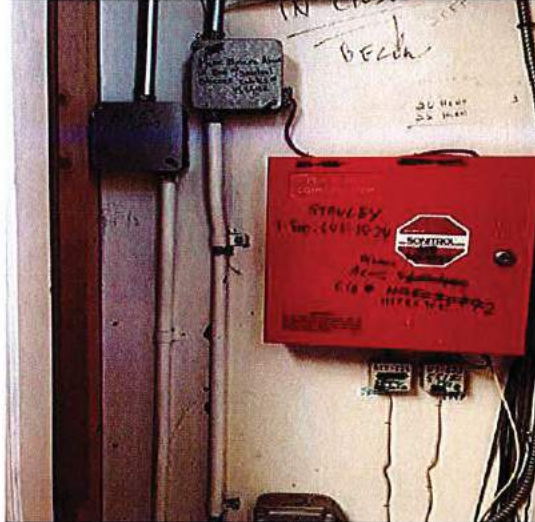


Photo #9

The system consists of pull stations at each exit doors, system connected smoke detectors throughout the building, system connected heat detectors, system connected carbon monoxide detectors and audio/visual notification devices.

The system is monitored and communicates to a central station in the event of an alarm, supervisory or trouble condition.

The system is zone by floor as follows zone #1 covers the basement area, Zone #2 covers the first floor and Zone #3 covers the auditorium level.

During the investigation it was noticed that there are various types and ages of the detectors. All detectors have a shelf life and should be routinely replaced as they age should be completely replaced not one at a time. By doing a wholesale replacement it ensures the proper protection throughout the building.



City of Somerville, Massachusetts
Finance Department, Treasury Division

CERTIFICATE OF GOOD STANDING

Exact name of taxpayer/applicant's business: ^{the} Elizabeth Peabody House Association

Address of taxpayer/applicant's business in Somerville: 275-277 Broadway

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

Taxpayer/applicant's phone: day: 617 623 5510 evening: n/a

I, (print name) ^{the} Elizabeth Peabody House Association, 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: _____ INCLUDES RELEVANT POSTINGS THROUGH: _____

TAXES AND ACCOUNT NUMBER(S) INCLUDED IN CERTIFICATE:

Real Estate Water/Sewer Personal Property Other: _____

2124 # 104788 # _____ # _____

NOTES:

CLERK'S INITIALS: JL

ORIGINAL STAMP: received 9-19-2019



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

William Francis Galvin
Secretary of the
Commonwealth

Date: April 23, 2019

To Whom It May Concern :

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

THE ELIZABETH PEABODY HOUSE ASSOCIATION

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

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



In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

on the date first above written.

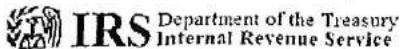
William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 19040469650

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

Processed by:



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

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

00018271
BODC: TE

ELIZABETH PEABODY HOUSE ASSOCIATION
275 BROADWAY
SOMERVILLE MA 02145

000958

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

Dear Taxpayer:

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

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

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

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

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

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

Sincerely yours,

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

MASSACHUSETTS
Statute Form of

William Ives

[BY CORPORATION]

TO

at o'clock and minutes m. 19

Received and entered with..... Deeds

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

Attest:

..... Register

FROM THE OFFICE OF

RETURN TO →

HOBBS & WARREN, INC.
PUBLISHERS STANDARD LEGAL FORMS
BOSTON - MASS.

Form 884

REVISED CHAPTER 497 - 1869

(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
TEST:



REGISTRAR

MS 1075-15

BK 13755 PG 077

MASSACHUSETTS QUITCLAIM DEED BY CORPORATION (SHORT FORM) 884

AUG -3-79 PM 12:27 196RE 1075

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

The Commonwealth of Massachusetts

ss.

