

PROJECT APPLICATION FORM – 2008



Applicant: Acton Community Center, Inc. (dba Theatre III)

Submission Date: November 5, 2007

Applicant's Address, Phone Number and Email

Physical Address: 250 Central St., Acton, MA 01720

Mailing Address: 19 Capt. Brown's Lane, Acton, MA 01720

Contact for Grant Application:
Pamela Furnace
233 Old Beaverbrook Rd.
Acton, MA 01718
978-263-5711

Purpose: (Please select all that apply)

- Open Space
- Community Housing
- Historic Preservation
- Recreation

Town Committee (if applicable): N/A

Project Name: Restoration of Windows

Project Location/Address: 250 Central St., West Acton, MA 01720

Amount Requested: \$ 40,000.00

Project Summary: In the space below, provide a brief summary of the project.

The proposed project is for restoration of 16 original windows in the former Universalist Church, 250 Central Street, West Acton. This property is currently owned by the Acton Community Center, Incorporated, doing business as Theatre III.

Estimated Date for Commencement of Project: May 20, 2008

Estimated Date for Completion of Project: November 1, 2008



Acton Community Center, Inc
dba Theatre III
19 Captain Brown's Lane
Acton, MA 01720

November 4, 2007



Community Preservation Committee
Planning Department, Town of Acton
472 Main Street
Acton, MA 01720

Ladies and Gentlemen of the Committee:

Enclosed are fifteen copies of an application requesting Community Preservation funding for restoration of windows at Theatre III, 250 Central Street, West Acton, owned by the Acton Community Center, Inc.

The proposed project recommends funding for refurbishing and restoration of 16 windows which are original to the 1868 building. This funding will enable us to maintain the integrity of this historical landmark.

The application includes a request for funding approximately 90% of the proposed cost of this project, based on a professional quote for services. We will assume the remaining costs of the project as well as repair and restoration of the non-historic windows in the building. We will cover these costs from existing, but limited, reserve funds as well as several fund-raising activities throughout the year.

We hope that you will give this application your careful consideration. We would be very happy to provide you with additional information or to answer any questions you might have regarding this proposal. Our contact for information concerning this application is Pamela Furnace, Theatre III Chair of Development. She can be reached at 233 Old Beaverbrook Road, Acton, MA 01718. Her phone is 978-263-5711; her email is pfurnace@aol.com.

Sincerely,


Tom Wachtell
President, Theatre III

PROJECT NARRATIVE

Project Description

The proposed project will restore and repair 16 windows in the former Universalist Church, 250 Central Street, West Acton. This building is currently owned by the Acton Community Center Incorporated, known as Theatre III.

There are six 20-over-18 arched double hung windows, three on each side of the building, with two additional 20-over-18 windows on the front façade. There are three 12-over-12 windows at the bottom level on each side; these windows do not open. There are two additional simpler windows at side, ground level of the front entrance. All 16 windows are original to the building. Most of the window panes are original glass with original glazing.

A recent inspection of the windows by an experienced window restorer indicated that the windows can be restored to good working order, preserving the outer appearance and bringing back the workability of the windows. There is wood rot in some windows and sills. Many windows are missing parting beads and window stops. All the wood, which dates from 1868, is extremely dry and in need of significant reconditioning to preserve the wood and improve fit in the frame. Pulleys are missing from several windows and are minimally functional in others. The top sash of the upper side and front windows have been nailed shut; restoration of pulleys and hardware on these windows is needed to restore former function.

There is no doubt that the loose windows, broken panes and deteriorating glazing cause significant heat loss in the winter. We have requested an energy audit from Keyspan to obtain an estimate of projected savings from this work. If the upper sash can be restored, we will be able to provide much-improved ventilation in the auditorium, allowing increased use of the facility in the summer.

Several windows are so loose in their frames because of missing stops and parting beads that they could possibly be pushed out of the frame entirely. Restoration and repair would restore the basic safety of the windows.

Restoration of the original windows will preserve the exterior appearance of this historical building, including the ornamental designs. We will reuse original glass as much as possible. Replacement windows, which are also significantly more expensive, will not.

Overall Work Plan

Windows will be removed from the building and taken to the restorer's workshop. The restorer will install temporary closures for the window openings to protect the building's interior and contents. The restorer will provide all necessary scaffolding and materials. The restorer is insured and Theatre III maintains adequate liability insurance. Work is weather dependent for start and finish times; in addition, it must be done so as not to interrupt scheduled performances. Therefore, work will begin in mid to late May and will be completed by late October.

