

**HISTORIC PRESERVATION AND ADAPTIVE REUSE
OF THE
WINDSOR BUILDING**



Acton Community Preservation Committee Application

November 2009

Submitted by: Town of Acton Municipal Properties Department



TOWN OF ACTON
472 Main Street
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Municipal Properties Department

November 9, 2009

Mr. Jon Benson, Chair
Town of Acton Community Preservation Committee
c/o Planning Department
Acton Town Hall
472 Main Street
Acton, MA 01720

RE: Community Preservation Fund Project Application
Historic Restoration and Adaptive Re-Use of the Windsor Building

Dear Committee Members:

On behalf of the Town of Acton, the Municipal Properties Director is pleased to submit the attached Project Application Form for the Historic Restoration and Adaptive Re-Use of the Windsor Building located at 18 Windsor Avenue in the Historic District of West Acton Village.

The Town thanks you for your consideration of this proposal and we look forward to working with the Community Preservation Committee in advancing this proposal to Town Meeting.

Respectfully yours,

Dean Charter
Municipal Properties Director

Project Narrative

On behalf of the Town of Acton, the Municipal Properties Director is requesting an appropriation of \$329,145 from the 2010 CPA Funds for the Historic Restoration and Adaptive Reuse of the Windsor Building. The structure, located at 18 Windsor Ave., was built in 1903 as the original West Acton Fire Station. Since then, the building has remained in town hands and has had several occupants. It is currently in a state of disrepair and unfortunately, a once beautiful, stately building in the West Acton Historic District, is now simply an eyesore.

In July of 2008, the building was vacated by the Acton Food Pantry and is now, for the first time in 15 years, available for municipal use. The town would like to seize this opportunity to rehabilitate and restore the building to its former stature and in the process, create some much needed, multipurpose space for use by town departments, committees and community organizations.

Project Scope and Cost Estimate

As noted in the Project Narrative, above, the scope of the project would be complete historic rehabilitation of the exterior of the building, and an adaptive reuse (public meeting space) of the interior of the building, which would also receive a historically appropriate "facelift". The budget for this work would be \$320,000. The budget number is derived by a detailed cost estimate of \$306,000 developed by our architects, Lerner, Ladds, and Bartels, Inc., in 2008, and indexed for construction cost inflation of 4.5% for the period between the date of the original estimate and the projected start of construction. This detailed estimate may be found in the attachments.

Background

In 1903 the Acton Town Meeting voted to appropriate "\$1,200 to build a suitable Fire Engine House at West Acton". The Fire Station was designed by John Hoar, who built many of the Windsor Ave. Victorians, and constructed that same year. It remained in use until 1957, when the current West Acton Fire Station was built. In the mid 1960s, the Acton Minuteman Company moved into the building, using it for meetings and drills. During their 25 year tenancy, the Minutemen maintained the building although the town maintained ownership. In the early 1990s the Acton Food Pantry moved in and for 15 years, ran a program collecting and distributing food to area families in need. During that time the Town conducted routine maintenance on the building and made any necessary repairs. In July of 2008, the Food Pantry, having outgrown the Windsor Building, moved to St. Matthew's Church, leaving the building vacant.

Upon reclaiming the building, town officials determined two things. First, the exterior of the building was in serious need of rehabilitation and second, that the large open spaces on both the first and second floor, if restored, could be utilized in multiple ways. With little modification, the lower level could be used as:

- a public meeting room for various town boards and committees
- a space in which the West Acton Citizens' Library could hold children's programs, host speakers and book groups and run periodic book sales
- a meeting space for community organizations who often must settle for their third or fourth choice for a meeting time at Memorial Library
- a unique indoor / outdoor venue unlike any other currently owned by the town which could be used during Oktoberfest, house a winter root vegetable market (currently being considered by the Farmer's Market Group), provide space for hands on workshops like the window restoration workshop being held by HDC later this year as well as other one time events

Looking at the scope of the project, an historic restoration of the exterior and an adaptive reuse of an historic structure on the interior, it was felt that the project was an excellent candidate for CPA funding.

In November of 2008, an application for CPA funding for this project was submitted to the Community Preservation Committee. In February of 2009, that application was rejected. Some of the reasons cited for the rejection were:

- lack of a comprehensive plan for use of space by the town – (space needs study)
- a general feeling on the part of the committee that the need for additional meeting space had not been demonstrated and / or could be met by utilizing school buildings or other town facilities
- lack of demonstrated public support for the project
- the high cost of the project
- a general feeling that the building was sturdy enough to wait another year until the above issues were resolved

Over the past eight months, much has been done to address the committee's concerns regarding this project.

- Finance Committee Member Doug Tindal and Selectman Mike Gowing, have been working with the Town Manager and Municipal Properties Director to conduct a space needs study. Meeting space has been identified as a pressing issue. Documentation on meeting space usage is included in the attachments.
- The schools have been contacted to determine feasibility of regularly scheduling meetings in their facilities. In short, school meeting space is almost as hard to come by as town meeting space and the schools will charge town groups for use of their space – please see attached school space usage policy.

- A public outreach campaign has been conducted and the project has been met with widespread support. Two of the three of the town committees concerned with historic preservation have written letters of support for the project. Numerous community organizations that have had difficulties finding meeting space for their groups have written letters of support. Windsor Ave. and other Acton residents have individually and collectively written letters in support of the restoration and reuse of this building. Letters of support for the project appear in the attachments.
- The estimated cost of the project remains high. In fact it has increased 4.5% over last year's estimate due to the ever increasing cost of materials. As the committee knows, historic preservation does not come cheap. If it is determined that the Windsor Building is worth saving and should, in fact be put back into active use by the community the investment will need to be made.

Review and Recommendation Criteria

The following section reviews the applicability of the Windsor Building Restoration Project in relation to the Review and Recommendation Criteria on page 21 of the Community Preservation Plan.

Consistency with the Town of Acton Community Preservation Plan

Historic preservation is a cornerstone of the CPA. On page 15 of the 2010 Community Preservation Plan there is a list of Historic Preservation Goals. The first bullet on that list reads:

“Protect, preserve, and/or restore historic properties and sites throughout Acton of historical, architectural, archeological, and cultural significance. Work to assist owners with adaptive re-use of historic properties.”

The aim of the Windsor Building Project is just that – to protect, preserve and restore the historic property and to adapt the property for re-use.

The benefits of this particular restoration project are greatly compounded by several “factors to consider” listed on page 20 of the Community Preservation Plan.

Addressing the community character issue, this project both *preserves an historic resource* and *re-uses an existing structure*. The building is located in the historic West Acton Village so the restoration can be seen not only as an isolated preservation project, but also through a wider lens as the *revitalization of an historic district*. The nature of the restoration project naturally acts to *enhance an historic resource* and the purpose of the meeting space is to house civic, social and cultural events thereby *enhancing the social and cultural resources* of the town. As more people are drawn to the Village, they are likely to grab a bite to

eat at one of the restaurants, fill their car with gas and pick something up at the village market or pharmacy, thereby *enhancing the economic resources of the town* as well.

Consistency with Town of Acton Planning Documents

The Town of Acton is heavily promoting sustainable development and smart growth. Part of this plan includes reusing existing structures rather than building new ones. The Windsor Building Project is intended to do just that.

The unique location of Windsor Building also fits nicely into the Town Planning Documents. West Acton Village has excellent sidewalk coverage and is one of the few walkable areas in town. In addition there are 76 public parking spaces within 100 yards of the Windsor building, the majority of which are vacant during the evening hours when most meetings will take place.

A public meeting room in the Village would provide groups with an alternative option to meeting at Town Hall / AML creating less traffic and fewer parking issues in the center of town.

Along the same “green” lines, the restoration process will incorporate many energy saving ideas into the building itself, making it more cost efficient to light, heat and maintain. The concept of reusing an existing building rather than using up scarce resources to create new goes to the very heart of “green”. The Windsor Building utilized many materials that are very scarce or expensive in today’s world, such a Fir flooring, that we would never be able to afford today. By the same token, the restoration of the original windows, which were made with older growth wood, will provide both energy efficiency and historic preservation at an affordable cost.

Feasibility of Project

The Windsor Building is located in the West Acton Historic District and falls under the purview of the Historic District Commission. Initial outreach to the HDC has been made and, the project was altered to incorporate some of their recommendations. Once the final plans are in place – we will seek the required Certificate of Appropriateness.

This project has also been presented to the Design Review Board and the Historical Commission, both of which have provided letters of support.

Some soil testing has already been done, however additional soil testing will be required before the installation of a new septic system. Initial results indicate that an appropriate system can be designed for the site.

The Town of Acton owns a number of vacant, historic buildings, many of which need extensive restoration work. Due to budget constraints, these buildings rarely receive anything more than basic maintenance. In a perfect world, all of these buildings would be restored immediately and put back into public use. Obviously this is not an option. Of all the vacant, historic buildings we have, the Windsor Building is the *most feasible*, to restore and make useful again at this time. Windsor would be the easiest to make accessible for public meetings: it has the most open space inside, and is the closest to the ground. The building is structurally sound, and has a relatively new furnace in place which has kept major deterioration at bay.

This project, like all historic restoration projects, will require a significant initial investment. It is only economically feasible if funded through a Community Preservation Grant. Once the project is complete, no more funding will be needed, as the Town will provide regular maintenance work through the Municipal Properties department.

Population Served

Due to the fact that this project has both an interior and exterior component, there are two aspects to the question of populations served. The exterior restoration of this building celebrates and preserves a piece of the Town's history thereby serving all citizens' of the town, present and future.

The multipurpose meeting room to be created on the first floor of the building is intended to serve a wide variety of town committees, civic groups and community organizations many of whom have written letters of support for this project in the hopes of utilizing the new space.

Multiple Needs and CPA Focus Areas

As mentioned earlier, the restoration of the Windsor Building should not be viewed in isolation, but in the greater context of revitalization of an Historic District. The historic buildings of West Acton Village have been particularly well maintained by home and business owners alike. A restored Windsor Building, in institutional use, and under town control, will create a buffer between the commercial and residential ends of Windsor Ave.

In addition, the combination of the newly restored Citizens' Library and a restored Windsor Building will add Town presence in West Acton and serve as a civic anchor for the Historic Village, much as the Town Hall and Memorial Library serve as a civic anchor in the Center Historic District.

Also mentioned earlier, the adaptive reuse of the building's interior is intended to address multiple space related needs in the community.

Leverage of Funding

The Town has already invested \$5,000 for a preliminary architectural plan for the exterior restoration and a space utilization plan. Approximately \$30,000 worth of in-kind services will also be contributed by the Town's Highway and Municipal Properties Departments in the form of project management and labor associated with the septic installation and landscaping. Ongoing maintenance costs of the space will be covered in the Municipal Properties Department operating budget, as it is now. There has been some interest expressed in renting out the facility to private groups for specific events, and those revenues would help to defray the ongoing operating costs.

Preservation and Utilization of Currently Owned Town Property

The Windsor Building is owned by the Town of Acton. This project is specifically designed to preserve and better utilize a currently owned town property.