July 31 1979

That certain parcel of land, together with the building 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:

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

Signed and sealed in presence of

Seaton M Woodley

TRUSTEES OF BROADWAY METHODIST CHURCH

Clarie W Gammon
Clarie W. Gammon, Chairman
Margaret A. Rogers
Margaret A. Rogers, Secretary

The Commonwealth of Massachusetts

Middlesex ss. July 31 1979

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

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

MIDDLESEX SOUTH COUNTY
RECORDED
COMMONWEALTH OF MASSACHUSETTS
DEEDS & EXCHANGES
AUG-3'79 148.20
RB.11004

Cancelled

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.



HARVARD Kennedy School
JOHN F. KENNEDY SCHOOL OF GOVERNMENT

HKS SERVES

HKS_Serves@HKS.harvard.edu
#HKSServes



September 2019

Letter of support for Elizabeth Peabody House's application for the Somerville Community Preservation Funds

To whom it may concern,

I am writing to you in support of the excellent work done by the Elizabeth Peabody House. As a community partner of the Harvard Kennedy School's Day of Service since 2017, I have witnessed first-hand the important work and much needed services provided by the Elizabeth Peabody House to families in the community.

The mission statement of HKS Serves is to create community both inside and outside the boundaries of the HKS campus by engaging students, alumni, staff and faculty in service projects in the early part of the academic year. Service sessions at Elizabeth Peabody House allow our students the opportunity to give back to the community. Some of HKS Serves favorite projects include volunteering with the Home Energy Efficiency Team (HEET) where volunteers provided support to much needed weatherproofing projects at the Elizabeth Peabody House as well as working on their community food pantry through a project that included cleaning, painting and organizing the pantry's space.

The Elizabeth Peabody House has been a wonderful community partner and I hope to continue and even expand our future collaboration.

Thank you for your consideration and if you have any questions, please feel free to be in touch.

Warmest regards.

Martha A. Foley

Martha Foley
Assistant Director, Student Services
(617) 496-0320 martha_foley@hks.harvard.edu

Dear Members of the Community Preservation Committee,

I am writing in support of Elizabeth Peabody House's application for funds to install a new fire alarm system that was recommended during the building assessment done this spring. EPH works tirelessly to provide services to our community and the upkeep on their historic building can hinder those services without support and resources from the community they serve.

As a parent of a child in EPH's preschool, I support any efforts that will provide a safer and more modern environment for all the children served by EPH. My son has been a student there for the past year and, in that time, he has learned the true meaning of being a part of a community. He comes home everyday talking about the new things he's learned and experienced. He's not just learning academics though. He's also learning how to be a good friend, how to care for others and how to be cared about, how to make sure no one is left out, and how to take responsibility for his actions. He is thriving!

EPH is not only teaching our children to care about the people in their community, but also to care about the physical community they live in. I see them reusing and recycling every day in the classrooms and teaching the children that they can create something magical with some leftovers and some imagination. My son is always excited to show me what creations they are making in class - and they are pretty amazing - and so proud to tell me what they are made of.

There are some things, though, that can't be made out of some cut up cardboard and creativity, and a new fire alarm system is on that list. With any historic building, upkeep and modernization can be a costly undertaking. I am thankful that EPH has the safety of their staff and students at the forefront of physical improvements to their building. Parents never want to think about a fire at their child's school and, although this letter has made me confront that fear, I am confident that if it were to happen, my son would be safe with people who care about the students' wellbeing above all else. A new fire alarm would give EPH one more tool to make sure their programs experience the least amount of interruption if a fire did occur.

I am thankful everyday that we found Elizabeth Peabody House for my son. The teachers and administrators love their work and their joy spills on to every part of EPH. I love that they are not only teaching our children how to be good humans now, but also looking ahead to ensure that they can be present for children and families in the future. A lot of that is the people who bring this organization together, but the rest is prioritizing the upkeep of the facilities so many more kids can benefit from this magical place. I urge you to fund this much needed new fire alarm.

Please do not hesitate to contact me for further information.