Background of 250 Central Street

The property at 250 Central Street, West Acton, was built in 1868 by the West Society of the Universalists in Acton. It was the second church built in West Acton, following the West Acton Baptist Church. With its location on Central Street the church was a major landmark in the West Acton village.

The Universalist Church shows the influence of the Gothic Revival and Italianate styles of rural church design in the 1850-1860 period. The basic design is in keeping with classical tradition, a rectangular block with pitched roof and frontal tower. The octagonal belfry is topped by a tall spire of Gothic design. The foundation is granite; wide corner boards articulate the corners of the main block. The windows flank the central tower and line the nave. The double pointed upper windows with quatrefoil ornament are Gothic details, with Italianate influences. An addition was added to the rear in later years to provide a kitchen.

The Reverend Edwin Davis headed both the Universalist Society in West Acton and the Society in South Acton; he was followed by the Reverend I.C. Knowlton. In 1876 a group of thirty members was formally organized into the West Acton Universalist Church. Many prominent members of the Acton community were associated with the church, including Arthur Blanchard, George Wright, Capt. Frank Whitcomb, Hanson Littlefield, Phineas Wetherbee and Susan Davis Wright, grandniece of Isaac Davis. The building served as an active church in the West Acton community and housed the West Acton Library from 1892-1894.

In December 1925, Arthur Blanchard, George Mead and George Wright purchased the building from the Universalist Church, deeding it free and clear to the West Acton Women's Club, which had been founded in 1896. The Women's Club added a large stage and dressing room to the addition at the rear of the building, which they used for dramatic presentations by the Littleton Players and other groups.

In October 1955 the building was sold to the Acton Community Center, Inc. for \$500. The Community Center supported a number of activities for the citizens of Acton including a nursery school, dog obedience training, afternoon children's movies, adult education classes and various community meetings. Three groups used the building on a regular basis for rehearsals and performances: Little Theatre Workshop, the Acton Chorus, and the Acton Dance Club. These three groups began to collaborate on productions and eventually formed Theatre III, which is now the sole occupant of the building.

Theatre III is now in its 52nd season of providing reasonably priced entertainment to Acton and the surrounding community. Theatre III produces at least three shows each year from September through May, along with other productions in collaboration with Open Door Theatre, fund raising events and workshops on theatre arts.

Benefit to the Town of Acton and Its Citizens

One of the stated goals of the West Acton Village Plan is to preserve historic buildings within West Acton Village. "West Acton Village is a relatively small clustered settlement dominated by older homes and structures generally situated on small, narrow lots. The extent and variety of land uses within West Acton Village are among the strongest

determinants of the village's character; therefore preservation of village character is largely dependent on them." The plan also recommends that we "promote the use of cultural resources within West Acton Village such as the Citizen's Library and Theatre III. Action." Another goal of the West Acton Village Plan is "to improve the appearance of the village," which includes as an objective "the maintenance and simple repair of the exterior of buildings and structures within the village." Restoration of the windows as outlined in this project will contribute to these goals of the Village Plan.

Theatre III is part of the historic inventory for the West Acton Historic District. The building has been a centerpiece of the West Acton community since 1868. A significant proportion of Acton residents have attended some meeting, class or theatrical production here. For example, Warren Costello, one of Theatre III's original members, attended kindergarten classes in this building, performed as a child in theatricals sponsored by the Women's Club, and performed in numerous Theatre III productions.

The building is an anchor in the community, a landmark in the village and a major link to Acton's past. If we are to preserve this past, we must take action now to preserve the structure through careful restoration and preservation. Theatre III is but the current steward of this history. With careful preservation and loving care, the building can live on for other groups and other purposes in future years.

Scope of Work

Restoration of these windows will include:

- Marking each window and sash for future work and archival purposes
- Removal of sash, parting beads, stops and pulleys to workshop
- Temporary boarding over window openings while sash are removed
- Cleaning and lubrication of pulleys and replacement of ropes
- Removal of hardware and replacement of non-functioning hardware
- Removal and cleaning of all glass and removal of old glazing
- Repairs to sash, jambs as needed
- Repairs to weight pocket covers
- Conditioning of all wood surfaces and application of preservative
- Priming and painting of all windows
- Replacement of parting beads and window stops
- Installation of weather stripping
- Reinstallation of restored sash

All work will be done by a contractor experienced in the restoration of historic windows. All work will be done in accordance with the Standards for the Treatment of Historic Properties.