Consistency with Past Town Meeting Actions

The project is fully consistent with recent Town Meeting actions in that many similar restoration projects on both public and private structures have been funded in years past.

Competency to Implement

The Municipal Properties Director of the Town has successfully demonstrated competency in the implementation of building restoration / adaptive reuse projects. Past projects include the addition to Town Hall, the expansion of Acton Memorial Library, the construction of the Public Safety Facility, the historic restoration of the Citizens' Library, and most recently, the restoration of 468 Main Street.

Site Control

The Town of Acton built the Original West Acton Fire Station in 1903 and has owned the property ever since. It is the oldest purpose built town building that has not undergone significant structural modifications.

Notice to Abutters

The Windsor Building has two abutters, one residential and one mixed use building. The Town has presented this proposal to the residential neighbor who is very supportive of the project. A public outreach meeting was held for interested Windsor Ave residents, and all in attendance, were highly supportive.

Proper notification will be given prior to the owner of the mixed use, abutting property before commencing the work.

Attachments

The following documents are attached to this application.

- photograph of the original West Acton Fire House from the 1904 Town Report
- relevant pages from the History of the Acton Fire Department – a compilation of Fire Department expenditures taken from town reports
- Architectural plans and specifications for rehabilitation.
- Site plans and specifications.
- Historic inventory sheet.
- Names and addresses of project architects, contractors, and consultants.
- Letters of support from various boards, committees, organizations and individuals
- Documentation on current meeting room usage
- Space use policy from Acton Boxboro Community Education

Existing Space Issues

A great deal has been said in regards to the need for additional public meeting space for Town Boards and Committees and for community organizations. The letter from the Memorial Library trustees included in the attachments noted that the Memorial Library hosts over 600 meetings per year in their space, for both official business and community groups. I have also attached a detailed E-Mail from Marcia Rich, the Memorial Library Director, giving further details.

At Town Hall, due to a lack of space, we allow room reservations by Town boards and committees almost exclusively. Looking at nighttime meetings only, in 2008 we hosted 439 public meetings in Town Hall, and to date in 2009, we have hosted 457 public meetings. Town Hall has four public meeting spaces, but room 46, on the ground floor, is not frequently used due to its small size. The Faulkner Hearing Room gets very heavy use, and we averaged 2.9 night time meetings per week in that space in 2008, and are averaging 3.5 night time uses per week thus far in 2009. These numbers are even more impressive when you realize that due to social and religious considerations, virtually all use of the room occurs on Mondays, Tuesdays, Wednesdays, and Thursdays. Add to that consider that most Boards and Committees are scheduled to meet on either the first and third week or second and fourth week, and that we have a number of five week months, you can see that essentially, the room is almost fully booked.

Community Education, which handles bookings at the schools, will provide space as available, but they tend to have a very busy schedule, and in the past have not been able to provide space on a consistent basis. As shown in the attached Policy form Community Education, they book rooms a year in advance, and are hard pressed to accommodate needs on a last minute basis.

A number of Town Boards have expressed interest in using the Windsor Building, when renovated, for routine scheduled meetings, in that it would provide a appropriately sized venue for their meetings. The Municipal Properties Department provides room scheduling in Town Hall and the Public Safety Facility, and we know first hand the frequent logistical challenges of providing space for public meetings.

Dean Charter

From: Marcia Rich
Sent: Tuesday, February 03, 2009 4:58 PM
To: Dean Charter
Cc: Andrea Ristine; Jean Fleming; Mary Katis; Jennifer Friedman
Subject: RE: budget questions

Dean,

AML spaces typically get used ~600 times a year and 60+ meetings can take place in a busy month.

The conference room comfortably holds 10-12, the meeting room undivided up to ~50 (depending on its configuration) and divided, ~15-20 in the larger section A and 10-12 in section B.

Our order of precedence is:

1. AML meetings, programs and groups--Trustees meetings, AML staff meetings, storytimes and special children's programs, the Foundation, the Friends (including book sales and a book discussion group they sponsor), the Robert Creeley Foundation (group which puts on the big poetry program annually), the Friends of Pine Hawk, adult programs, senior citizens tours, the Holiday Mini-Fair, etc.
2. Town Boards and Committees--the Board of Health, CPC and Town Sidewalk Committee all meet here regularly as well as Dept. Heads--there may be others which meet here occasionally.
3. Literacy-related programs--English at Large's 10-session conversation practice series (typically at least 4 over the course of a year) and their tutor training and tutor refresher courses.
4. Community groups--everything from genealogy to Spanish language storytimes, a book discussion group in Chinese, LWV, Acton NOW, Green Acton, Acton No Place for Hate, Toastmasters, planning/oversight groups for various youth sports, exhibiting artists' receptions, Census Bureau job testing, the water district, PTSO, an autism support group, SPED advocates and other groups which enrich and improve community life.

With a little tweaking and flexibility, groups 1-3 usually get their first choices and group 4 generally will for daytime meetings. For weekday evenings, community groups, especially larger ones, often have problems getting their first choice and sometimes get down to their 3rd or 4th choice or give up entirely. Library groups and Town Boards and Committees may have problems if they need to schedule something on short notice (less than a month) or have no flexibility in their dates.

For years, the Pajama Storytime was held in the small (~15 x 15) storytime room off the children's room. When its regular attendance began to average 20-25 youngsters, we had move it to the meeting room, which meant the Planning Board now holds its meetings elsewhere. PJ Storytime is the only evening storytime we offer and it's popular with working parents who want to bring their children to the library during the week.

From my perspective, Acton's greatest need for meeting room space is for a 'mid-sized' room (similar to AML's meeting room when it is not divided) that either Town Boards and Town-connected groups would be moved to (freeing up space here for community groups) or that both Town Boards and community groups could use. The groups that we most frequently turn away from their first or second choice need more space than the conference room or a section of the meeting room can provide, yet would 'rattle around' in the Faulkner Room if they were even eligible to use it. (If you're sponsoring a speaker or program, you have to have a large turnout for the Faulkner Room not to look empty.)

Unless we can convince more groups that it's desirable to meet sometime other than weekday evenings, I'm not sure how the use of the rooms here could be expanded--take a look at the event calendar on the library's website to get a better sense of the frequency of meetings here.

When there are evening meetings at Town Hall and here, parking can be tough for library users.

**ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
USE OF SCHOOL FACILITIES PROCEDURES
(Revised 7/31/09)**

A variety of school facilities are available for rental by school and community groups and individuals. Acton-Boxborough Community Education will schedule all school facilities week days after 5:00p.m., on weekends and holidays. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Applications for facility rental should be obtained at the Community Education Office in the Administration Building, 15 Charter Road in Acton. The phone number is (978) 266-2525.

All in-school groups will have until July 31st to make requests for the next school year. As of August 1st, non-school groups may obtain rentals on a first come, first served basis.

CLASSIFICATIONS

Rental fees are based on user classification as follows:

CLASS 1 - School Sponsored Groups

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Community Education programs
- Recognized School related organizations, such as ABSAF, SADD, etc.
- Meetings by official Town groups and boards
- Scout groups

FEES: Custodial fees (on weekends) and kitchen manager fees will be charges. Scout groups (Indian Guides, Campfire, etc.) will be charged an annual processing fee of \$10.

EXCEPTIONS: There may be custodial charges assessed on large, school sponsored fund raisers that generate custodial work. This will be determined on a case by case basis by Community Education.

CLASS 2 - Community Service Organizations

This class represents Acton-Boxborough groups/individuals whose main purpose is social, educational, cultural or recreational and NOT business related. Examples include social clubs, condo associations and youth and adult sport groups.

FEES: Processing fees will be charges for all events, including those requiring custodial coverage. Processing fees are due with the facility application and are non-re fundable unless the request for school facilities is denied, Kitchen manager fees will be charged as applicable. Rental fees will be charged for money raising events.

CLASS 3 - Events for Personal or Commercial Benefit of an Organization or Individual

Groups in this category include businesses, private tutors and all others utilizing the buildings for personal or commercial benefit.

FEES: the renting group will be invoiced for all hourly rental and custodial charges after the event. Kitchen manager charges will be assessed when applicable.

FACILITY USE AND REGULATION

Please note: School activities will supersede all non-school rentals. You may be bumped at the last minute if the school needs the space you have reserved. Every effort will be made to find you a similar space or reschedule your event for another date.

SUPERVISION

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

- a. Smoking:** Smoking is NOT permitted in any school building or on school grounds.
- b. Intoxicants:** Alcoholic beverages are forbidden on school property at all times.
- c. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education will make the final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor.
- d. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax is not to be applied to floors. Furniture or equipment may not be removed and should be replaced to its original location at the completion of the activity.
- e. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.
- f. Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School building will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.
- g. Keys:** Keys will not be issued to any group/individual. A custodian will be assigned (minimum 3 hours) to open and secure the building when the building is not usually open.
- h. Concessions:** The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.

i. **Dances:** Dances will be limited to the High School lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.
All programs, performances and usage of the school buildings must conclude before 11:00p.m.

LIABILITY FOR INJURY AND RECOVERY OF DAMAGES

The user agrees to save and hold harmless the Acton Public Schools and/or the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the School District assumes no obligations respecting the use of such premises.

USE OF CAFETERIA/KITCHEN

Groups using the kitchen areas for anything more than the acquisition of water, must employ a kitchen manager at the rate of \$30/hour. Kitchen equipment will not be available for use by renting groups.

USE OF GYMNASIUMS

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner. Due to liability issues, gyms will not be rented to individuals for children's birthday parties.

USE OF THE SWIMMING POOL

The High School pool may be rented to a group of 15 to 50 people. One currently certified lifeguard will be required for each group of 15-25 people. Two lifeguards will be required for groups of 26-50 people. The names(s) and certification(s) (CPR, first aid and lifeguard training) of the lifeguard(s) must be submitted with the application. A custodian will be required for any group using the High School pool.

USE OF ED LEARY FIELD

School athletic events have first priority for the use of Ed Leary Field. All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 p.m. and the parking lot cleared at that time. There is a \$30/hour charge for the lights. An event may go beyond that time in the event of overtime.

USE OF AUDIO VISUAL EQUIPMENT

Renting groups should indicate the need for audiovisual equipment on the application form. For information on the availability of AV equipment and any associated charges, call Brendan Hearn at (978) 264-4700 x3425.

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rental will also be canceled. You will be notified by the Community Education office if this has occurred,

SPECIAL EVENTS

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 are required to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

- a. A representative of the renting group will submit an application that will be reviewed by the Director of Community Education. A meeting may be necessary to clarify the request.
- b. The reservation is contingent upon:
 1. Written approval from the Acton board of Selection that the police and fire protection will be adequate.
 2. The Superintendent is satisfied that the insurance coverage is adequate.
 3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education, Acton Public Schools and the Acton-Boxborough Regional School Committees reserve the right to deny or restrict usage of the school facilities.

