

FYI



Acton Historic District Commission

472 Main Street
Acton, MA. 01720

April 13, 2009

By Hand Delivery

Ken Sghia-Hughes
Chair
Acton Community Preservation Committee
472 Main Street
Acton, MA 01720

Re: Theater III Window Restoration

Dear Mr. Sghia-Hughes:

On Sunday, April 5, 2009, Acton Historic District Commission ("HDC") member David Honn, a registered architect, performed a site inspection of the CPA-funded window restoration project at Theater III. Theater III's representative, Pamela Furnace, was in attendance.

According to your letter to Tom Wachtell of May 8, 2008 (attached), the HDC was following the directive: "(g) inspection by the Historic District Commission or their agent certifying that the completed work meets the terms of the Certificate of Appropriateness (if applicable) and of the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68" (attached).

The inspection noted that:

- In general, the workmanship was of high quality.
- The window sash had been removed, transported to a workshop and repaired with the appropriate materials, details, muntin sizes, etc. and re-installed into the original cased openings.
- New replica window sash was not required.
- The existing paint layers were removed and the original paint color (white) was

identified and restored to the same color.

- The sash cord mechanisms were replaced; the large, double-hung sashes operated smoothly without binding; existing sash cord hardware appeared to have been reused where possible.
- Copper weatherstripping was installed at the jambs and the sashes.
- The visible hardware is appropriate for the building's historical period.
- Interior window trim was attached with visible, round-headed brass screws, a detail apparently original to the building.
- Photographic and written documentation of the work should be placed in the appropriate files of the Acton Historical Commission and the HDC.
- To be in conformance to the Standard, the following item of work needs to be completed:
- "The new work should be unobtrusively dated to guide future research and treatment." It was suggested that the underside of each sash could have a small, thin, non-corrosive tag bearing the date of restoration.

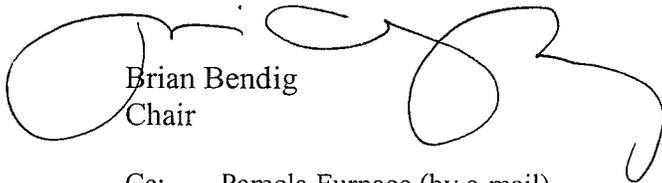
Although not part of the restoration work:

- It was suggested that polystyrene insulation on the interior of the blackout shutters (facing the glass) be removed and that surface be painted white instead black to reduce the heat gain between the shutters and the glass in order to avoid deterioration of the newly painted sash; all shutters should be painted the same color so that the building retains a uniform appearance from the exterior.
- It was suggested that the small gap between the jamb and sill sash stops be filled with white sealant to protect the end grain from water infiltration and deterioration.

To the best of Mr. Honn's knowledge, the Theater III window restoration work was completed according to the Restoration category of Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68.

If you need any additional information, please contact the HDC.