Site Control

The applicant, Acton Community Center, Incorporated is the owner of the property. A copy of the deed is attached.

Cost Estimate and Funding

2	41" x 112" 20 over 18 double hung front windows	\$ 6,450
6	47" x 112" 20 over 18 double hung side windows	20,550
6	47" x 70" 12 over 12 windows	15,900
2	24" x 37" 6 pane windows	1,400
	TOTAL	\$44,300

Prepared by Jade Mortimer, Heartwood Building and Restoration 9/6/07

This estimate does not include contingency funding, which would be charged at \$60 per hour. The quoted price is valid through December 2008. An estimate by Jade Mortimer, Heartwood Building and Restoration, is attached.

Marc Cleary and Sons, also experienced window restorers, informally estimated the cost at \$5000 per upper window, with a slightly lower cost for the lower windows.

As a non-profit, all volunteer organization, Theatre III operates on a very limited budget. Projected expenses for building operation and maintenance, utilities, insurance, theatrical royalties and staging of productions will exceed income for the 2007-2008 season. Aging buildings bring ever-increasing costs for maintenance and repair while revenues from shows steadily decrease with rising production costs.

Theatre III is prepared to cover \$4430 of the estimated cost of this project. In addition, we will pay for the maintenance and restoration of windows on the rear addition and six single pane windows in the lower level, which are not part of the grant proposal. By doing all the windows at the same time we hope to realize some savings in cost and time. Our portion of the project will be covered from targeted fund raising events, one of which has already been scheduled.

Feasibility

As the current stewards of this historic site, Theatre III has worked diligently to maintain the building and property within the limited budget of a non-profit organization. A new roof was added within the last 12 years and exterior walls are painted, one per year, on a regular cycle. A new heating system and wall insulation were added two years ago in order to ameliorate ever increasing utility costs.

The building is part of the historic inventory for the West Acton Historic District. As such, it falls under the purview of the West Acton Historical Commission. Since we are not proposing any change to the exterior appearance of the building, we believe approval from WAHC will be straightforward, possibly with a non-applicability determination.

We will work with the contractor and Acton town staff to obtain any necessary permits. We do not anticipate any zoning issues but we are prepared to meet zoning requirements if necessary.

If the project is recommended by the CPC for the Town Meeting warrant, we will send the projected scope of work to WAHC and the Acton Board of Selectmen for approval. If any changes are required in order to gain these approvals, we will forward that information to the CPC prior to Town Meeting.

Attachments

Assessor's map of property

Map of West Acton Historic District

West Acton Historic District Property Inventory Listing

Copy of deed documenting ownership

Photographs of current windows, annotated as examples of current condition

Project estimate from Heartwood Building and Restoration

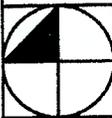
West Acton Historic District



250 Central
Theatre III

Local Historic District
Map of the
Town of Acton,
Sheet 3 - 1990

Adopted: Nov. 28, 1990
Effective:

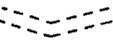


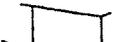
Scale
1" = 350'

 Buildings

 Stone Walls

 Streets

 Private Ways

 Lot Lines

 West Acton
Local
Historic
District
Boundary

Town of Acton
Planning Department
1992

PROPERTY FORM CONTINUATION SHEET

MASSACHUSETTS HISTORICAL COMMISSION
Office of the Secretary, Boston

Community:

ACTON

Form No:

C-303

Property Name: 250 Central Street

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

250 CENTRAL STREET / HISTORICAL DESCRIPTION:

This church was built in 1868 by the West Society of the Universalists in Acton. The West Acton Universalist Church was the second church built in West Acton. It followed the construction of the West Acton Baptist Church in 1854 (see 592 Central). This building served as a church until 1925 when it was purchased and donated to the West Acton Women's Club. The church is now used as a local stage theater.

The first Universalist Society of Acton was formed, with eleven members, in 1816. Legally incorporated in 1821, with fifty paying members, the Society met in private dwellings in the 1820s. In the late 1830s, the Universalists worshipped in the First Parish Church in Acton Center. During the late 1850s, Universalist societies gathered in West and South Acton. The West Acton Universalists met in Robinson's Hall, later Grand Army Hall (demolished). In 1868 the West Acton society built the church at 250 Central. Reverend Edwin Davis headed both societies from 1864 to 1871. He was followed by Reverend I.C. Knowlton, who lived next door at 249 Central (see form) and was pastor to both societies from 1875-1892. In 1876, a group of thirty persons was formally organized into the West Acton Universalist Church.