PAYMENT OF FEES

Processing fees are payable and due at the time of application. All other costs will be billed to the user after the event. All checks should be made payable to: "Acton-Boxborough Community Education" and sent to:

Acton-Boxborough Community Education
Administration Building
15 Charter Road
Acton, MA 01720

USE OF FACILITIES FEES BASED ON CLASSIFICATION (Revised 7/31/09)

	Classrooms	Gyms Auditoriums Cafeterias	Conference Room Library	Ed Leary Field	Custodian@	Kitchen Supervisor
Class 1	No fee	No Fee	No Fee	No Fee	\$40/hr on Saturday \$50/hr on Sunday or holiday	\$40/hour
Class 2	\$25/use	\$50/use	\$50/use	\$200/event plus \$30/hr for lights	same as above	same as above

@ Custodial fee is a minimum of 3 hours

USE OF FACILITIES FEES BASED ON CLASSIFICATION (Revised 7/31/09)

	Classroom	Cafeteria (No kitchen)	Elementary Library	Elementary Gym	Elementary Kitchen	JH Library	JH Gym	JH Auditorium
Class 3*	\$25	\$75	\$50	\$100	\$75	\$75	\$100	\$200

	JH Kitchen	HS Library	HS Lower Gym	HS FH Gym	HS Auditorium	Pool	Ed Leary Field	Custodian	Kitchen Supervisor
Class 3*	\$75	\$75	\$100	\$150	\$200 (\$300 deposit)	\$100	\$250/event plus \$30/hr for lights	\$40/hr @ on Saturday \$50/hr on Sunday	\$40/hour

*All rates are hourly.

@ Custodial fee is a minimum of 3 hours

Please make all payments payable to:

Acton-Boxborough Community Education

IMPORTANT NOTICE:

PARKER DAMON BUILDING: You may not bring latex products of any kind into this building (e.g. latex balloons or gloves).

RAYMOND J. GREY JUNIOR HIGH: You may not bring citrus products of any kind into this building.

*In order to reduce the risk of allergic reactions, we ask that you not bring any of the following into the school buildings:
peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish.*

PERMIT FOR USE OF SCHOOL FACILITIES

- This application is approved for Use of Facilities as scheduled
- This application is denied for the following reasons:

Permit Issued by _____

Community Education Director

_____ Date

REPORT OF CUSTODIAN OR BUILDING REPRESENTATIVE: (Please check)

- Used as scheduled — No additional services
- Not used as scheduled — See below

Items damaged _____

Additional hours _____

Items missing _____

Comments _____

Signed _____

Letters of Public Support



MASSACHUSETTS 01720

ACTON HISTORICAL COMMISSION

October 5th, 2009

Mr. Dean Charter, Municipal Properties Director
472 Main Street
Acton, Massachusetts

Dear Dean,

As a follow up to our discussions about the proposal to restore the former West Acton Fire Station located on Windsor Avenue, I am submitting this letter of support.

The Historical Commission had a chance to tour the edifice on September 30th and all were very impressed with its present condition. While we are aware that there have been changes over the past 105 years, we are confident that the former station can be restored to its original appearance and continue to serve the Town as a meeting space and as an attraction for other events such as the "Farmer's Market".

The building is a credit to John S. Hoar, who designed and built it. While he built many of the houses on Windsor Avenue and the surrounding village, this is likely the only Municipal Building that he was commissioned to build in Acton. We are most fortunate to have the Community Preservation Fund so that structures of this caliber can be maintained, rehabilitated and reutilized for the good of the community.

We look forward to seeing the former Station 3 rehabilitated and put in a condition that will benefit the Town and we will assist in anyway that we can to meet your objectives for its preservation and re-use.

Sincerely yours,

William A. Klauer
Chairman



**Design Review Board
MEMO**

October 15th, 2009

RE: Renovation of Historic Windsor Building, West Acton Village

To Whom it Concerns:

The Design Review Board strongly supports the proposal to renovate the Windsor Building, a former Fire Station, in West Acton Village for the following reasons:

- We believe successful villages have multiple destination points for pedestrians; this restoration proposes to create one and by so doing will contribute to commercial viability of small business in the area and potentially keeping surrounding residential real estate values up;
- We believe it's very important for the Town to show respect and care for its architectural, historic heritage and this proposal proposes to do just that. One can make the argument that the towns that do this the most are consistently viewed as the most desirable places to live. Over 100 years old, the Windsor Building is on the Cultural Resources list and was designed and built by John Hoar, who built several other houses on Windsor Avenue. Restoration of this property provides a unique opportunity to make this link, educating the public about how Acton grew and developed.
- The DRB believes the plans which include installing front doors that will be operational, so that the building can "open up" to the street for special events, such as a library book sale or non-profit fundraisers and other civic events, are well thought out, and provide desperately-needed flexible public meeting space. The interior work proposed is quite reasonable given the Town's needs, including handicapped-accessible restroom and small kitchenette; all important features to encourage multiple public use in this village district with great potential.

We appreciate your interest in this project and your support in making this creative vision a reality.

Sincerely,

The Design Review Board



Acton Memorial Library Board of Trustees

486 Main St., Acton, Massachusetts 01720 * (978) 264-9641 *

www.actonmemoriallibrary.org

September 30, 2009

Community Preservation Committee
C/o Planning Department
Acton Town Hall

Members of the Committee:

The Board of Trustees of the Acton Memorial Library supports the Community Preservation application for renovation of the Windsor Building in West Acton into meeting space.

It is clear from the Library's experience that there is a critical need for additional meeting space in Acton. Memorial Library's meeting rooms are used approximately 600 times annually for everything from Town boards to library activities to literacy programs to community groups. The demand is so great that organizations often have to settle for their second, third or fourth choice of date even when they contact the library months in advance. This is discouraging for the groups, which support many efforts beneficial to the community, and time-consuming for the library staff.

The Board hopes the Committee will look favorably upon this application.

Sincerely,

Robert J. Surdel

President

Acton Memorial Library Board of Trustees

✓c: Dean Charter, Municipal Properties Director

From: Pamela Cochrane [pamelacochrane@yahoo.com]
Sent: Thursday, October 15, 2009 9:34 AM
To: Municipal Properties Department
Subject: Windsor Building
October 15, 2009

To Whom It May Concern:

We would like to offer our full support for the Preservation and Adaptive Reuse of the Windsor Building and strongly urge the CPC to fund this project.

We very much like the idea of preserving a historic building and then making good use of the building.

Yours,

Pamela and David Cochrane
198 Central St.
Acton, MA 01720



Town of Acton
Board of Selectman
Community Preservation Committee
Planning Department
Acton Town Hall
Main Street
Acton, MA 01720

Dear BOS and CPC,

As a member of the Leadership Board of the Acton Boxborough Farmers Market (ABFM), I am writing in support of the application to renovate and restore the Windsor Building on Windsor Avenue in West Acton. Renovating the building for public use is an idea that is long overdue.

A group of about 10 of us began planning the farmers market in January of 2009. For our first meeting we asked for input from the community as to the feasibility of the idea of having a farmers market in West Acton. The meeting was scheduled to be held in the West Acton Citizens Library's (WACL) new reading room. The response was overwhelming. Way too many people showed up for the size of the room; many stood in the hallway outside the room straining to listen to the proceedings, unable to participate in the discussion. Subsequent meetings in the reading room, when we've invited community input, were equally oversubscribed. Through the winter and spring months the leadership board met regularly, and, lacking much meeting space in West Acton, tried for Memorial Library and were relegated to meeting in the foyer since the meeting rooms were usually booked far in advance. Since our market's location is in West Acton we wanted to keep the meetings in West Acton and found that the WACL is the only venue.

As you know, West Acton has become a hub of community activity and commerce over the past decade or so. Oktoberfest and the WACL Book Fair are just two annual events that require planning and regular meeting space. At no time does the Windsor Building receive more exposure to the public's eye than during those events, not to mention than during the Memorial Day Parade (on alternate years the parade comes down Windsor Ave.), and now the farmers market. Given the well-preserved historic character of the homes on Windsor Avenue, bringing the Windsor Building in line with the rest of the street seems only too apparent.

The success of the farmers market has energized the size of the patron base at the WACL and new programming (e.g., readings and concerts) is being planned as a result of that increased interest. I'm sure their tiny reading room won't accommodate the audiences they hope for (there's a concert planned on the library lawn for 9/20, during farmers market hours). The Windsor Bldg. is an obvious location for these events, especially if it rains!

If the restoration of the building results in anything like the restoration of the WACL, the Windsor Building will be beautiful, once again, and add a welcomed village ambience and a degree of cultural capital to West Acton and, more broadly, to the Town of Acton.

We enthusiastically support this project and look forward to our first meeting in the refurbished building.

Please contact any of us on the leadership board for any further comments.

Thank you.

Sincerely,

Jen Taylor, Coordinator
Acton Boxborough Farmers Market
On behalf of the ABFM Leadership Board

West Acton Citizens' Library

21 Windsor Avenue, Acton, MA 01720

978-264-9652

September 14, 2009

Town of Acton Community Preservation Committee
c/o Planning Department
Acton Town Hall
472 Main Street
Acton, MA 01720

Re: Community Preservation Fund - Project Application for the
Historic Restoration and Re-use of the Windsor Building

Dear Community Preservation Committee Members:

The purpose of this letter is to support the application for Community Preservation funds in the matter of the Windsor Building in West Acton and to provide you with information with respect to how a renovated Windsor Building would benefit the community.

As you may know, the West Acton Citizens' Library is the nearest neighbor to the Windsor Building. The Citizens' Library has already been the beneficiary of Community Preservation funds and, perhaps better than most, we understand how a renewal of the Windsor Building will benefit what is already a thriving West Acton community.

First, allow us to speak for the West Acton village in general.

- Currently, the Windsor Building is a shambles. Nevertheless, it is a building that exudes character, history and opportunity in a neighborhood filled with historic homes and gardens. Rehabilitating the Windsor Building alongside the refurbished Citizens' Library would provide a centerpiece for the community.
- The renovation of the Windsor Building could provide essential meeting space for the Town and would be an enormous asset for the Citizens' Library in meeting its mission to provide for the literary and cultural development of the citizens of Acton.

Second, please allow us to identify some of the activities conducted by the Citizens' Library and how a renovated Windsor Building would contribute to our success in meeting the Library's mission. The Citizens' Library currently conducts or facilitates:

- Children's musical events, outdoors on the Library grounds.
- Storytellers' presentations, outdoors on the Library grounds.
- "Tot Time" activities, indoors at the Library for small groups of pre-schoolers.
- Author's presentations, indoors at the Town Hall, not in West Acton.
- Organizational meetings of area children's authors at the Memorial Library.
- A book club for pre-teens, book sales and craft fairs - all at the Library.
- Meetings for community groups (e.g. the Farmers' Market).

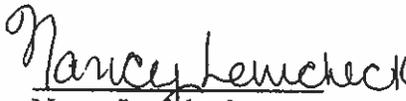
As a general rule, the "Tot Time" and book club activities occur weekly, while the other activities occur periodically and are spread throughout the year.

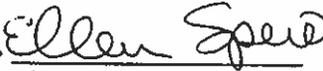
Activities that are held at the West Acton Citizens' Library are constrained by the limited space available at the Library. If a facility like an upgraded Windsor Building were available just across the street from the Library, we would be positioned to schedule or facilitate larger and more frequent programs. Moreover, while we would continue to schedule concerts, storytellers and fairs outdoors on the Library property, we would not be constrained by the weather in doing so.

