

Newton Cultural Alliance
1301 Centre Street
Newton, MA 02459

July 25, 2014

Community Preservation Committee
c/o Alice Ingerson, Community Preservation Program Manager
Newton Planning and Development Department
City Hall, 1000 Commonwealth Avenue
Newton, MA 02459

Re: Nathaniel Allen Homestead, 35 Webster Street, West Newton

Dear Alice and Members of the Community Preservation Committee:

Please find included in this email a presentation of our updated materials regarding the Newton Cultural Alliance's CPA application for the historic Nathaniel Allen Homestead located at 35 Webster Street in West Newton. Included are our most up to date planning documents regarding our request to discuss on August 5, 2014, our hopes to receive an allotment of CPC funding to assist us in getting the building up and running in the short term. Included here description of the scope of work, a development budget for this early phase, a short term operating budget, and a schedule including sources and uses for the full project.

We look forward to presenting this to you soon.

Very truly yours,

Adrienne

Adrienne Hartzell
Acting Managing Director

July 25, 2014

Nathaniel Allen House (NAH)

Partial Occupancy Proposal – Scope of Work

Overview

The proposed partial occupancy phase of the project is intended to enable NCA to begin to operate limited non-profit educational programs at the property in the first and second floor of the main section of the house. The rear servant's quarters wing and barn will not be used and will be securely closed off from the occupied portion of the house and reserved for future use. The existing caretaker's apartment will continue to be occupied by an NCA staff member.

The proposed scope of rehabilitation work is based on the requirements of the Existing Building Report and divided into several categories: 1.) life safety, 2.) envelope stabilization, 3.) handicap accessibility. This work will allow NCA and the Philharmonia to occupy the building and give life to it. It will also allow NCA to make the House a resource for the community and build public awareness and participation as we work on the capital campaign.

We just received a second award of \$300,000 from Massachusetts Historical Commission, bringing the total tax credits committed to the project to \$600,000. That will be worth \$500,000 in equity once we can complete a full rehabilitation of the building. Our plan is to make the House useable now, continue to work on the capital campaign and securing additional tenants and come back to the CPC when we are ready to proceed with a fuller rehabilitation plan.

1.) Life Safety Improvements will include the following:

Dead Tree Removal

Remove the dead trees and stumps, primarily ash, which Mark Welch identified to prevent limbs and branches from continuing to fall presenting a significant hazard to occupants of the site and the buildings. A large limb fell on the barn about a year ago damaging the roof. (\$30,000)

Fire Alarm System

Install a new fully compliant, addressable and networked fire alarm system within the spaces of the house proposed for occupancy to ensure the safety of all who come to the building as well as protect the building itself. Temporary fire alarm detection devices acceptable to NFD will be installed in the servant's quarters and barn to ensure that any fire in the unused portion of the building will never pose a hazard to persons or property in the building. When the servant's quarters and barn are renovated for use, then the fire alarm system will be updated to a fully compliant system. (\$35,000)

Site Access Improvements for NFD

The widening of the Webster Street and Cherry Street driveways and curb cuts will be completed as was approved by NFD as part of the site plan review process. This will greatly improve access for fire-fighting equipment to the site. (\$9,000)

Sprinkler System (deferred)

A 24 month waiver will be sought from NFD to defer the installation of a fully compliant sprinkler system and new hydrant in the Webster Street driveway until the site work which includes the utility construction and foundation replacement are completed which will enable the installation of the sprinkler system. It is not feasible to install the new utilities including the fire service line until the excavation and foundation work has been completed.