Best,

Jessica Roffi, parent of Benjamin

617-784-6121

jessicaroffi@gmail.com



Somerville Public Schools

Education • Inspiration • Excellence

Somerville Family Learning Collaborative

Nomi Davidson, Director

42 Prescott Street • Somerville, MA 02143
ndavidson@k12.somerville.ma.us • www.somerville.k12.ma.us
T 617-625-6600 x6966 • F 617-629-5221

September, 2019

To Whom It May Concern:

I am writing this letter in support of the Elizabeth Peabody House (EPH) and their request for Community Preservation Funds. The Somerville Family Learning Collaborative (SFLC) is the Family and Community Engagement Department of the Somerville Public Schools. Our primary mission is to build the capacity of families to support their children's learning and well-being. The SFLC has a long history of working together with community agencies to provide a continuum of quality services for children from birth through school-age and their families residing in Somerville.

Elizabeth Peabody House has been a prime collaborator in the Somerville community for decades. As well as embodying the essence of a culturally diverse, developmentally appropriate program for children, Elizabeth Peabody House fills a critical need in Somerville by offering high quality, culturally-sensitive early education and care to low-income families. Over the years, Elizabeth Peabody House has demonstrated a deep commitment to serving the whole family and acts as a model to other Somerville early childhood programs by providing a host of comprehensive services to their families. Additionally, Elizabeth Peabody House has a long history as a settlement house in Somerville with a deep knowledge of their constituencies which has made them a center of wide-ranging supports for high needs families.

In recent years, with their strong and innovative leadership team, Elizabeth Peabody House has expanded their programming, made capital improvements, and forged new collaborations and partnerships.

We wholeheartedly support Elizabeth Peabody House request for Community Preservation Funds, which they will undoubtedly put to good use.

Nomi Davidson

Nomi Davidson, Director

Somerville Family Learning Collaborative, Somerville Public Schools



Dr Jill Kasper

Somerville Pediatrics
300 Broadway
Somerville, MA 02145
jkasper@challiance.org

September 22, 2019

Somerville Community Preservation Committee
Somerville, MA

Dear Members of the Community Preservation Committee,

I am writing to support the Elizabeth Peabody House's application for Community Preservation Funds from the city of Somerville to install an addressable and a new fire alarm system. The current alarm system notifies the building occupants of a problem, but does not identify where the problem is located. In a large old building housing children of different ages on different levels and in different rooms, it would add a measure of safety to a building that plays such a vital community role.

As a pediatrician in Somerville for over 15 years, I have often heard my patients and families commending the work of the teachers and staff of EPH. Their preschool, after school, and food pantry programs have helped thousands of families over the years. When I was looking at preschool programs for my daughter, EPH seemed like a good fit. I loved the diversity, communicated engagement, and dedicated teachers. What I never expected was how EPH would impact our lives.

My daughter started preschool at EPH just before she turned 3 years old, before she started to talk. With diagnoses of childhood apraxia of speech and social anxiety, I worried not only about her learning but about her ability to socialize with other kids and make friends. I worried she would be teased and bullied. I worried. The teachers at EPH learned about my daughter's diagnoses and took time to get her comfortable in her new environment. They encouraged her to find her voice, not only to communicate her needs but also to stand up for herself if needed. Over 2 years later, her delays are far less noticeable. She loves school, has many friends, and is learning new things daily.

I will be forever grateful for the positive impact the Elizabeth Peabody House has had on my family and on my patients and their families. I cannot think of a more deserving Somerville institution to receive the Community Preservation Funds than EPH.