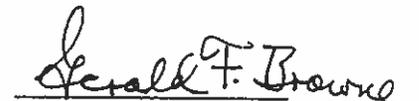
Just to be clear, these special programs are financed through the kindness of our Library patrons and by the generosity and hard work of the West Acton Citizens' Library Auxiliary. Town funds are not used in these endeavors.

Obviously, the facilities of a revamped Windsor Building would have an impact on the Town of Acton well beyond the West Acton Citizens' Library. Nevertheless, we believe it is important that you understand the potential synergy that exists between a rehabilitated Windsor Building and the West Acton Citizens' Library.

We urge your favorable consideration of the Windsor Building project. If we can provide any additional information, please call upon us.


Nancy Lenicheck
Chair, Library Trustees


Ellen Spero
Library Trustee


Gerald F. Browne
Library Trustee

Copy to:

Dean Charter, Municipal Properties Director, Town of Acton
Jennifer Friedman, Librarian, West Acton Citizens' Library

From: aklochrie@aol.com
Sent: Thursday, October 01, 2009 5:39 AM
To: Dean Charter
Subject: Windsor Building
Dean,

Many thanks for the opportunity to meet with you last night to hear the possible options for the Windsor Building.

Blake and I unequivocally support your proposal for the restoration and renovation of the outside and first floor of the building (with , hopefully, more to follow, down the road, for the upper two stories of the building).

The building is charming, consistent with the neighborhood and community in which it sits and is clearly irreplaceable. We are most fortunate that the Town has maintained ownership of this historical location and is in a position to return it to its rightful part of the Village's increasingly busy economy.

It clearly can provide the opportunity for not only public meeting space but also, and perhaps more importantly, a creative source of revenue for the town. In this regard, once renovated, the space would be an ideal spot for small receptions or parties, catering for which which can be accommodated from its kitchen. Fortunately, there is plenty of public parking throughout the Village.

As someone who both lives and works in the Village, I thank you for your tireless efforts on behalf of the Town, particularly your endeavors to preserve historic properties which mean so much to the character of West Acton.

Annette M Lochrie
57 Windsor Avenue

Dear Members of the Acton CPC:

We are writing to respectfully request that you consider seriously the Town's application for the historic restoration and adaptive re-use of the Windsor Building, located at 20 Windsor Avenue, in West Acton Village.

After the marvelous restoration work of the Citizens' Library, we are even more aware of just how important this restoration is for an historic district. The contrast between these two historic buildings emphasizes more clearly the poor condition of the Windsor Building and its need for restoration. We are excited at the prospect of having the Windsor Building returned to its original condition.

We would also like the building to be used. The renovated library has breathed new life into our West Acton Village, as has the new Farmers' Market. People from throughout Acton come here to partake of the convivial atmosphere of a village community. As Acton grows, the demand for public meeting space does as well. A restored Windsor Building could serve as another space for Acton citizens' groups to meet, relieving space problems at Town Hall and Memorial Library.

We believe that an historic re-creation of the Windsor Building would provide the crowning gem for the West Acton Historic District and complete the graciousness of the Windsor Avenue block.

Sincerely yours,

Ellen Rosemary Spier	25 Windsor Ave
Janice Roseblum	3 Fraser Drive,
Jennifer Friedman	188 School St.
Ellen R. Smith	61 Spruce St.
Evelyn Johnson Moore	729 Central St, Acton, MA
John F. Sullivan	27 Elm St. Acton, MA.
Bob	5 HENNESSY Dr. ACTON MA
Kathleen Kellin	20 Birch Ridge Rd, Acton, MA
Carolyn M. Duff	27 Paul Revere Way Acton, MA
Janice Nelson	22 Mineral Ave Acton, MA
Geoff Manlet	2 Gregory Ln, Acton MA

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Jenice Roseblum	3 Fraser Drive,
Jennifer Friedman	188 School St.
Ellen R. Smith	61 Spruce St.
Evelyn Johnson Moore	729 Central St, Acton, MA
John P. L. L. L.	27 Elm St. Acton, MA.
ROBERT	5 HENNESSY DR. ACTON MA
Kathleen Kellin	20 Birch Ridge Pt, Acton, MA
Candace M. Dwyer	27 Paul Reverend Sq Acton, MA
Jennifer Nelson	22 Millat Ave Acton, MA
Geoff Manlet	2 Gregory Ln, Acton MA

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Sincerely yours,

Nancy Demicheli 24 Windsor Ave.

Andia Dodson 377 Central St.

Jinda Chance 22 Kinsley Rd.

Ametta Leung 57 Windsor Ave.

Paula Cohen 198 Central St.

Wayne Friedrich 24 Windsor Ave

Dana Miller 84 Windsor Ave

Bob Crow 616 Old Sturtevant

Judith Archade 194 Central St Acton MA

Barbara Wunders 461 Mass Ave Acton MA

The Acton Garden Club, Inc.

P.O. Box 2137
Acton, MA 01720-6137

Town of Acton Community Preservation Committee
c/o Planning Department
Acton Town Hall
472 Main Street
Acton MA 01720

October 28, 2009

Dear Mr. Chairman and Members of the Community Preservation Committee:

The Acton Garden Club enthusiastically supports the Town's application for Community Preservation funds to preserve and restore the historical West Acton Fire Station (known as the Windsor Building) and repurpose it as meeting space. Not only is there a great need for space of this kind, including handicap accessible restroom facilities and small kitchen, but such a project is entirely fitting as the Town approaches the 275th anniversary of its founding.

This wonderful plan for the West Acton Fire Station lends prominence to the history of West Acton and enhances the utility and historical stature of both the Citizens Library and the Windsor Building. By providing accessible meeting space for use by various town boards and committees, Citizen's Library's children's programs, speakers and events, other community organizations, and indoor Recreation Department classes and workshops, for example, this project's benefits are focused squarely on the community now and in the future.

Recently the Acton Garden Club received an award for a garden on the grounds of the West Acton Citizens Library that was designed and developed with historically appropriate plantings by Acton citizen, Maureen Christmas, also President of the Club from 2007 to 2009. We believe that safeguarding and restoring the West Acton Fire Station structure buttresses the renewal of the historic Citizens Library nearby and fosters community recognition of the Town's history in our midst.

With its many projects and events in a year-long celebration of its own 75th Anniversary through 2009, the Acton Garden Club has gained renewed appreciation for the Club's hard work and dedication to the Town through its community service over three-quarters of a century. History informs us, and we applaud the Town's desire to provide much-needed meeting space with this project and at the same time recognize, celebrate and preserve its own history.

We ask you to look favorably on this proposal.

Very truly yours,

Joan Yatteau, Acton Garden Club President
40 Concord Road
Acton, MA 01720

cc: Dean Charter

Dean Charter

From: Bara437853@aol.com
Sent: Monday, October 26, 2009 9:02 AM
To: Dean Charter
Subject: Re: space needs

Dear Dean,

I am a member of the No Place for Hate committee assigned to finding space to reserve for their meetings. No Place for Hate is a recognized town committee. Its Selectman liaison is Paulina Knibbe. Our Chair is Sal Lopes.

We have occasionally found it difficult to find space for the eight to ten people who come together. At the present time, we are meeting in a temple for the lack of other space - not ideal for a group seeking to promote interdenominational diversity.

We hope that the Town will be able to provide more meeting rooms.

Best wishes,

Steve Baran

10/26/2009

Lerner | Ladds + Bartels, Inc.

236 Hope Street
 Providence, Rhode Island 02906
 401 421-7715
 fax 421-7718
 LLBarchitects.com

Steven L. Lerner, AIA
 Christian J. Ladds, AIA
 Kathleen A. Bartels, AIA
 R. Drayton Fair, AIA

West Acton Windsor Building
Preliminary Project Budget Summary
Scheme #1
 November 3, 2008

- General Exterior Restoration / Repair
- Ground Floor Accessibility and Renovation
- Minimal Second Floor Restoration / Repair

Total Project Budget	\$306,000.00
Probable Construction Costs	\$256,900.00
• General Demolition	\$10,000.00
• Basement Structural Repair	\$8,000.00
• New entry ramp, vestibule, door	\$65,000.00
• New HP unisex toilet	\$25,000.00
• Scrape and Paint exterior	\$10,000.00
• Restore windows & add wood storms	\$25,000.00
• New roof	\$13,000.00
• Reconstruct front facade	\$15,000.00
• Central AC	\$17,000.00
• Interior Paint	\$7,000.00
• Plaster Repairs	\$5,000.00
• Sand & restore wood floors	\$7,000.00
• Electric upgrade	\$15,000.00
• Restore ceiling on ground floor	\$12,000.00
• New First Floor Kitchenette	\$5,000.00
Subtotal	\$239,000.00
Construction Contingency (7.5%)	\$18,000.00
Fees & Expenses	\$49,000.00
Fees	
• Basic Architect / Engineering Fees	\$36,000.00
Expenses	
• Reimbursable Expenses Allowance (Print, Phone, Fax, etc.)	\$2,500.00
• Additional Presentation Materials Allowance	-0-
• Survey Allowance	\$2,500.00
• Document Printing	\$3,000.00
• Testing @ Construction Allowance	\$1,500.00
• Hazardous Material Survey/Documentation	\$1,500.00
• Hazardous Material Removal	-0-
• Clerk of the Works Allowance	-0-
Subtotal	\$47,000.00
Project Expenses Contingency (5%)	\$2,000.00

TOWN OF ACTON
 472 MAIN STREET
 ACTON, MA 01720
 Additional Owners:

UTILITIES
 EXEMPT
 EXM LAND

STREET/ROAD
 LOCATION

TOPO
 000F2A 00135 00000

SURPLEMENTAL DATA
 SBU
 Hist Dist W
 BStat
 P.Plan# 1031 OF 31
 Lot#
 ASSOC PID#

RECORD OF OWNERSHIP
 03041/0099 11/12/1931

SALE DATE
 0

SALE PRICE
 0

VISION

CURRENT ASSESSMENT		PREVIOUS ASSESSMENTS (HISTORY)	
Code	Assessed Value	Yr.	Code
9030	120,000	2008	9030
9030	289,400	2008	9030
Total		Total	
409,400		350,500	

EXEMPTIONS

Year	Type	Description	Amount	Number	Comm. Int.
Total:					
364,700					

This signature acknowledges a visit by a Data Collector or Assessor

OTHER ASSESSMENTS

Year	Type	Description	Amount	Number	Comm. Int.
Total:					
0					

ASSESSING NEIGHBORHOOD

NBHD/SUB	NBHD NAME	STREET INDEX NAME	TRACING	BATCH
0001/A				

NOTES

MINUTEMAN HQ

BUILDING PERMIT RECORD

Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments
15672	05/20/1998		SHED	3,000		0		STORAGES