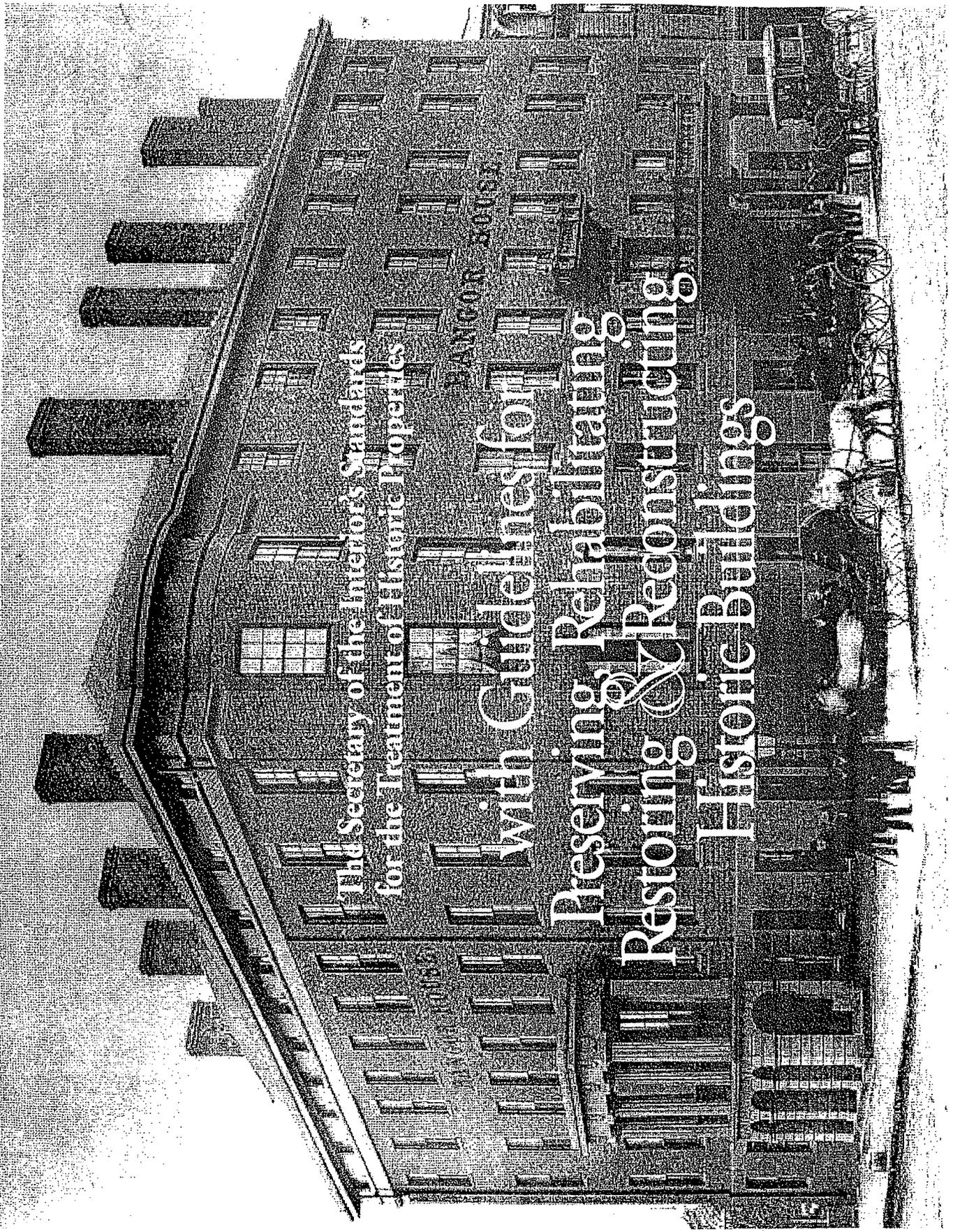
Best regards,



Brian Bendig
Chair

Cc: Pamela Furnace (by e-mail)

(all by hand delivery:)
Historic District Commission
Roland Bartl
Board of Selectmen
Karen Kucala, Asst. Finance Director



The Secretary of the Interior's Standards
for the Treatment of Historic Properties

with Guidelines for
Preserving, Rehabilitating,
Restoring & Reconstructing
Historic Buildings

Building Exterior

Windows

Recommended

Identifying, retaining, and preserving windows—and their functional and decorative features—from the restoration period. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an indepth survey of the condition of existing windows from the restoration period early in the planning process so that repair and upgrading methods and possible replacement options can be fully explored.

Protecting and maintaining the wood and architectural metals from the restoration period which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and re-application of protective coating systems.

Making windows weathertight by re-caulking, and replacing or installing weatherstripping. These actions also improve thermal efficiency.

Evaluating the existing condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.

Not Recommended

Altering windows or window features from the restoration period.

Failing to properly document window features from the restoration period which may result in their loss.

Applying paint or other coatings to window features or removing them if such treatments cannot be documented to the restoration period.

Changing the type or color of protective surface coatings on window features unless the work can be substantiated by historical documentation.

Stripping windows of sound material such as wood, cast iron, and bronze.

Replacing windows from the restoration period solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.

Retrofitting or replacing windows from the restoration period rather than maintaining the sash, frame, and glazing.

Failing to undertake adequate measures to assure the protection of window materials from the restoration period.

Restoration

Recommended

Repairing window frames and sash from the restoration period by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind—or with compatible substitute material—of those extensively deteriorated or missing parts when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds. The new work should be unobtrusively dated to guide future research and treatment.