By 1925, the church was no longer used for religious purposes. It was purchased the same year by Arthur Blanchard (see 56 Windsor), George C. Wright (see 615 Mass Ave), and George V. Mead (see 568-576 Mass Ave), who gave the property to the West Acton Women's Club begun by Mrs. Lucy Mead in 1890 (see 264 Central). In the 1950s, the Church was used as a community center with the first adult education program in Acton. It currently houses a local theater.

Central Street was known, before 1735, as the "Road from Concord to Stow" then by 1766 as the "County Road." Close to the village center, Central Street was settled with modest mid-century houses erected after the 1845 arrival of the railroad. In the latter decades of the 19th century, development on Central Street extended further south along the road and included larger dwellings. Unlike the high style houses built on Windsor Avenue, most of the houses on Central were simply designed. During this period, West Acton's manufactureries included the Hall Brothers Pail and Churn Factory, nearby on Central (230-236), the Knowlton Cigar Factory (525 Mass Ave), E.C. Parker and Co. grain and grist mills (see 239 Arlington), and others.

Y FORM CONTINUATION SHEET

SETTS HISTORICAL COMMISSION
of the Secretary, Boston

Community:

ACTON

Form No:

C-303

Property Name: 250 Central Street

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

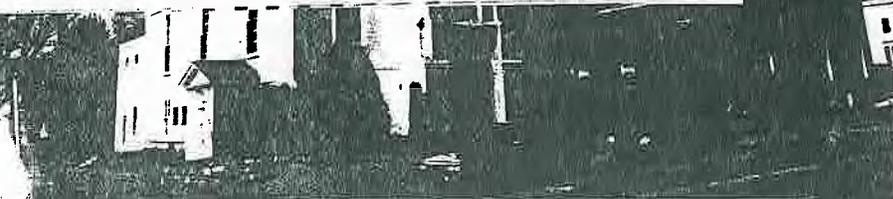
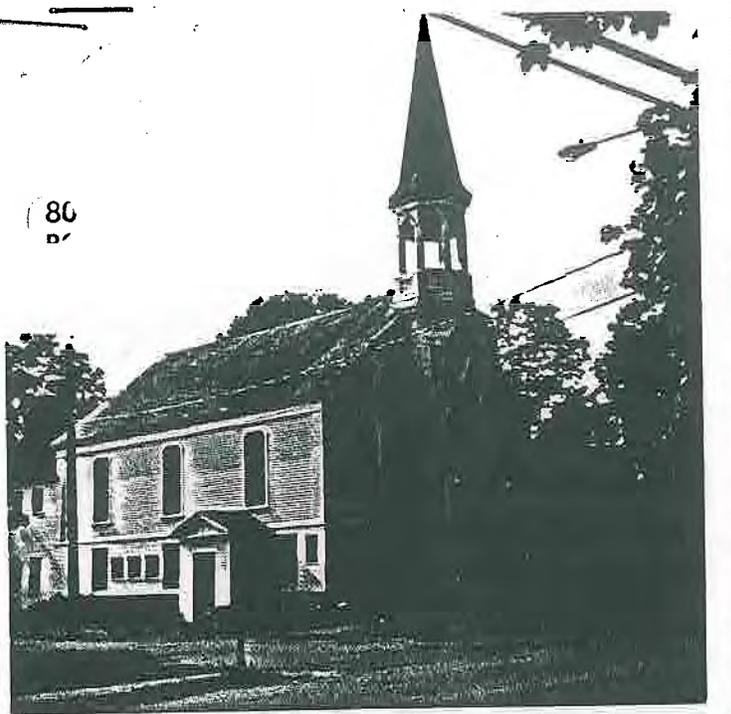
250 CENTRAL STREET / ARCHITECTURAL DESCRIPTION:

The Universalist Church at 250 Central Street exemplifies the influence of the Gothic Revival and Italianate styles on rural church design during the 1850s and 1860s. Although a two story addition has been added to the rear of the building, the church is very well preserved.