APPROXIMATED VALUE SUMMARY

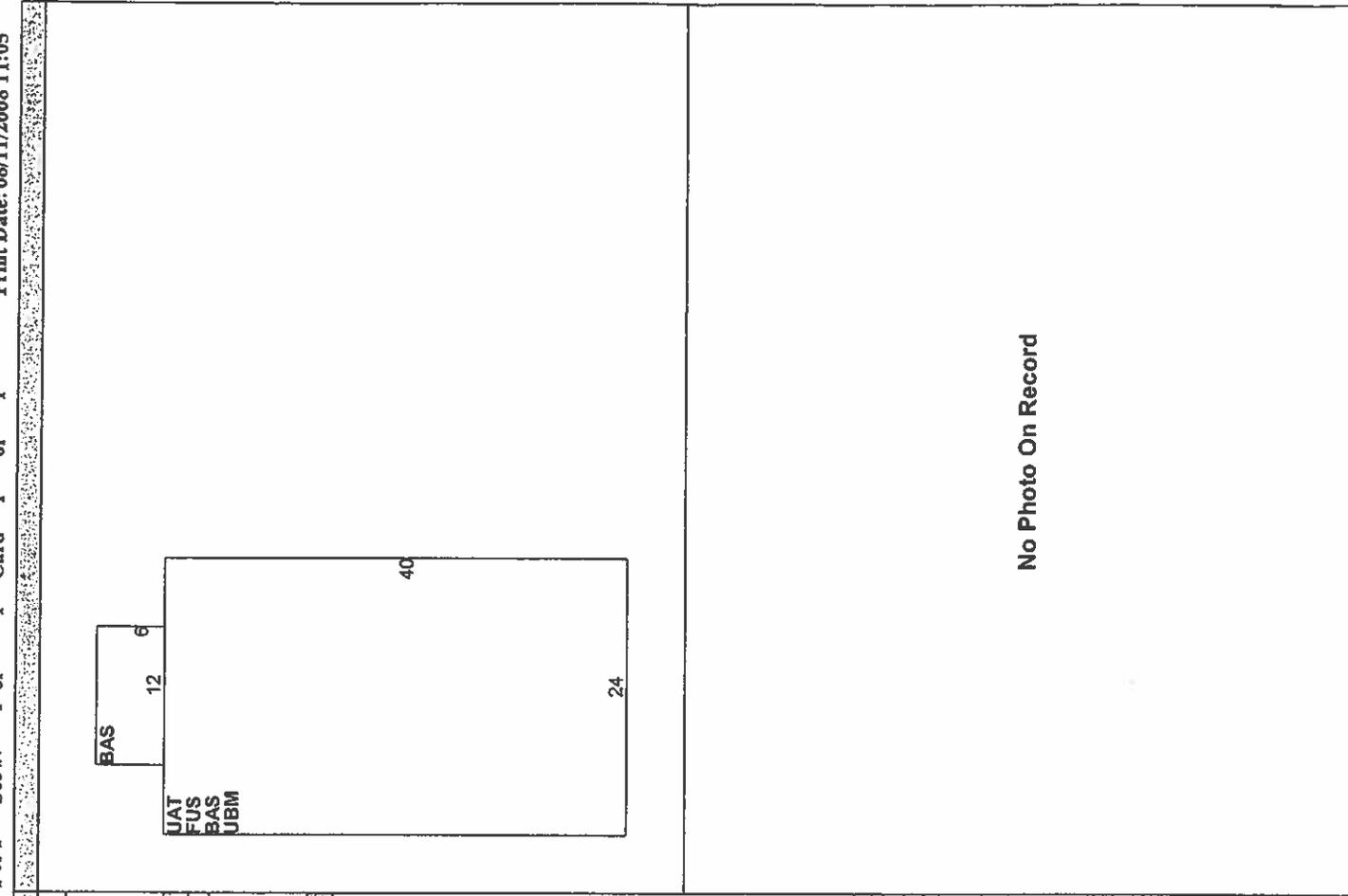
Appraised Bldg. Value (Card)	Appraised XF (B) Value (Bldg)	Appraised OB (L) Value (Bldg)	Appraised Land Value (Bldg)	Special Land Value	Total Appraised Parcel Value
120,000	0	0	289,400	0	409,400

Adjustment: 0

Net Total Appraised Parcel Value: 409,400

LAND-LINE VALUATION SECTION

B Use Code	Use Description	Zone D	Frontage	Depth	Units	Unit Price	I. Factor	S.A. Disc	Acre	C. Factor	ST. Idx	Adj.	Notes-Adj	Special Pricing	Adj. Unit Price	Land Value
1	9030 MUNICIPAL MDL-94	VR 2	59		7,770 SF	25.91	1.15	5	1.0000	1.25		0.00			37.25	289,400
Total Card Land Units: 7,770 SF Parcel Total Land Area: 7,770 SF																
Total Land Value: 289,400																



CONSTRUCTION DETAIL		CONSTRUCTION DETAIL (CONTINUED)	
Element	Cd.	Ch.	Description
Style	77		Clubs/Lodges
Model	94		Commercial
Grade	04		Average +10
Stories	2		
Occupancy	1		
Exterior Wall 1	11		Clapboard
Exterior Wall 2	03		Gable/Hip
Roof Structure	03		Asph/F Glis/Cmp
Roof Cover	02		Wall Brd/Wood
Interior Wall 1	03		Plastered
Interior Wall 2	12		Hardwood
Interior Floor 1	02		Oil
Interior Floor 2	04		Forced Air-Duc
Heating Fuel	01		None
Heating Type	9030		MUNICIPAL MDL-94
AC Type	00		
Bldg Use	00		
Total Rooms	00		
Total Bedrms	2		
Total Baths	00		
Head/AC	02		NONE
Frame Type	02		WOOD FRAME
Baths/Plumbing	06		AVERAGE
Ceiling/Wall	02		CEIL & WALLS
Rooms/Frms	10		AVERAGE
Wall Height	0		
% Conn Wall			

MIXED USE		PERCENTAGE	
Code	Description	Percentage	
9030	MUNICIPAL MDL-94	100	

COST/MARKET VALUATION	
Adj. Base Rate:	Value
Replace Cost	214,313
AYB	1,903
EYB	1,963
Dep Code	A
Remodel Rating	44
Year Remodeled	0
Dep %	0
Functional Obslnc	0
External Obslnc	0
Cost Trend Factor	1
Condition	
% Complete	56
Overall % Cond	120,000
Apprais Val	0
Dep % Ovr	0
Dep Ovr Comment	
Misc Imp Ovr	0
Misc Imp Ovr Comment	
Cost to Cure Ovr	0
Cost to Cure Ovr Comment	

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)									
Code	Description	Sub	Unit Price	Yr	Qty	Dir	Chd	%Cnd	Apr Value

BUILDING-SUB-AREA SUMMARY SECTION			
Code	Description	Living Area	Gross Area
BAS	First Floor	1,032	1,032
FUS	Upper Story, Finished	960	960
UAT	Attic, Unfinished	0	96
UBM	Basement, Unfinished	0	240
			92.06
			92.06
			9.21
			23.01
			95,005
			88,376
			8,838
			22,094

No Photo On Record

MASSACHUSETTS AVENUE



WINDSOR AVENUE

CITIZEN'S LIBRARY

WINDSOR BUILDING

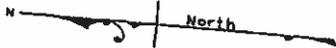
PEARL STREET



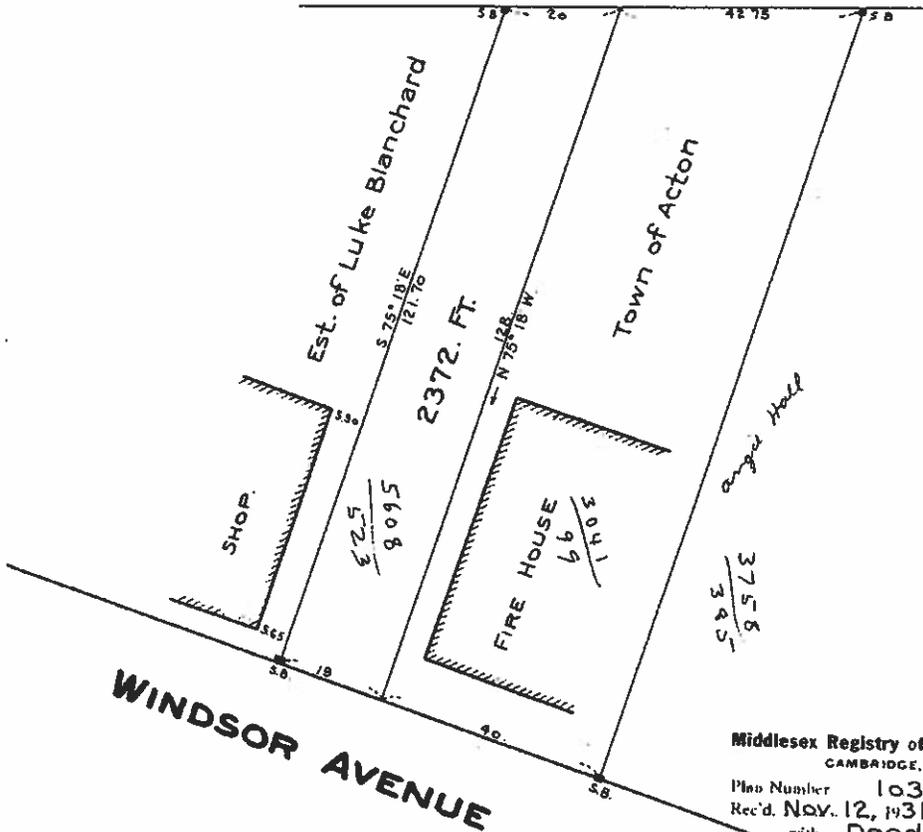
Land in
ACTON
 conveyed by the
**Citizens Library Association
 of West Acton**

to the
Town of Acton
 Surveyed by Horace F. Tuttle.
 April 18, 1931 Scale. 20 feet = 1. inch

(original on file)



Boston & Maine R. R.



Middlesex Registry of Deeds, So. Dist.
 CAMBRIDGE, MASS.

Plan Number 1031 of 1931.
 Rec'd. Nov. 12, 1931 at 10h 21 m A.M.

with Deed
 Citizens Library Ass'n of West Acton

Town of Acton
 Recorded. Book. 5608 Page 523

Attest Thomas Brighton Register

1031 of 1931



**Town of
Acton,
Massachusetts**



FIRE DEPARTMENT

from: Annual Town Reports 1892-1995

edited by: Robert M. Washburn 1995

1903 - SPECIAL Appropriation - SOUTH ACTON CHEMICAL ENG.&LADDER HOUSE
pd.FW Green,moving Chemical Engine 75c

Fire Department—Special Appropriation.

