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Barbara Simkowski
*Education Director, ArtSpan*

Nancy Sofen
*Business Manager*

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**School Directors**

Thelma Goldberg
*The Dance Inn*

Sal Jones
*Lexington Players*

Gary Meyer
*Elite Freestyle Karate*

Mary Petersen
*Lexington School of Ballet*

Barbara Simkowski
*ArtSpan*

Epp Sonin
*Lexington Music School*

RECEIVED
OCT 26 2015

Marilyn Fenollosa, Chair
Community Preservation Committee
1625 Massachusetts Avenue
Lexington, MA 02420

October 26, 2015

Dear Ms. Fenollosa and Committee Members,

The Lexington Friends the Arts respectfully submits the enclosed application for your consideration. The question has been raised (both internally and externally) whether as a tenant we have standing to apply for funds for a Town-owned building. We brought the question to Town Manager Carl Valente, who responded that the application should, in fact, come from us. If recommended by you and approved by Town Meeting, the project would be overseen by the Department of Public Facilities. We look forward to discussing the proposal with the Committee. Please do not hesitate to contact me or LFA Board Chair Tom Griffiths with any questions.

Sincerely,

Nancy M. Sofen

Nancy Sofen
Business Manager

TOWN OF LEXINGTON
COMMUNITY PRESERVATION COMMITTEE

# *PROJECT APPLICATION SUMMARY FORM*

**Project Title:** Study of Munroe Center for the Arts' Window Restoration

## APPLICANT INFORMATION

**Name of Applicant/Contact Person:** Lexington Friends of the Arts / Nancy Sofen or Thomas Griffiths

**Title/Position:** Business Manager (NS) and Board Chair (TG)

**Group or Committee Affiliation:**

**Applicant / Contact Person's address, contact phone number, and email:**
1403 Massachusetts Avenue, Lexington, MA 02420, phone 781-862-6040, email office@munroecenter.org
Please note that Nancy Sofen will be on a 2-month medical leave after November 9, 2015. During that time, inquiries may be addressed to Thomas Griffiths: phone 781-861-9138 x211 or 781-771-9314, email TomG@EGH.com

## PROJECT INFORMATION

Purpose (please check all that apply)
____ Open Space
_X_ Historic
____ Recreation
____ Housing

Project site address:
1403 Massachusetts Avenue
Lexington, MA 02420

Project Site Assessors Map/Parcel: 39 / 62
Project Site Deed Book/Page: unknown
Current Owner: Town of Lexington

Brief Project Description:
Lexington Friends of the Arts requests funds to carry out an engineering study for the purpose of producing recommendations, construction documents and cost estimates for the replacement or functional restoration of all windows at Munroe Center for the Arts. CPA funds for the restoration work itself would be requested the following year.

## COSTS

| Fiscal Year | Total Project Cost | CPC Funds Requested | Other Funding Sources (amount and source) |
|---|---|---|---|
| 2017 | $30,000 | $30,000 | None |
| TOTAL | $30,000 | $30,000 | None |

Signature of Applicant: Thomas V. Griffiths, Chair LFA Board Date: 10/27/2015

For Community Preservation Committee Use Only:
Application Received On: _____ Project Presented to CPC on: _____
Reviewed by: _____ Determination: _____

# TOWN OF LEXINGTON
# COMMUNITY PRESERVATION COMMITTEE

## PROJECT INFORMATION

**Project Title:** Study of Munroe Center for the Arts' Window Restoration

1. Project Concept and Background: The 117 windows in the Munroe Center for the Arts are believed to be original to the 110-year-old building, or at least to the time of its 1915 addition. To our knowledge, neither they nor the newer combination storm windows have received any attention in a very long time, and both are in poor condition. Air infiltration makes the building uncomfortable in the colder months and significantly decreases the building's energy efficiency. The windows are difficult to operate and many are quite dangerous; we fear that one of our tenants, employees or guests might suffer not a pinched finger but rather a broken wrist or worse.