Sincerely yours,

Jill Kasper



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

MICHAEL F. GLAVIN
EXECUTIVE DIRECTOR

HISTORIC PRESERVATION COMMISSION

Determination of Historic Significance

For Historic Resource Projects Funded through the Community Preservation Act

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

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

1. Date of Construction

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

2. Cultural or Historic Association

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

3. Architectural/Design Quality

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

4. Integrity

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



I. Introduction

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

II. General Building Assessment

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

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

III. Building Code Evaluation:

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

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

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

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

V. Mechanical / Electrical / Plumbing Systems

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

- Detectors vary in type and age. Detectors are better if all of same type and age.
 - Recommend a new addressable panel with addressable devices and dual path IP/cellular communicator.
 - **Security System:** Existing system is sufficient and in good working order.
 - **Steam Boilers and Cast Iron Radiators:** The upper floors are heated by a one-pipe gravity steam system with cast iron radiators. The only controls are the radiator valves. The basement is heated by steam horizontal unit heaters. There is no mechanical ventilation.
 - The existing oil-fired boiler system could be maintained but is very inefficient. Replacement with a newer more fuel-efficient system is recommended.
 - Eliminate oil and convert to gas.
 - New boilers will be 90% efficient and qualified for rebates.
 - Oil tanks were rusting. Leaking oil tanks become an environmental hazard.
 - There was not adequate ventilation in the Boiler Room.
 - Alternatively, the system could be replaced with a ductless heat pump system, including mechanical ERVs that would both heat and cool.
 - **Plumbing**
 - Hot water heaters are outliving their life expectancy. Plumbing for the all levels is old and antiquated. Yet remains in serviceable condition. Piping should be insulated to increase efficiency.
 - The restrooms on the all floor have old fixtures, old piping and need to be updated.
 - Drains and hot water piping to handicapped fixtures were not all insulated as required by code.
 - Could not find water meter or water service entry to the building
 - **HVAC Ventilation**
 - Operable windows are the only source of outside air for the building.
 - Adequate ventilation is required by code.
 - Energy Recovery Ventilators (ERVs) may be introduced to the system, unless
 - **HVAC Toilet Exhaust**
 - The ceiling exhaust fans in the bathrooms did not all work, and several had been abandoned.
 - **HVAC Cooling**
 - Only a couple offices have HVAC cooling.
 - Recommend a centralized, dedicated system at next renovation.
 - **Fire Suppression:** There is no fire suppression except for portable fire extinguishers. Standpipes, hoses, and sprinklers need to be added to the building. A new water service will be required.
- VI. **Structural:** The wood-framed building has a gable roof over a second floor unobstructed hall. The First Floors and Ground Floors have column and bearing wall supports.
- **Construction**
 - The roof is framed with scissor trusses made from sawn 2X6 lumber @ 34".

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

I. INTRODUCTION

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

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

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



1. Clip from Somerville Assessor's Map

II. DRAWINGS AND LITERATURE REVIEW

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

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

III. REGULATORY CONSIDERATIONS

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

IV. PROPERTY ANALYSIS AND SUMMARY

General Project Information

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

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

V. SITE DEVELOPMENT

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

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

Utilities are provided to the subject property as follows:

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

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

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

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

Recommendation:

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

VI. PAVING AND GROUNDS

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

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

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

Recommendations:

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

VII. EXPOSED FOUNDATIONS

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



2 Downspouts at the southwest corner

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

Recommendations:

See the structural report.

VIII. EXTERIOR OF BUILDING

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

Typical exterior walls are framed with wood true 2x4 framing.

The later tower framing is spaced less than 16" o.c. and is therefore more robust.

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

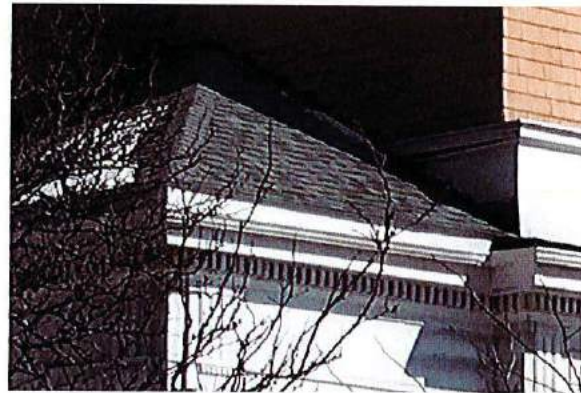
It is our opinion that vinyl siding is not a good long-term cladding for a historic wood-framed building. Vinyl siding is intended to act as a rain screen, but after installation there are frequently multiple locations that trap moisture and create long term deterioration.