Paid So. Acton C. & L. Co., supplies for	
So. Acton engine house,	\$295 84
So. Acton Fire Dept., engine house,	150 00
A. C. Piper, grading,	37 16
James Cole, sand,	2 00
B. Anderson, labor,	15 00
S. Jones, "	223 07
A. J. Owens, "	7 00
C. R. Owens, "	3 00
J. W. Bradley, "	5 25
John Temple, "	12 93
H. F. Robbins, "	4 00
Tuttle & Newton, paint stock,	46 58
C. E. Brodeur, painting engine house,	55 00
E. Jones, furnishings for " "	35 35
F. C. Hayward, land for West Acton engine house,	200 00
	\$1,094.20
Unexpended balance,	\$ 405.80

1904 - TM voted \$1,200 to build suitable FIRE ENGINE HOUSE AT WEST ACTON
PD.C.Callihan Co.,1 nozzle & supplies,8.25
pd. Fellows & Co.,1 extinguisher,3 small ladders 59.35
pd. James DeVane,repairing & painting chemical 9.50
pd. SA neil,soda 2.24;S.Acton Wollen Co,chemicals 3.444,& DN Hall;
chemical supplies 3.60

Fire Department Special Appropriation.

Paid Wm. H. Kinsley, foundation for West Acton house,		52 08
E. B. Hastings, 4 copies specifications West house,		1 00
John S. Hoar, changing specifications West house,		1 00
John S. Hoar, West Acton house per con- tract,		1,313 00
John S. Hoar, Frost proof room for chemi- cal,		61 41
John S. Hoar, extra for shed, closet, etc.,		88 63
Wm. H. Kinsley, moving old West house to No. Acton,		33 00
So. Acton Coal & Lumber Co., for West house,		9 40
Paid D. H. Hall, allowance for furnishing West house,		\$ 50 25
Wm. Kinsley, grading,		38 90
		\$1,648 67
Appropriated,	\$1,200 00	
Unexpended balance,	405 80	



FIRE DEPARTMENT BUILDING, WEST ACTON
Built in 1903

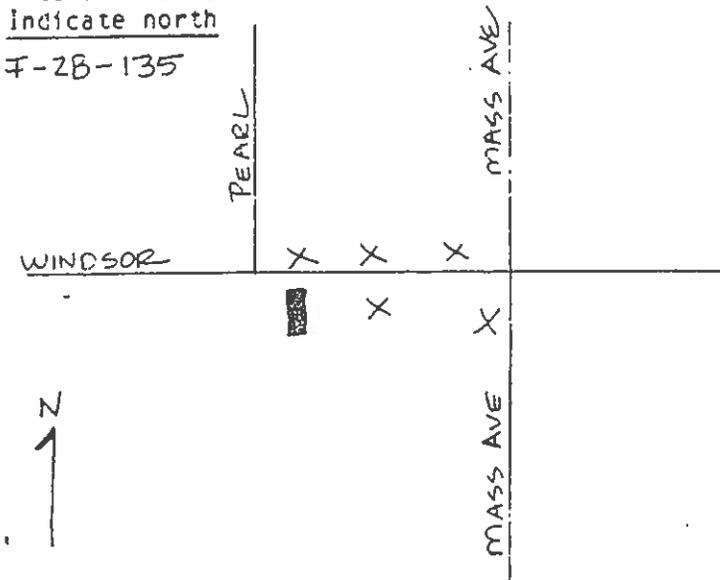
- 1905 - total expense FD-336.29
 - WEST ACTON ALLOWANCE 117.00
 - SOUTH ACTON ALLOWANCE 117.00
 - pd. for services at LITTLEFIELD FIRE-CW Leach, JL Richardson, Ernest Morse, Frank Williams, John Campbell, Chas. Boyce, Lewis Leveronica, Wm. Coolidge, JD Christie, ES Morse, GW Colby, CE Smith, Wm D Hart, AH Smith, EL Wheeler & also the Fitchburg Fire Dept.
 - pd. Boston Coupling Co., 12 hydrant valves 15.00
- 1906 - total Expenses FD-525.35
 - pd. Boston Coupling Co, West Acton Dept. 400' hose 180.00; repairs 1.72; spanners 1.00
 - pd. Natl. Manf. Co. for West Acton Dept, 2 pumps 12.24; repairs 2.46
 - pd. for services at Houghton fire-BS Holt, S Toombs, AJ Morse
 - pd for expenses, DeLoud fire-Wm Kingsley
- 1907 - total expenses FD-261.72
- 1980 - total expenses, FD-269.00
- 1909 - total expenses FD-394.92
 - pd EB Badger & Son Co, repairs Chemical Eng., West 44.85
 - pd. Revere Rubber Co., hose for pump, Ctr. 25.00
- 1910 - total expense of FD-427.65
 - pd. for fighting fire, North-WH Kingsley 22.50; HP Dutton 12.00
- 1911 - total expense of FD-420.92
 - pd Badger Fire Extinguisher Co., 20 extinguishers 140.00
 - pd. JP Brown, issuing permits, etc. 2.50
 - pd. FW Green, cleaning vault, West 1.00

MASSACHUSETTS HISTORICAL COMMISSION
 20 BOYLSTON STREET
 BOSTON, MA 02116



Location Acton
 Address 12 Windsor Avenue
 Historic Name West Acton Fire Station
 Present private meeting hall
 Original civic (fire station)
 Description
 Date 1903
 Source 1904 Town Report
 Style Colonial Revival
 Architect John S. Hoar/ Builder

Sketch Map: Draw map showing property's location in relation to nearest cross streets and/or geographical features. Indicate all buildings between inventoried property and nearest intersection(s). Indicate north



Exterior Wall Fabric clapboards
 Outbuildings none
 Major Alterations (with dates) 1970-1971
removal of fire doors; window alterations
 Condition fair
 Moved no Date _____
 Acreage _____
 Setting At the end of a residential street; immediately behind the commercial center of West Acton

UTM REFERENCE _____
 USGS QUADRANGLE _____
 SCALE _____

Recorded by Anita Dodson/Schulier and John
 Organization Acton Historical Commission
 Date May 1988/ March 1991

NATIONAL REGISTER CRITERIA STATEMENT (if applicable)

ARCHITECTURAL SIGNIFICANCE Describe important architectural features and evaluate in terms of other buildings within the community.

See Inventory Continuation Form

HISTORICAL SIGNIFICANCE Explain the role owners played in local or state history and how the building relates to the development of the community.

See Inventory Continuation Form

BIBLIOGRAPHY and/or REFERENCES

Town Report, 1904
Phalen, History of the Town of Acton.
AHS Files

PROPERTY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, Boston

Community: ACTON	Form No: C-260
Property Name: 12 Windsor Ave	

Indicate each item on inventory form which is being continued below.

12 WINDSOR AVENUE / ARCHITECTURAL DESCRIPTION:

Built as a fire station in 1903, this 2 1/2 story gable front building is sheathed in clapboards and built on a brick foundation, now parged with concrete.

Designed in the Colonial Revival style, the building has been altered with changes in its fenestration and door openings.

The main (west) facade retains its molded cornice, gable returns and narrow corner posts. First floor fire doors have been removed (1970's) and replaced with bands of multipane transom windows and an unadorned entrance door. Two second story windows, and one in the gable peak are 2/2 sash in applied flat enframements. A cut-out Minuteman has been applied between the second story windows. The north facade is lined with three 2/2 windows at the second story, and on the first floor level, two 2/2s and a shed roof entrance bay with a plywood door. The south facade consists of four 2/2 bays with an added fire escape to the second floor.

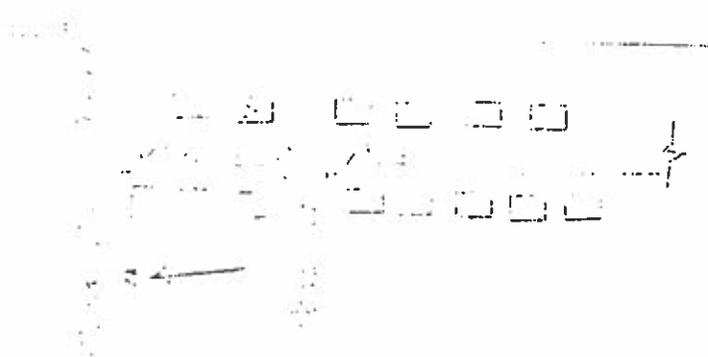
12 WINDSOR AVENUE / HISTORICAL DESCRIPTION:

At the turn of the century each village in Acton had its own volunteer fire department. This building was constructed in 1903-1904 as the West Acton Fire Station. It was West Acton's first fire station. Previously, residents relied on individually owned hand pumps and town-owned ladders, pails and fire hooks housed in a storage building in the village. After installation of the town's water system in 1912, fire hydrants were installed in West Acton between 1912 and 1914. In 1915 the town voted to organize a single paid fire department. West Acton experienced large fires in 1913 and 1922. A new West Acton fire station was built in 1957 at 258 Central. The Town altered the 1903-04 building in the early 1970s. It now houses the Acton Minuteman Company.

This section of Windsor Avenue was in existence in the early 19th century, but was extended and improved in the 1870s and 1880s. Many large elaborate residences were built on Windsor Avenue in the late 1880s and 1890s. West Acton flourished after the arrival of the railroad in 1845. By the turn of the century, when the first fire station was built, West Acton village supported multiple local manufacturies, two churches, a school, stores, and hotel. Several developed residential streets led out of the village. Local manufacturies included Hall Brothers Pail and Churn Factory (230-236 Central), the Knowlton Cigar Factory (see 525 Mass Ave), E.C. Parker and Co. dist and cider mills (see 239 Arlington), and others.



Sketch Map: Draw map showing property's location in relation to nearest cross streets and/or geographical features. Indicate all buildings between inventoried property and nearest intersection(s).
 Indicate north



UTM REFERENCE _____
 USGS QUADRANGLE _____
 SCALE _____

AREA FORM NO.

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Town Acton, Massachusetts

Address 12 Windsor Avenue

Historic Name West Acton Fire Station

Use: Present Minutemen Building

Original West Acton Fire Station

DESCRIPTION

Date 1903

Source Town Report, 1904

Style Vernacular

Architect John S. Hoar, Builder

Exterior Wall Fabric Clapboard

Outbuildings None

Major Alterations (with dates) 1970's

~~Doors removed, windows added~~

Condition First floor

Good

Moved _____ Date _____

Acreeage 1/4 acre

Setting Business/Residential

Recorded by Anita L. Dodson

Organization Acton Historical Commission

Date May 1, 1988

NATIONAL REGISTER CRITERIA STATEMENT (if applicable)

ARCHITECTURAL SIGNIFICANCE Describe important architectural features and evaluate in terms of other buildings within the community.

This two-story gable front building was designed and built by Acton's builder, John S. Hoar. Originally, large doors were across the front first story to accomodate fire apparatus. The building was altered in the early 1970's by the Town and since then has been used by Acton's Minuteman Company.

HISTORICAL SIGNIFICANCE Explain the role owners played in local or state history and how the building relates to the development of the community.

This was West Acton's fire station from 1903 through the 1950's. It currently serves as a drill hall and meeting room for the Acton Minutemen Company.

BIBLIOGRAPHY and/or REFERENCES

Town Report, 1904

Acton Citizen
7-21-95
12 WINDSOR AVE^S

Bits

From ladders to larder

The two-story gable front building at 12 Windsor Ave, built by John S. Hoar in 1903, served as the W Acton fire station until the new one on Central St was built in 1957. In recent years the building was known as the Acton Minuteman Building because from the mid '60s for 25 years the Acton Minuteman Company met there and drilled. According to Col. Earl Nadeau, when the Town granted them the use of the building they found an old boxing ring inside and he believes the building had been used as a youth center. They cleaned up the space and in the early '70s the Town remodeled the front, removed the firehouse door replacing it with the current simple entrance and a row of multi-paned transom windows. During their tenancy the Minutemen maintained the building. Nadeau said they enjoyed their time there. They currently muster in the Haartz Corporation buildings.

