



Community Preservation Committee  
55 Main Street  
Westford, Massachusetts 01886  
Contact: Jesse Beyer  
TEL (978) 399-2905 FAX (978) 399-2556  
jbeyer@westfordma.gov

**Westford Community Preservation Funding Application**  
**Fiscal Year 2021 Project Submission Form**

**Basic Project Information:**

Submission Date: November 30, 2020 (estimated) \_\_\_\_\_

Project Name: Westford Museum Window Restoration \_\_\_\_\_

CPA funds requested: \$ 77,000 \_\_\_\_\_

**Applicant:**

Name David Gutbrod, Chair of Westford Historical Commission \_\_\_\_\_

Address mail box 4 Boston Rd "The Cottage" porch \_\_\_\_\_

Phone 617 851 8228 \_\_\_\_\_

Email [dgutbrod@westfordma.gov](mailto:dgutbrod@westfordma.gov) gutbrod@prodigy.net \_\_\_\_\_

Sponsoring board/committee(s) Westford Historical Commission \_\_\_\_\_

Additional responsible parties – i.e. Property owner, consultant (if applicable) Newell Tillman, Member Westford Historical Society \_\_\_\_\_

Robert Stafford Westford Historic Commission Treasurer \_\_\_\_\_

Project manager/contact person: David Gutbrod

**Purpose:** (please select all that apply)

- Open Space
- Affordable Housing
- Historic Preservation
- Recreation

**Project location/address:**

Assessor information: (map/block/lot id) as applicable:

Map:

Address: 2 Boston Road, Westford, MA

Ownership/care and custody information:

Owned by the Town of Westford

Building maintenance responsibility lies with the Westford Historical Commission

Deed restrictions required:

Conservation

Housing

Historic Preservation

Presently a deed restriction on the museum with the MHC and the State Standards and Practices for the Preservation Restoration and Rehabilitation intended for guidance and regulation.

**Budget:**

Complete budget (attach as necessary)

Removal of 32 double hung window sashes from the museum for restoration.

Covering/repair of headers to match front facing windows.

Percent of total budget requested from Community Preservation funds:

100%

Other funding sources (committed/applied/planned): NONE

Anticipated annual income/expenses: painting recommended every ten years for window sash and frame maintenance.

Recurring expenses (i.e. Maintenance): 15-25 year longevity base on direction of window facing (East, sun facing deteriorates faster).

Taxpayer impact:

**Timeline:**

Removal will be scheduled with the contractor. The restoration process will likely involve three rounds of removal and replacement, involving approximately 1/3 of the windows in each round. The shop restoration process requires 3-6 weeks to complete.

Window header work concurrently performed during the month of July as window restoration is performed.

Proposed Start Date: July, 2021 \_\_\_\_\_

Proposed Completion Date: September 2021 \_\_\_\_\_

**Endorsement by applicable boards/commissions/community groups:**

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other

**Project Description and Goals:**

The project is an element in a larger program to maintain the building's integrity and longevity by keeping the weather elements under control. Another (small) improvement obtained by this project will be a reduction in heating and air conditioning expenses.

**Please describe project.** In proposal, please include how this project impacts Westford's citizens and addresses Westford's current and/or future needs? How does this project preserve Westford's character and meet its preservation goals? Why should this project be funded this year? (Use as many additional pages as necessary)

The iconic building is an integral part of the Westford Historic Center and town character. The Westford Museum operates in the original Westford Academy building that was constructed in 1794. The building was restored in 1970 to accommodate the Museum needs. Additional restoration work on the roof, cupola and structure was performed in 2013 with the assistance of a state Grant (MPPF)

The window glazing material in at least one-half of the windows has deteriorated with age and sunlight. This has resulted in window glass falling out of one window with several additional panes likely to “pop” out with winter wind gusts. Restoration involves a process where steam is used to loosen all glazing and surface paint from each sash. Linseed oil is then applied to each sash followed by paint primer, installation of glass with glazing. At this point there is a delay of several days for the glazing to harden. Finish painting is the final step prior to installation. At this point the sashes are returned to the Museum and installed by the contractor.

Installation involves preparing the window casing, with minor repairs, adding weather stripping and painting.

**List of Attachments:** (including but not limited to photos, plans, maps, quotes, costs, estimates, letters of endorsement)

Photo of typical windowpane glazing failure  
View of a single window exterior  
Outside views of the building.

**Applicant Signatures/Date**

*David Gutbrod*



Photo 1. Close view of deteriorated window sashes. The east facing windows have shown extreme wear for several years. Several panes of glass are slipping out of the seam.



Photo 2. View of west side of museum. Window headers show severe deterioration and wood rot. Tin/aluminum covers are planned to match front facing window restoration work completed during the 2013 museum roof and cupola restoration work.