   Our rental agreement with the Town does not assign responsibility for capital projects to either party. We are committed to stewardship of the building and to improving its function and appearance, but do not have the resources to manage the backlog of capital needs the building presents. Two years ago we invested in converting our heating system from oil to gas; this has eliminated the headaches associated with multiple oil tanks, and fuel savings have offset conversion costs already. In the next year we will be funding two major improvements to the property. We hope to expand and repave the parking lot next summer, widening the driveway and creating a circular traffic pattern that will improve safety for pedestrians and drivers. And we have committed to repaying the town (over five years) for the cost a new roof for the Center through a rent increase. The combined costs of these two projects will be close to $300,000.

   Replacing the windows with new wood double-glazed windows is an attractive option. At an informal hearing with the Historic Districts Commission last spring, we were advised to consider restoring, rather than replacing, the windows. We met with Alison Hardy of Window Woman of New England and with Ward Hamilton of Olde Mohawk Historic Preservation, who proposed a two-step process. First the old storm windows would be removed, all exterior masonry and wood voids filled, trim painted, and new combination storm windows installed. Then the windows would be removed and restored (including stripping lead paint) offsite, and reinstalled with new chains and zinc interlocking weather-stripping. Obtaining estimates for either approach is complicated by State bidding requirements that mean, as a practical matter, the Town must bid all capital projects for the Center, so we concluded that we need an architect or engineer to prepare a reliable cost estimate and construction documents suitable for bidding for the work. This request is to fund a study to be overseen by the Department of Public Facilities that would evaluate multiple options and make a recommendation, with cost estimates. DPF Director Patrick Goddard recommends an amount of $30,000 for the study.

   This project satisfies four of the seven Historic Resources category criteria. The Munroe Center is clearly not suitable for re-use as an elementary school, but the charming historic structure serves its current purpose as an arts center well. The cost of repairs is

magnified by the requirements of being in a Lexington Historic District, and in fact even the rear of the building is governed by the HDC because it can be seen from the Munroe Cemetery. The public benefit arises from restoration of a Town asset, and from the improved safety, comfort, environmental efficiency and aesthetic appeal that sound windows would provide to this center where many Lexington children and adults find opportunities to enjoy dance, music, visual arts and martial arts.

2. Project Goal and Objectives: The Munroe Center for the Arts is an historic building near the heart of town, and over a thousand people a year subscribe to our programs, making The Munroe Center for the Arts a major recreational resource for town residents. The huge windows are one of this classic building's most beautiful assets, visible to the public who drive or walk past and to those who work or take classes at the 5 schools that rent space there. With the detailed report that this project will create, we will prepare an application to the CPC in 2016 for funds to complete work to replace or restore the windows, in order to reduce heat loss significantly, improve safety and functionality, and preserve the architectural integrity of the building.

3. The Department of Public Facilities will either place this project to bid or will assign it to a firm already contracting with the town for architectural studies and construction cost estimates.

4. The projected cost for this study is $30,000.

5. Lexington Friends of the Arts' funds are committed to other capital projects at this time; there are no other funding sources.

6. We request funding in the amount of $30,000.

7. This cost estimate was provided by Department of Public Facilities Director Patrick Goddard.

8. The CPC has funded many studies to provide plans and cost estimates for future work, among them the Center Ballfields, Stone Building, Muzzey Condominiums, Muzzey Senior Center, Cary Memorial Building, Town Office Building, White House, and most recently the First Parish Church. The window project that would follow has precedents in other Town-owned buildings listed above.

9. The Munroe Center for the Arts enriches Lexington culturally and artistically through its visual and performing arts education classes, community arts-related events (such as the highly-regarded Munroe Saturday Night performance series), art gallery, and by providing studio space at affordable rents for community artists. That our classes and vacation arts programs quickly fill to capacity indicates that the community values Munroe's presence. This project will ensure that we project a plan with an accurate cost estimate to provide a safe, comfortable and efficient environment for our operations and for our tenants and the public who use the building.