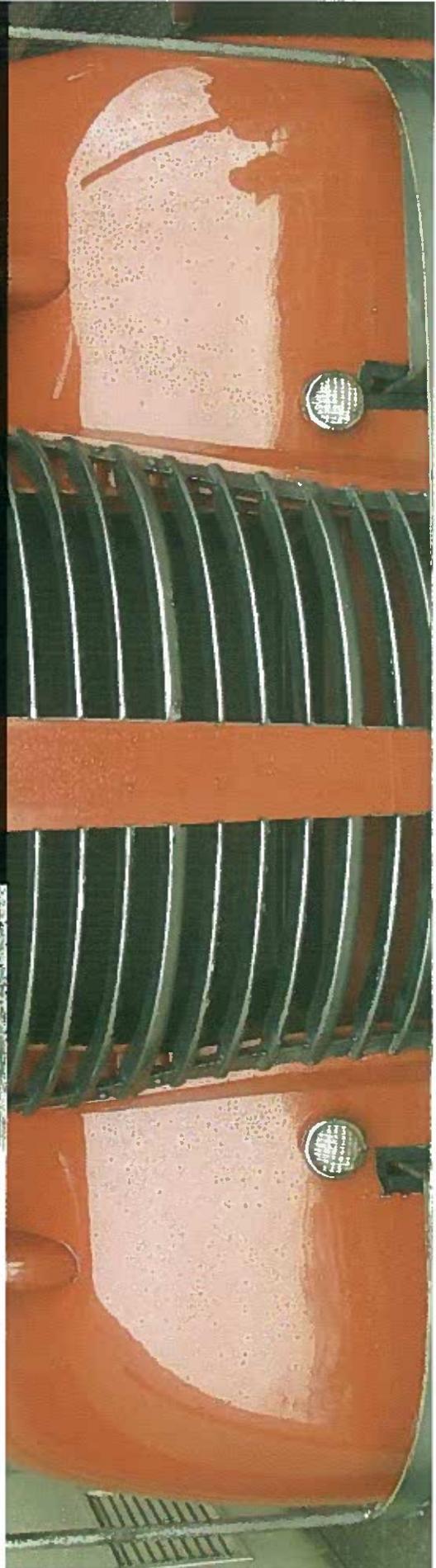
For the past few years, the Community Supper, Inc. has used the building, now known as the Windsor Building, as a food pantry. A non-profit tax-exempt organization in their 12th year, they operate from the Acton Center Congregational Church. With three main functions: a food kitchen, a clothing exchange and a food pantry, the latter grew beyond the space available in the church and was moved to the Windsor Building. The building is now managed by the Acton Council on Aging for the Municipal Properties Department. COA director Carol Lake, also a board member of Community Supper, facilitates the collection and distribution of food by a volunteer staff.



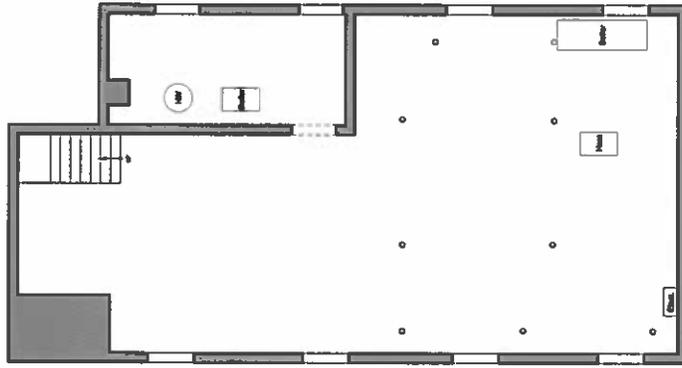
West Acton Windsor Building Design Considerations

Credits in addition to the Board of Acton Board of Selectmen
5 November 2008

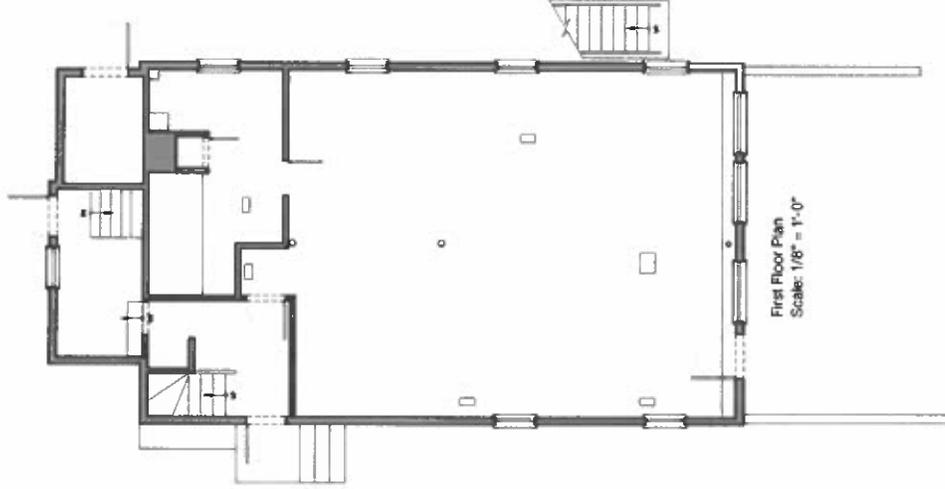
Lerner Ladds + Bartels
architecture + design



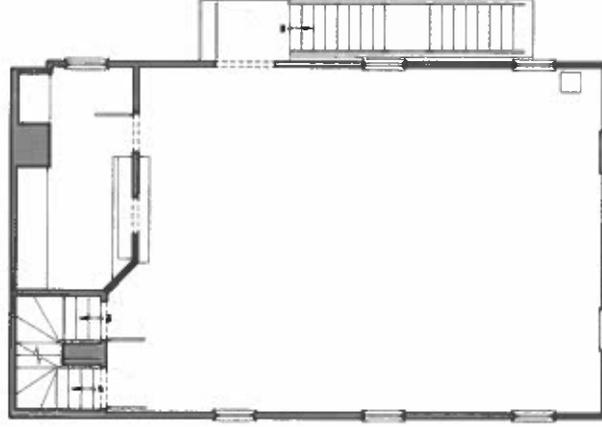
Existing Conditions



Basement Floor Plan
Scale: 1/8" = 1'-0"



First Floor Plan
Scale: 1/8" = 1'-0"

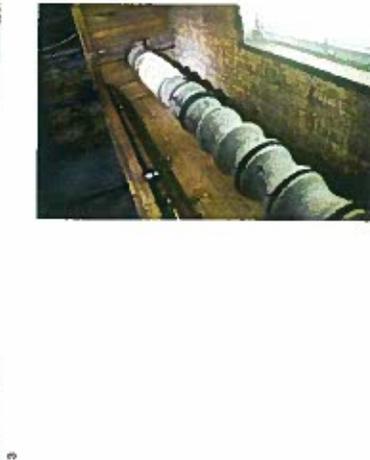
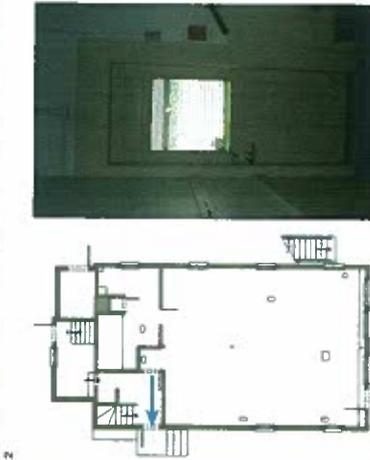


Second Floor Plan
Scale: 1/8" = 1'-0"



Existing Conditions General Interior

1. All windows in general disrepair, including broken or cracked sills, sills, and framing.
2. Watermarking and wall paneling in good to fair condition.
3. Wood ceiling paneling revealed when acoustic ceiling tile is removed away. Appears in good to fair condition.
4. Old heating system elements remain after new heating system was installed. These fixtures can be removed and/or salvaged as desired.
5. Sills leading up to 2nd floor in good condition. Foot traffic has faded wood finish.
6. A second accessible means of egress may be required, but may be difficult to create at the current side entrance. Other egress location options are identifiable.
7. Electrical system in various conditions. Knob and tube wiring may still be active or abandoned in place, along with exposed conduit throughout.



Existing Conditions

First Floor and Restroom

1. ACT ceiling in corridor wood ceiling periling above.
2. Standard fluorescent fixtures require replacement if ACT ceiling is removed.
3. Damaged/unused fixtures and electrical conduit throughout.
4. Wirecooting in good to fair condition. May require replacement in some areas, retasking throughout.
5. Radiator heating system has been disconnected. Fixtures and related items can be removed.
6. Floor in good condition. Minor board replacement and patching required, light sanding and refinishing throughout.
7. Windows in disrepair. All windows recommended for replacement.
8. New ADA bathroom requires new fixture and partition layout.
9. Water heater recommended to be replaced with a high efficiency tankless water heater.
10. Ceiling in fair condition.
11. Shower area contains concrete floor which may require mold remediation, major crack repair, and water sealant. This area may also be converted to a tub/shower area.
12. Floor in poor condition.



First Floor Hall



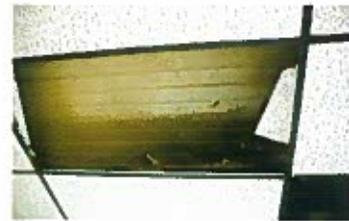
First Floor Bathroom



First Floor Bathroom



Heating Duct to Second Floor



Wood Ceiling Panels



Existing Conditions Second Floor

1. Typical fluorescent fixtures.
2. Acoustic ceiling tiles, possible hard ceiling finish above.
3. Windows in disrepair.
4. Wood benches in good condition, recommended to be salvaged, repaired and refinished.
5. Wainscoting in good condition. Some patching and refinishing recommended.
6. Wood floor in very good condition. Some sanding and refinishing recommended.
7. Small serving window. Area recommended to be reconfigured.
8. Lath and plaster in disrepair.
9. Oversized exit door.
10. Door lacks panic hardware, or adequate locks.
11. Kitchen fixtures and casework, recommended to be salvaged, repaired and refinished.
12. Exposed security and data panels.
13. Straggle wood benches.