Exit Improvements

Repair second means of egress stairway in the main house, including replacing the existing deteriorated exit door unit, porch landing and exit stairway on the east side of the house that discharges at the Webster Street driveway. Repair four doors within the first and second floors of the house that have been sealed shut in order to make it easier to access exits in case of an emergency. (\$13,000)

Emergency Lighting and Exit Signs

Replace missing and/or install new lighted exit signs and emergency lights where required throughout the occupied portion of the building. The handicap exit will be marked with an Exit sign indicating the universal accessible symbol. (48 @ \$300/each, \$14,400)

2.) Envelope Stabilization will include the following:**Temporary Roof Repairs**

Identify and repair isolated roof leaks. Although the entire roofing system is intended to be repaired, temporary spot repairs to protect the structure from water damage is proposed as an interim measure. The full roof replacement cannot be undertaken until the masonry chimney repairs and reconstruction of the wood cornice and gutters at the entire structure are also completed. (\$20,000 budget)

Main Webster Entrance Porch Roof

Replace existing metal roof, gutter and cornice with new soldered copper roof and new painted wood cornice and copper downspout. (\$24,000)

West Porch and Spiral Stairway Demolition

Remove and dispose of the deteriorated west side porch and the attached spiral stairway which poses a hazard to occupants of the property. Repair the building siding and paint where the porch is removed. (\$12,500)

Window and Door Repairs

Repair the several damaged or missing window sash as well as broken window glass panes throughout the occupied and unoccupied portions of the structure. Restore the double hung window where the west porch was removed. Repair the main entrance door at Webster Street driveway and install new locks. A comprehensive rehabilitation of the doors and windows is proposed for a subsequent phase, but these proposed repairs will secure the building against intruders, prevent the entry of pests and prevent the loss of heating during the partial occupancy phase. (\$8,300)

(Scope of work continues on next page.)

3.) Handicap Accessibility Improvements will include the following:**Temporary Accessible Entrance**

Install a new accessible entrance door unit, widen the existing entry porch and install a temporary handicap ramp on the west side of the house in order to create a temporary accessible entrance (and exit) for persons with disabilities. A time variance was obtained from the Massachusetts Architectural Access Board (MAAB) to allow the use of this temporary ramp and entrance until the permanent accessible entrances are constructed in a subsequent phase of the work. The handicap entrance door will be marked at the interior with an Exit sign indicating the universal accessible symbol. (\$17,500)

Handicap Accessible Toilet Room

Construct one fully accessible single user toilet room on the first floor of the house according to the plans for use by persons with disabilities who come to the NAH for programs. (\$15,000)

Fire Alarm Signals

The new fire alarm system will include signaling devices to notify persons with a variety of disabilities if there is an emergency that requires the need for evacuation.

Subtotals

1.) Life Safety Improvements	\$ 101,400
2.) Envelope Stabilization	\$ 64,800
3.) Handicap Accessibility	\$ 32,500
Subtotal	\$ 198,700
Contingency (15%)	\$ 29,805
General Conditions (10%)	\$ 29,805
Soft Costs (A and E) (12%)	\$ 39,740
Grand Total	\$ 298,050

Newton Cultural Alliance	
July 23, 2014	
Nathaniel Allen House	
35 Webster Street	
West Newton MA 02465	
Partial Occupancy Proposal - Development Budget	
	Cost
1.) Life Safety Improvements	
Dead Tree Removal	\$30,000
Fire Alarm System	\$35,000
Site Access Improvements for NFD	\$9,000
Sprinkler System	<i>deferred</i>
Exit Improvements	\$13,000
Emergency Lighting and Exit Signs	\$14,400
Subtotal	\$101,400
2.) Envelope Stabilization	
Roof & Wall Repairs	\$20,000
Main Webster Entrance Porch Roof	\$24,000
West Porch and Spiral Stairway Demolition	\$12,500
Window and Door Repairs	\$8,300
Subtotal	\$64,800
3.) Handicap Accessibility Improvements	
Temporary Accessible Entrance	\$17,500
Handicap Accessible Toilet Room	\$15,000
Fire Alarm Signals	
Subtotal	\$32,500
Cost Totals	
Life Safety Improvements	\$101,400
Envelope Stabilization	\$64,800
Handicap Accessibility Improvements	\$32,500
Subtotals	\$198,700
Contingency (15%)	\$29,805
General Conditions (15%)	\$29,805
Soft Costs (20%)	\$39,740
Grand Total	\$298,050