The basic design is in keeping with the classical tradition of 18th and early 19th century American churches, i.e. a rectangular block with a pitched roof and a frontal tower. Here, however the hipped roof tower has a rounded form, and the octagonal belfry is topped by a tall spire, indicating the use of Gothic forms. The building has a granite foundation. The side walls are clad in clapboards at the upper stories, with "rusticated" wood (made to look like stone) below. Wood flushboard on the front facade and tower is also intended to imitate stone. Wide unadorned corner boards articulate the corners of the main block. Windows flank the central tower and three line the nave. Predominately a Gothic Revival design, Gothic details include the double pointed arch windows with quatrefoil ornament, buttresses and pointed arch panels on the tower, and pointed arch paneled openings in the belfry. Italianate influences are seen in the windows lining the nave, the rusticated base, the corbel table at the eave, and the paneled base of the belfry. A small pedimented entry porch projects from the north side of the church.

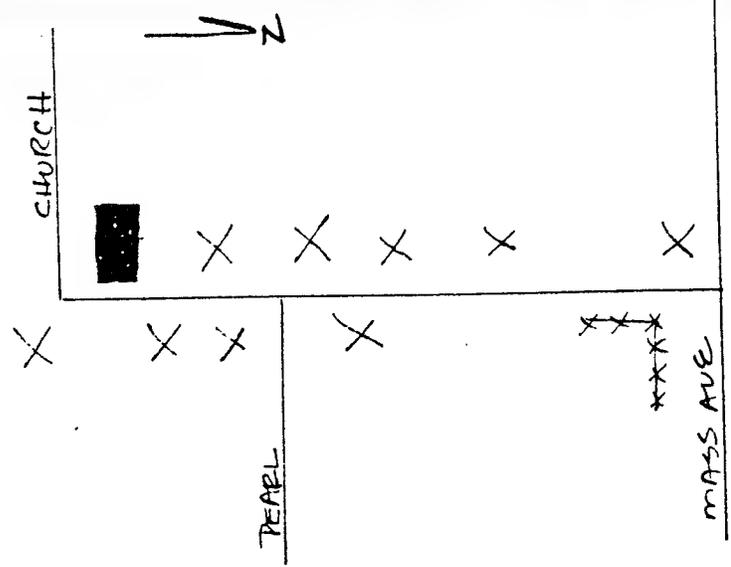
West Acton's churches include this Gothic Revival style building, the Italianate style West Acton Baptist Church, built in 1854 (see 592 Mass Ave), and English Parish style, St. Elizabeth of Hungary, built in 1913 (see 543 Mass Ave).

80
D'



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

F-2B-10



UTM REFERENCE _____
USGS QUADRANGLE _____
SCALE _____

AREA FORM NO.
C 303

OWN Acton
Address 250 Central Street
Historic Name West Acton Universalist
Church
Use: Present theater
Original church

DESCRIPTION

Date 1868
Source Phalen
Style Gothic Revival
Architect unknown

Exterior Wall Fabric clapboards
Outbuildings none

Major Alterations (with dates)
rear addition (early 20th c)

Condition Good

Moved no Date

Acreage less than one acre

Setting On a residential street, adjacent to West Acton village, among a row of houses built between 1840 and 1900.

Recorded by Schuler and Johnson/A. Dodso

Organization Acton Historical Commission

Date May 1990

WILSON & MCCABE
COUNSELLORS AT LAW
32 NASON STREET
MAYNARD

TELEPHONE 226

PHILIP A. WILSON
TELEPHONE MAYNARD 720

RICHARD S. MCCABE
TELEPHONE ACTON 3-4187

October 31, 1955

Mrs. Stafford P. Sweatt
27 Nashoba Road
West Acton, Massachusetts

Dear Mrs. Sweatt:

The deed was recorded this morning. I enclose
herewith:

- (a) A check of the Community Center for \$500
- (b) The Covenant of the Community Center and a copy of the Vote authorizing its execution.
- (c) Miscellaneous insurance policies which should be cancelled by you immediately and your Club will be entitled to a refund of the premium for the unexpired portion.

Yours very truly,

WILSON & McCABE

By:

R. S. McCabe

ENC.

Hereunto is appended an attested copy of a vote of authorization:

At a duly called meeting of the Board Of Directors of Acton Community Center, Inc., held at Acton, September 21, 1955, upon motion duly made and seconded, it was:

VOTED that Robert Lund and Warren Bean are empowered to do all things and execute all documents necessary to acquire title to the West Acton Women's Clubhouse for Acton Community Center, Inc., as soon as is practicable.