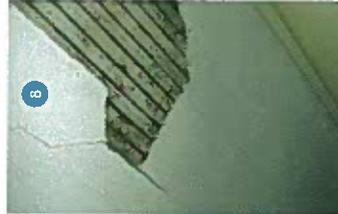
Second Floor Hall



Kitchen Serving Area



Second Floor Hall



Kitchen



Exit Door

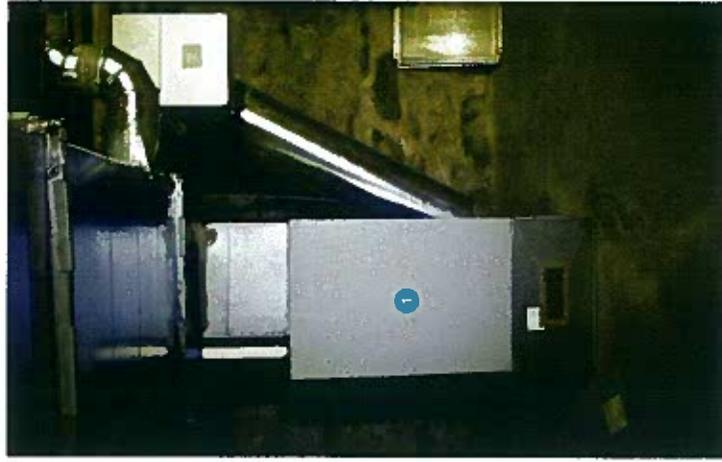


Kitchen



Existing Conditions Basement and Attic

1. New heating system in basement. Old fixtures can be removed or abandoned in place.
2. Deflecting beam and column. Deficiency must be addressed.
3. Attic currently used for storage. Lack of proper ventilation and temperature control.
4. Some fixtures in working condition, condair exposed.
5. Roofing structure in good condition. No signs of air or moisture infiltration.



Basement



Basement Column and Beam



Attic



Attic Rafters



Existing Conditions Eastern and Southern Facades



Eastern (Front) Facade



Entrance



Second Floor Exit



Southern Facade



Exterior Egress Stair

1. Restoration of Fire House doors, non-operable.
2. Partial removal of grading wall, minor grading to allow for accessible-sloped ramp.
3. Relocation of some exterior fixtures. Possible burying of utility lines.
4. Second floor stair egress may need to be checked for compliance. Riction surface and railing may not be adequate.
5. Little area available for an accessible means of egress from the first floor, adjacent to existing exterior stair.



3 NOV 2008

DESIGN CONSIDERATIONS

WEST ACTON WINDSOR BUILDING

Lerner | Ladds + Bartels

Existing Conditions Western and Northern Facades



Northern Facade



Wind Siding



Western (Rear) Facade



Side Entry



Foundation Wall

1. New entry and egress option. Stopped walkway for accessible use.
2. Exterior finish in disrepair. Scrape, repair and repaint using inspected/qualified contractor.
3. Rear entrance not at first floor finish level.
4. Basement windows recommended to be replaced with properly vented and damp-proofed basement windows, or proper weatherproofing of existing masonry also recommended.

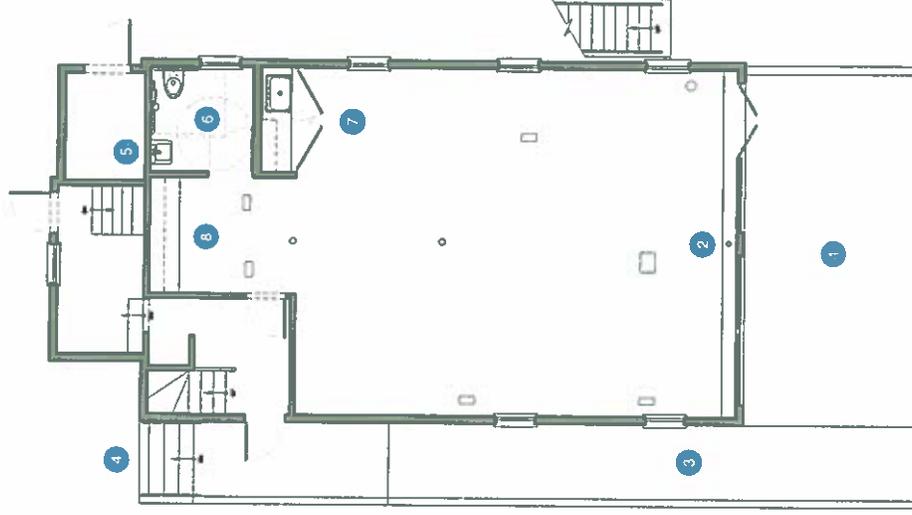


Design Consideration, Scheme #1

The scope of Design Consideration #1 is one of basic rehabilitation and restoration. Solutions would be provided to remedy deficiencies of the current general building conditions for both interior and exterior to bring the building to an occupiable state. Some areas of work are highlighted in the first floor plan drawing.



Photomontage showing restoration of historic fire house garage doors, and freshly painted exterior.



First Floor Plan
Scale: 1/8" = 1'-0"

1. Regraded driveway to original elevation levels.
2. Restored front elevation creating original facade of fire house. Includes retrofitting fire truck garage doors and providing an emergency exit.
3. Provide sloped walkway to side (mark) entrance.
4. Reconfigured exterior stair.
5. Chimney removal.
6. Newly reconfigured accessible restroom.
7. New enclosed kitchenette.
8. New storage or alternate location for kitchenette.

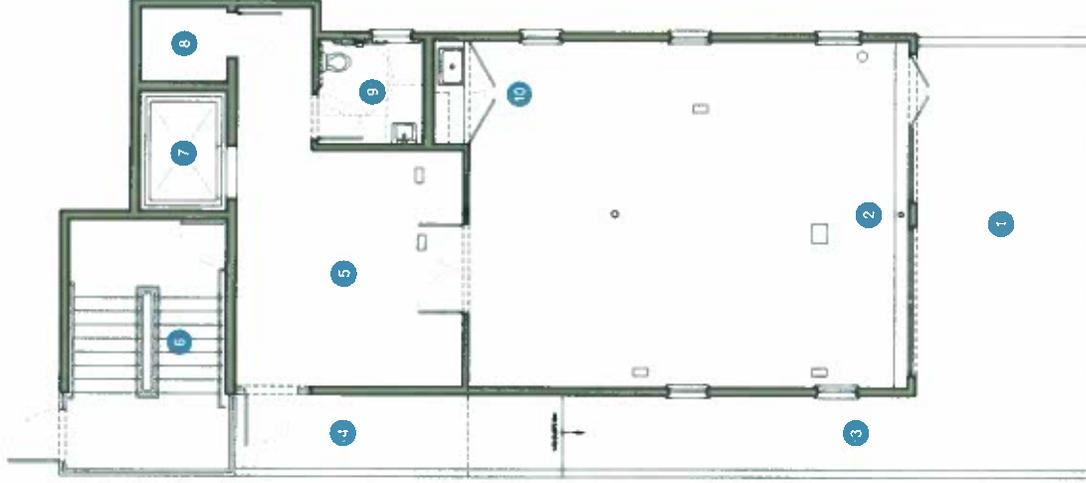


Design Consideration, Scheme #2

The scope of Design Consideration #2 adds to the base restoration scope, adding elements to provide accessibility to the second floor. The main features of this scheme include a reconfigured rear area to accommodate a new egress stair and elevator. A newer canopy entrance and lobby is also created in the process. This scheme not only resolves some additional building deficiencies but also provides updated and code-compliant access to the second floor for additional assembly or office space.



Proposed front elevation, showing restored fire hose garage doors, and a glass stair tower at rear of building, providing access to second floor space.



First Floor Plan
Scale: 1/8" = 1'-0"

1. Upgraded driveway to original elevation levels.
2. Restored front elevation creating original facade of fire house. Includes retrofitting fire truck garage doors and providing an emergency exit, research historic paint color.
3. New sloped walkway to site (main) entrance.
4. New entrance and canopy.
5. New lobby.
6. New egress stair, partially enclosed in glass.
7. New elevator to second floor.
8. Elevator machine room.
9. Newly reconfigured accessible restroom.
10. New enclosed kitchenette.



Project Budget Summary

Scheme #1
 General Exterior Restoration / Repair
 Ground Floor Accessibility and Renovation
 Minimal Second Floor Restoration / Repair

Probable Construction Costs	\$2,356,500.00
General Demolition	\$10,000.00
Basement Structural Repair	\$8,000.00
New entry ramp, vestibule, door	\$85,000.00
New HP unisex toilet	\$25,000.00
Scrape and Paint exterior	\$10,000.00
Restore windows & add wood storms	\$25,000.00
New roof	\$13,000.00
Reconstruct front facade	\$15,000.00
Central AC	\$17,000.00
Interior Paint	\$7,000.00
Plaster Repairs	\$5,000.00
Sand & restore wood floors	\$7,000.00
Electric upgrade	\$15,000.00
Restore ceiling on ground floor	\$12,000.00
New First Floor Kitchenette	\$5,000.00
• Subtotal	\$239,000.00
• Construction Contingency (7.5%)	\$18,000.00
Fees & Expenses	\$49,000.00
Fees	\$36,000.00
• Basic Architect / Engineering Fees	\$2,500.00
• Reimbursable Expenses Allowance (Print, Phone, Fax, etc.)	-0-
• Survey Allowance	\$2,500.00
• Additional Presentation Materials Allowance	\$3,000.00
• Document Printing	\$1,500.00
• Testing & Construction Allowance	\$1,500.00
• Hazardous Material Survey/Documentation	-0-
• Hazardous Material Removal	-0-
• Clerk of the Works Allowance	-0-
• Subtotal	\$47,000.00
• Project Expenses Contingency (5%)	\$2,000.00
Total Project Budget	\$3,005,000.00

Scheme #2
 General Exterior Restoration / Repair
 Ground Floor Accessibility and Renovation
 Second Floor Accessibility and Renovation

Probable Construction Costs	\$558,000.00
General Demolition	\$30,000.00
Basement Structural Repair	\$8,000.00
New entry ramp, canopy, door	\$65,000.00
New Elevator	\$80,000.00
New Egress Stair / Addition	\$150,000.00
New HP unisex toilet - First Floor	\$25,000.00
New HP unisex toilet - Second Floor	\$25,000.00
Scrape and paint exterior	\$10,000.00
Restore windows & add wood storms	\$25,000.00
New roof	\$13,000.00
Reconstruct front facade	\$15,000.00
Central AC	\$17,000.00
Interior Paint	\$7,000.00
Plaster Repairs	\$5,000.00
Sand & restore wood floors	\$7,000.00
Electric upgrade	\$15,000.00
Restore ceiling on ground floor	\$12,000.00
New First Floor Kitchenette	\$5,000.00
New Second Floor Kitchenette	\$5,000.00
• Subtotal	\$519,000.00
• Construction Contingency (7.5%)	\$39,000.00
Fees & Expenses	\$63,500.00
Fees	\$67,000.00
• Basic Architect / Engineering Fees	\$5,500.00
• Reimbursable Expenses Allowance (Print, Phone, Fax, etc.)	-0-
• Survey Allowance	\$2,500.00
• Additional Presentation Materials Allowance	\$3,000.00
• Document Printing	\$2,000.00
• Testing & Construction Allowance	\$1,500.00
• Hazardous Material Survey/Documentation	-0-
• Hazardous Material Removal	-0-
• Clerk of the Works Allowance	-0-
• Subtotal	\$63,500.00
• Project Expenses Contingency (5%)	\$4,000.00
Total Project Budget	\$641,500.00

Not included in estimates:
 Financing Costs
 Preliminary Study Fee