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



Other Observations:

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



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

Recommendations:

Short term:

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

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

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

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

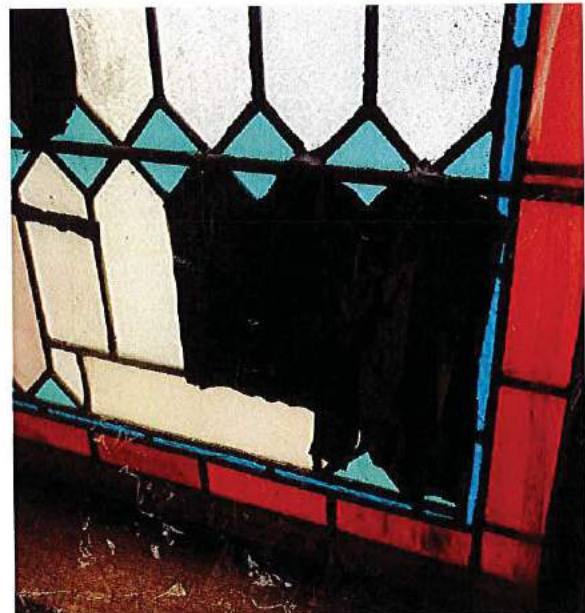
IX. WINDOWS

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

Stained Glass Windows

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

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



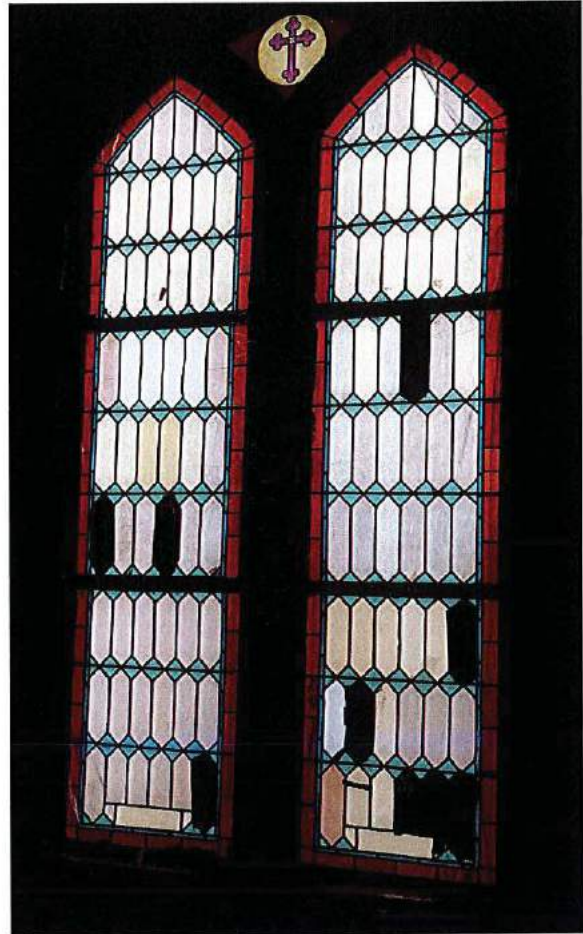
4 Patched stained-glass detail

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

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

Recommendations:

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



5 Patched stained-glass window

X. ROOF

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

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

XI. INTERIOR FINISHES

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

All toilet rooms are finished in GWB.

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

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

Recommendations:

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

XII. INSULATION

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

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

XIII. HISTORICAL LISTING

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

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



6 1910 Photo of the building

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

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

XIV. MECHANICAL, ELECTRICAL, PLUMBING, AND FIRE PROTECTION

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

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

XV. LIFE SAFETY / FIRE PROTECTION

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

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

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

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

Recommendations:

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

XVI. THE CLOCK TOWER

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

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

Recommendations:

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



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

XVII. Other Observations / Recommendations

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

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

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

Recommendations:

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

End of Assessment Section