Mary Crighton

Secretary

A true copy, attest:

C O V E N A N T

For and in consideration of the conveyance to Acton Community Center, Inc. by the West Acton Women's Club, Inc. of the real estate in West Acton known as the West Acton Women's Club for a nominal price, Acton Community Center, Inc. hereby covenants and agrees:

1. That the West Acton Women's Club, Inc. or any club or association it may merge with, shall have the right to use the Community Center clubhouse, including heat and utilities, free of charge for its regular monthly meetings and for four other club events annually so long as these latter do not conflict with the established program and policies of the Community Center.
2. That if Acton Community Center, Inc. ceases to function in accordance with its Charter for a period of four months, Acton Women's Club, Inc. shall have the right to purchase back the clubhouse and land for \$500 plus the cost of such improvements as have been made and paid for, minus a reasonable amount for depreciation. This clause shall be effective for only three years from the date of this Covenant.
3. That in the event Acton Community Center, Inc. decides to sell the clubhouse and land, it will first offer said property to West Acton Women's Club, Inc. This offer shall be in writing and shall remain open for thirty days from the date of the offer.

In witness whereof, Acton Community Center, Inc., by its duly appointed property committee, hereunto affixes its corporate seal, this twentieth day of October, 1955.

ACTON COMMUNITY CENTER, INC.

Wanda M. Bean
Robert T. Lund

Property Committee

Excerpt from Records of West Acton Women's Club, Inc.

A special meeting of the WEST ACTON WOMEN'S CLUB, INC. duly convened, was held at the Clubhouse in West Acton on June 3, 1955 with thirty-seven (37) members present. The meeting was called to consider the sale of the Clubhouse with the land appurtenant thereto.

Upon motion of Mrs. Bursaw, duly seconded, it was unanimously

VOTED: To sell the Clubhouse and the land appurtenant thereto at the northwesterly corner of Church and Central Streets in West Acton for use as a community center for Five Hundred (\$500) Dollars and an independent covenant and in accordance with the By-Laws to authorize the Finance Committee consisting of Olive E. Sweatt, Ruth P. Bailey and Janis Banquer, ~~be authorized~~ to execute and deliver a deed of the aforementioned property for and in the name of West Acton Women's Club, Inc. to Acton Community Center, Inc. when formally incorporated.

A True Copy, Attest:

Marian Sellar
Recording Secretary

West Acton Women's Club, Inc.,

a corporation duly established under the laws of the Commonwealth of Massachusetts,
and having its usual place of business at Acton

Middlesex County, Massachusetts, for consideration paid,
grants to Acton Community Center, Inc., a Corporation duly organized
under the laws of this Commonwealth,

of said Acton, with quitclaim covenants
all its right, title and interest in and to

the land with the buildings thereon situated in that part of Acton,
called West Acton and being more particularly bounded and described

as follows:

[Description and encumbrances, if any]

Beginning at the southeasterly corner of the granted premises
at the junction of the westerly line of Central Street and the northerly
line of Church Street and running NORTH 69° 15' WEST by said line of
Church Street, one hundred sixty-one and 5/10 (161.5) feet; thence
turning and running NORTH 20° 21' EAST, eighty-three and 75/100 (83.75)
feet; thence turning and running SOUTH 68° 11' EAST one hundred sixty
and 5/10 (160.5) feet to the westerly line of Central Street; thence
turning and running SOUTH 19° 39' WEST by said line, eighty-one and
25/100 (81.25) feet to the point of beginning.

Being a portion of the premises conveyed to the grantor
by deed of George V. Mead, Arthur F. Blanchard and George S. Wright,
dated October 27, 1925 and recorded with Middlesex South District
Deeds, Book 4908, Page 242.

Photos Documenting Current Conditions



Front façade, 250 Central Street, West Acton, MA

The two double hung windows with double pointed arch and quatrefoil design are part of the proposed project.



South Façade

Three 20 over 18 double hung windows on upper level, three 12 over 12 double hung windows on lower level and one small window (slightly obscured by tree at front) are part of the proposed project. The three single pane windows along the lower level and 3 windows in the rear addition are not part of the proposed project but would be restored at the same time with funding from the Acton Community Center (Theatre III).



North façade.

Three 20 over 18 double hung windows on upper level, three 12 over 12 double hung windows on lower level and small 6 pane window are all part of proposed project.

The three single pane windows on the lower level are not part of the proposed project.