Replacing in kind a window feature from the restoration period that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered. The new work should be unobtrusively dated to guide future research and treatment.

Not Recommended

Replacing an entire window from the restoration period when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using a substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Removing a window feature from the restoration period that is unrepairable and not replacing it; or failing to document the new work.

The following Restoration work is highlighted to indicate that it involves the removal or alteration of existing historic windows and window features that would be retained in Preservation and Rehabilitation treatments; and the replacement of missing window features from the restoration period using all new materials.

Recommended.

Removing Existing Features from Other Historic Periods

Removing or altering windows or window features from other historic periods, such as later single-pane glazing or inappropriate shutters

Documenting materials and features dating from other periods prior to their alteration or removal. If possible, selected examples of these features or materials should be stored to facilitate future research.

Re-creating Missing Features from the Restoration Period

Re-creating a missing window or window feature that existed during the restoration period based on physical or documentary evidence, for example, duplicating a hoodmold or shutter.

Not Recommended

Failing to remove a window feature from another period, thus confusing the depiction of the building's significance.

Failing to document window features from other historic periods that are removed from the building so that a valuable portion of the historic record is lost.

Constructing a window feature that was part of the original design for the building, but was never actually built, or constructing a feature which was thought to have existed during the restoration period, but for which there is insufficient documentation.

Justia > Law > United States > Code of Federal Regulations > Title 36 - Parks, Forests, and Public Property > CHAPTER I—NATIONAL PARK SERVICE, DEPARTMENT OF THE INTERIOR > PART 68--THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES > PART 68—THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

36 C.F.R. PART 68—THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

Title 36 - Parks, Forests, and Public Property

Title 36: Parks, Forests, and Public Property

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PART 68—THE SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES

Section Contents

[§ 68.1 Intent.](#)

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Authority: The National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 *et seq.*); sec. 2124 of the Tax Reform Act of 1976, 90 Stat. 1918; EO 11593, 3 CFR part 75 (1971); sec. 2 of Reorganization Plan No. 3 of 1950 (64 Stat. 1262).

Source: 60 FR 35843, July 12, 1995, unless otherwise noted.

§ 68.1 Intent.



The intent of this part is to set forth standards for the treatment of historic properties containing standards for preservation, rehabilitation, restoration and reconstruction. These standards apply to all proposed grant-in-aid development projects assisted through the National Historic Preservation Fund. 36 CFR part 67 focuses on "certified historic structures" as defined by the IRS Code of 1986. Those regulations are used in the Preservation Tax Incentives Program. 36 CFR part 67 should continue to be used when property owners are seeking certification for Federal tax benefits.

§ 68.2 Definitions.



The standards for the treatment of historic properties will be used by the National Park Service and State historic preservation officers and their staff members in planning, undertaking and supervising grant-assisted projects for preservation, rehabilitation, restoration and reconstruction. For the purposes of this part:

(a) *Preservation* means the act or process of applying measures necessary to sustain the existing form, integrity and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

(b) *Rehabilitation* means the act or process of making possible an efficient compatible use for a property through repair, alterations and additions while preserving those portions or features that convey its historical, cultural or architectural values.

(c) *Restoration* means the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

(d) *Reconstruction* means the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

§ 68.3 Standards.



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One set of standards—preservation, rehabilitation, restoration or reconstruction—will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of documentation available and interpretive goals, when applicable. The standards will be applied taking into consideration the economic and technical feasibility of each project.

(a) *Preservation.* (1) A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.

(2) The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

(3) Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

(4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.

(5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

(6) The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.

(7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

(b) *Rehabilitation.* (1) A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

(2) The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.

(3) Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.

(4) Changes to a property that have acquired historic significance in their own right will be retained and preserved.

(5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.

(6) Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

(7) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(8) Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

(9) New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

(10) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(c) *Restoration.* (1) A property will be used as it was historically or be given a new use that interprets the property and its restoration period.

(2) Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.

(3) Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.

(4) Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.

(5) Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.

(6) Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.

(7) Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

(8) Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

(9) Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

(10) Designs that were never executed historically will not be constructed.

(d) *Reconstruction.* (1) Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.

(2) Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts that are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.

(3) Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.

(4) Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.