**Newton Cultural Alliance
Allen House Sources and Uses
Non CPA Funds to 9/1/14**

Rec'd by CPC staff 3 September 2014

Allen House - Non-CPA Funding Through Early August 2014

Uses (as of August 2014)	amount	Sources (as of August 2014)	amount
Purchase of land and buildings (\$225K) + closing costs	\$250,000	MA Cultural Council Cultural Facilities Planning Grant	\$19,000
Legal fees: acquisition, Newton Historical Commission, zoning	\$130,000	Private donations	\$334,500
Professional services: architect, engineer, planning consultants	\$220,000	Village Bank line of credit	\$348,000
Operation expenses: finance, insurance, tax, utilities, maintenance	\$101,500		
TOTAL	\$701,500	TOTAL	\$701,500

Notes

1. Minor differences between this table and the 29 July 2014 "Uses & Sources" estimate for the full project reflect rounding and changes between the two dates.
2. This table does not reflect the planned acquisition of 406 Cherry Street, for which the seller accepted an offer from the Newton Cultural Alliance on 26 August 2014.

Newton Cultural Alliance	
Nathaniel Allen House	
Operating Budget FY 15 (Partial Occupancy)	
24-Jul-14	Forecast
Account Data	FY15
INCOME	
Allen House Donations - Friends org	\$30,000
TOTAL Donations	\$30,000
Newton Cultural Alliance	\$10,000
Newton Philharmonia	\$10,000
Other rentals	\$12,000
TOTAL Building rental income	\$32,000
TOTAL Income	\$62,000
EXPENDITURES	
Annual Contracts	
Cleaning-regular	\$1,000
Cleaning Supplies	\$200
Fire Alarm	\$2,500
yard/snow maintenance	\$8,000
Trash removal	\$2,000
TOTAL Annual Contracts	\$13,700
Repairs and Maintenance	
Electrical	\$824
Heating & Plumbing	\$1,236
Misc Repairs	\$2,575
TOTAL Repairs and Maintenance	\$4,635
Utilities	
Electricity	\$1,000
Oil	\$15,000
Gas	
Water / Sewer	\$1,000
TOTAL Utilities	\$17,000
Insurance/Permits	
Permits & Licenses	\$400
Property Insurance	\$8,000
TOTAL Insurance/Permits	\$8,400
Other expenses	
Mortgage Payment	
Interest Expense - credit line	\$16,000
TOTAL Other expenses	\$ 16,000
TOTAL Expense	\$ 59,735
Anticipated Net Income	\$2,265

Allen House - Project Phasing, July 2014					
phase	schedule	Uses (July 2014) locations & scope of work	cost	Sources (July 2014)	amount
Phase 1					
Phase 1, Part 1	2012/2013	Purchase building, legal process for acquisition, zoning, traffic study, engineering plans, architectural drawings and elevations	\$700,000	Capital Campaign Funds received and spent	\$350,000
				Village Bank Credit Line	\$350,000
		Make floors 1 and 2 of the main house usable for nonprofit offices, education, public programs; shore up failing barn wall	\$300,000	CPA request (initial)	\$300,000
Subtotal	Phase 1, Part 1		\$1,000,000		\$1,000,000
Phase 1, Part 2	by fall 2015	rehabilitate exterior of main house and servant's wing and install elevator, plumbing, electrical, some landscape	\$3,100,000	CPA	\$1,300,000
				MCC and/or private funding	\$1,050,000
				State historic tax credits*	\$750,000
Subtotal	Phase 1, Part 2		\$3,100,000		\$3,100,000
TOTAL	PHASE 1		\$4,100,000		\$4,100,000
Phase 2	2016 - 2017	rehabilitate ground & 2 floors of barn as multi use small theater, gallery, classroom	\$1,000,000	CPA	\$400,000
				State historic tax credits	\$250,000
				MCC and/or bank/private funds	\$350,000
Subtotal	Phase 2		\$1,000,000		\$1,000,000
PROJECT TOTAL			\$5,100,000		\$5,100,000

TOTALS by SOURCE	
CPA	\$2,000,000
Private & bank funds (incl. credit line)	\$2,100,000
Historic tax credits	\$1,000,000
Total	\$5,100,000