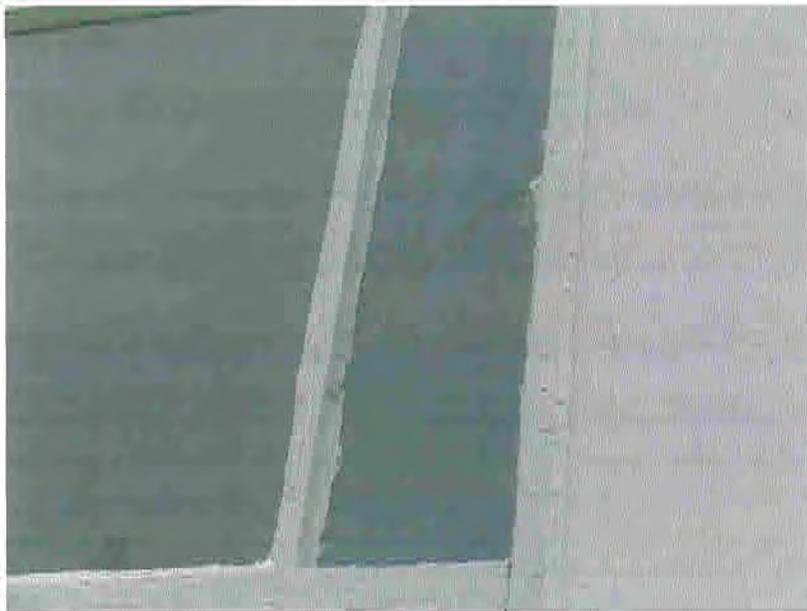
Close up of bottom 12 over 12 double hung window and small 6 pane window on lower level. Both are part of the project. Blackened glass will be restored if possible or replaced with glass consistent with the age and properties of the original glass. These two windows are accessible only from the exterior as walls have been created over the windows from the inside.



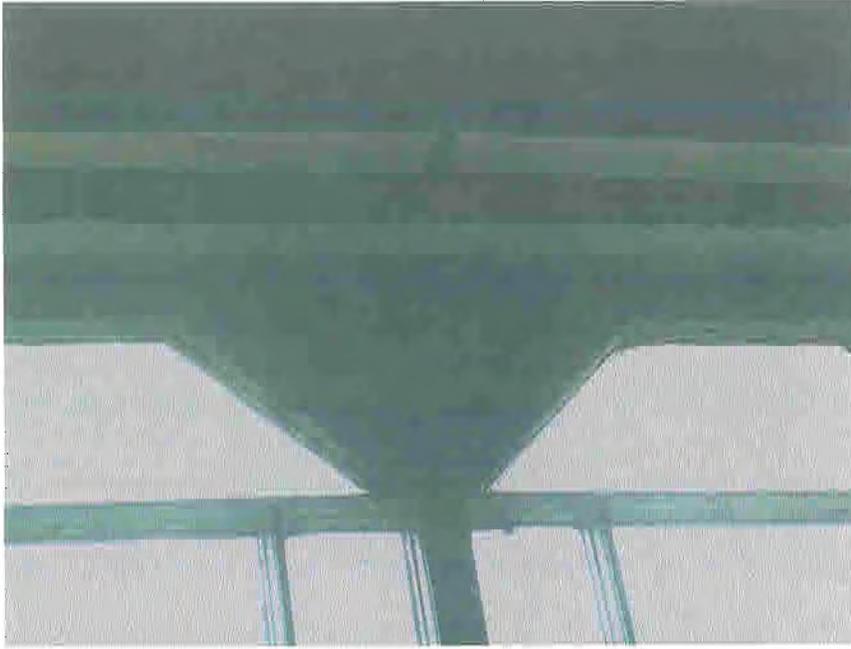
Close up of 20 over 18 double hung upper window.
Note detail at top of double arch, which will become more prominent with restortation and repainting.



Close up of exterior of bottom double hung window, detailing broken glass with ineffective repair and gaps around bottom of window due to shrinking and drying of wood and missing stops and parting beads.



Close up of bottom sash of upper story double hung window showing broken glass and condition of glazing.



Close up of top interior of upper story double hung window. Although it is difficult to see in this photo, there is a quatrefoil carved detail in the triangle between the arched window panes.



Close up of interior of upper story double hung window, showing inexpert repair of glass, condition of wood and glazing.



Close up of interior of upper double hung window, displaying existing chain pulley. Restoration would include replacement of all pulleys to original condition. Chain pulleys would not be used. Rope pulleys, which would have been used originally, will be smoother and quieter to operate. Repair of some pulley pocket closures is part of the proposed project as well.