(5) A reconstruction will be clearly identified as a contemporary re-creation.

(6) Designs that were never executed historically will not be constructed.

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**Community Preservation
Committee**

TOWN OF ACTON
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May 8, 2008

Mr. Tom Wachtell, President
Theatre III
19 Captain Brown's Lane
Acton, MA 01720

Re: 2008 CPA Project Funding – Theatre III Window Restoration

Dear Ms. Wachtell:

Congratulations to the Acton Community Center, Inc. dba Theatre III on being a recipient of 2008 Community Preservation funds (CPA funds). Your effort and cooperation during this year's project selection process helped secure the overwhelming support at the Annual Town Meeting for all but one of the Community Preservation Committee's (CPC) spending recommendations. Voters agreed that each funded project is worthwhile and now they expect that each will be well executed. Before you move forward with the project, please pay close attention to the following important instructions and funding conditions:

- The Town contact person assigned to your project is Roland Bartl, Planning Director. All necessary documentation and communication with the Town regarding this project shall be directed to him.
- CPA funds shall only be disbursed following full project completion to your satisfaction and consistent with the project scope presented in your funding application, and after:
 - a) receipt by the Town contact person of an invoice by you for payment (or reimbursement) for completed services, including all back-up documentation and invoices for the entire project by the contractor(s) who performed the work;
 - b) the assigned Town contact person has verified that the conditions of this award letter

have been met;

c) receipt by the Town contact person of proof that at least \$4,430 of non-CPA funding has been expended on the project;

d) receipt by the Town contact person of proof that Theater III has paid for, or committed and contracted to pay for the restoration of windows in the rear and lower level of the building from other non-CPA funding sources;

e) Issuance by the Acton Historic District Commission of a Certificate of Appropriateness or Determination of Non-Applicability for the proposed window restorations;

f) Conveyance to the Town and recording of a historic preservation restriction on the Theater III building at 250 Central Street that is in form and substance acceptable to the Community Preservation Committee and Town Counsel. The historic preservation restriction shall be perpetual to the extent permitted by law, subject to review after casualty damage or destruction; and

g) inspection by the Historic District Commission or their agent certifying that the completed work meets the terms of the Certificate of Appropriateness (if applicable) and of the Secretary of the Interior's Standards for the Treatment of Historic Properties, 36 C.F.R. Part 68.

- CPA fund disbursements may also be made in installments after completion of project phases defined in a contract for services or purchase order, and subject to the aforesaid conditions.
- Payments will be made for the amounts invoiced by the contractor(s) up to \$46,000.
- Funds cannot be released until the Board of Selectmen has signed the Accounts Payable Warrant at a public meeting.
- Any significant changes to the project from what you represented in your application and during the project selection process shall require CPC approval. Please contact Roland Bartl, Planning director (978-264-9636; rbartl@acton-ma.gov) to help determine what change is significant, and if necessary to schedule an appointment with the CPC.
- Upon full completion of the project, you must certify completion in writing to the assigned staff person. Once he receives your certification, your project account will be closed and no further funds shall be available for this project.
- Any CPA funds awarded to this project and not used upon project completion will be returned to the general CPA fund of the Town and made available for future appropriation by Town Meeting for other projects.
- Good publicity for your project is very important. It is exciting for Acton citizens to know where their CPA funds are being spent. It is also essential that the CPA remains strong at the State level. Therefore, the CPC asks that you make every effort to credit the source of this funding at any meetings and in any written materials related to this project. If possible, submit a letter to the Beacon detailing how the funds have benefited your project. The CPC has signs that give funding credit to the Acton CPA program and that should be posted at project sites.

The Community Preservation Committee would appreciate a notice when work on the project has commenced, periodic updates concerning the progress of your project, and especially upon completion. For updates or general questions please contact the CPC via email - cpc@acton-ma.gov, or by calling the Planning Department at (978) 264-9636. Finally, please sign and return to Roland Bartl, the attached acceptance form. Thank you for working in partnership with the CPC to make a significant and lasting difference in our Town.

Sincerely,

Ken Sghia-Hughes
Chair
Community Preservation Committee

cc: Board of Selectmen
Historic District Commission
Roland Bartl, Planning director
Karen Kucala, Assistant Finance Director

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