Close up of interior bottom sash of upper story double hung window, showing condition of wood. Wood is extremely dry as evidenced by gaps in joinings, chipping and pocking. There is some wood rot at the bottom of sashes on several windows.



Close up of interior bottom sash of window showing wood rot and sill damage.



Close up of interior upper story window. This window is closed as tight as currently possible. Due to the severe dryness of the wood, the frames have shrunk, leaving wide gaps at the bottom and along sides. This particular window is also missing the parting bead. As a result, the window can be pushed out of the frame several inches. Other windows are even looser in their frames, presenting a potential safety hazard.



Close up of interior bottom sash, double hung window on upper story, showing condition of sills and pocket sides.

COPY

HEARTWOOD BUILDING & RESTORATION
26 Forget Road Hawley, MA 01339
Jade Mortimer 413-339-4298 phone/fax

September 6, 2007

Theatre III
c/o Pam Furnace
233 Old Beaver Brook Road
Acton, MA 01718
978-263-5711

~PROPOSAL~

Project: Window Restoration

A site visit was made with Pam Furnace on Saturday September 1, 2007. Though there are areas of minor rot and the paint and glazing on the sash are in failed condition requiring full restoration, the sash are in relatively good condition. There are 16 window openings in total of various shapes and sizes. This proposal reflects work to be done on the sash, sills (top flat only), jambs, parting beads and interior window stops. Further, restoration will include temporary closures for openings; new ropes for balance system; removal, cleaning and lubricating of pulleys; bronze and silicone weather stripping and hardware. It is suggested that each bottom sash be fitted with two hardware lifts for easier and safer lifting of sash.

As the top sash of windows are currently nailed or blocked in a fixed position, it is not known at this time if they are outfitted with a balance system. This proposal assumes that there is a balance system and is priced as such.

This proposal reflects installation of temporary plywood (painted black on exterior) supplements for the ground floor windows and plastic inserts for the upper windows.

Clients are always welcome, via appointment, to visit Heartwood's shop to observe the ongoing restoration process of their windows. We endeavor to take the mystery out of the window and its operation as well as offer the client an opportunity to appreciate the work that goes in to their investment.

Restoration Process:

- Stamp each sash and its opening—in an obscure location-- with a corresponding number for future work and archival purposes
- Remove sash*, parting beads, stops and pulleys and transport to offsite shop
- Clean and lubricate pulleys
- Remove all hardware and stray fasteners
- Remove all glass, pins and putty by steam method
- Soak glass in a biodegradable detergent and clean
- Remove all paint to bare wood using dry heat method (sash, top flat of sill and window stops)
- Make necessary repairs using restoration epoxy and/or wood to sash
- Make minor repairs at lower jamb where water damage is evident
- Repair/replace weight pocket covers
- Apply preservative to all end grain
- Apply conditioner to all wood surfaces
- Replace all damaged panes with salvaged glass
- Reinstall glass using Sarco Type M oil based putty
- Apply one coat of oil based primer
- Apply two coats of acrylic water based finish paint
- Replace all parting beads with oiled straight grained mahogany
- Install silicone tube type weather stripping at meeting rails
- Install 'V-shaped' cushion bronze weather stripping to perimeter of sash
- Install new rope and hardware
- Install restored sash

It should be noted that these windows have accommodated the building for over 125 years and, as such, will continue to exhibit the dings and dents of years past. The windows, however, will be restored to a condition that will offer beauty and function for generations to come.

*Four of the 47"x70" window sash are accessible from the exterior only.

Window Dimensions (approximates):

2	41" x 112"	20 over 18	Double Hung
6	47" x 112"	20 over 18	" "
6	47" x 70"	12 over 12	" "
2	24" x 37"	6 panes	Fixed

Restoration Pricing:

2	41" x 112"	each/\$3,225	\$ 6,450
6	47" x 112"	each/\$3,425	20,550
6	47" x 70"	each/\$2,650	15,900
2	24" x 37"	each/\$ 700	1,400

Any additional and/or necessary unforeseen repairs to be completed upon consent of owner and charged out at \$60 per hour.

Pricing is valid through December 31, 2008. Please add 5% from January 1, 2009 through December 31, 2009. Pricing includes Heartwood's current one million dollar liability coverage.

If Heartwood is indeed selected as the contractor for this project, a legal and binding contract will be submitted to reflect pricing and agreements.

If you should have any comments or questions, please feel free to contact Jade Mortimer. Thank you for considering Heartwood to furnish your window restoration needs.