Photo 3. Close up of west facing window with damage wood rot and the beginning of water seepage into window frame.





Photo 4. Front view (south facing) of window with aluminum covering on header preserving window frame.

Sign reads: Preservation Works!

This property which is listed in the National and State Registers of Historic Places as part of Westford Center Historic District, has received a matching grant from the Massachusetts Preservation Project Fund through the Massachusetts Historic Commission. Secretary of the Commonwealth, William Frances Galvin, Chairman. Additional funds were provided through the town meeting appropriations and the Community Preservation Act.

Architect Adams and Smith LLC  
Contractor Campbell Construction Group LLC



For Community Preservation Committee Use Only

Date received: \_\_\_\_\_

Copies distributed on: \_\_\_\_\_

Is sufficient data/detail provided? \_\_\_\_\_

Is timeliness an issue? \_\_\_\_\_

Is additional information required? \_\_\_\_\_

\_\_\_\_\_

Project interview date: \_\_\_\_\_

Public hearing date: \_\_\_\_\_

Committee vote:

Yes \_\_\_\_\_

No \_\_\_\_\_

Abstain \_\_\_\_\_

Date \_\_\_\_\_

Recommendation from Committee:

Recommended for Town Meeting consideration:

Spring \_\_\_\_\_

Fall \_\_\_\_\_

Special \_\_\_\_\_

Year \_\_\_\_\_

HEARTWOOD WINDOW RESTORATION

PO Box 114 1605 Mohawk Trail

Charlemont, MA 01339

Jade L. Mortimer 413-625-8680

[Jade@Heartwoodrestoration.com](mailto:Jade@Heartwoodrestoration.com)

Newell Tilman  
Westford Museum  
2 Boston Road  
Westford, MA 01886  
508-395-5100

November 13, 2020

Project: Window Sash Restoration

~PROPOSAL~

- Remove sash from building and transport to Heartwood's shop
- Stamp window location at side of sash
- Mark location of glass to assure reinstallation in same location
- Remove all glass and glazing putty using a steam heat method
- Clean glass
- Remove all paint to bare wood using a dry heat method
- Make minor repairs to wood
- Apply a 50/50 blend of boiled linseed oil/turpentine to entire sash for conditioning of wood
- Apply one coat of oil based primer
- Set glass with a traditional linseed oil glazing putty
- Apply two coats of oil based finish paint at the interior and exterior of sash\*
- Clean glass
- Transport sash and install

This proposal reflects pricing for sash only, it does not include frame, trim, sill or jamb.  
Clients are welcome to visit our shop to experience an overview of the work in progress  
\*Client to choose color and sheen of paint.

20	12 over 12	Single hung sash set	\$ 1,950	\$ 39,000
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Contingencies:

Salvaged glass replacement/per square foot	\$	15
Major repairs/per hour		65
Weather stripping/per opening		75
Travel/per round trip		150



# WINDOWREPAIR.COM, INC

*Fine Restoration & Repair Since 1985*

T 617-441-2022 T 978-975-3400

Home Improvement Contractor's Certificate #125507  
LSR#-LR004215

## PROPOSAL

SUBMITTED TO: Newell Tillman

ADDRESS: 2 Boston Rd, Westford MA 01886

PHONES: 1-978-692-3713

E-MAIL: [ntill@tiac.net](mailto:ntill@tiac.net)

DATE: October 7, 2020

### Restoration options

#1)

**Stripping and cosmetic restoration as described below for 35 double hung windows:**

- Remove windows and transport to our shop.
- **Strip the interior and exterior** (remove all paint and glazing)
- Repair lock bites, loose and rotted joint, nail holes, **\*estimate for minor repairs.**
- Sand surfaces to prep for painting.
- Re glaze windows.
- Paint both the interior and exterior using 1coat of primer and 2 coats of finish paint. ***There will be a 30% increase in cost if the windows are to be stained. Customer is responsible for giving us paint color and finish. We will not match a paint color or stain.***
- Clean interior and exterior glass.
- **Reinstall windows/secure in place, will not be made operational**
- **Install sweep locks**

**We propose to furnish labor and materials for the above specifications for the sum of: \$70,000**

Prices are not final until signed by the Contractor and are subject to change after 5 days

**\*\*This proposal is an "estimate" for the work listed above. There is no real way to determine how much repair and rot there is until we have thoroughly inspected the windows once in our shop. If extensive repairs are needed resulting in more restoration, extra costs will be applied and more time will be needed for the restoration process. Pictures can be given when requested.**

**Please note: in the stripping process glass may break, this is unpreventable. Some windows having tiny imperfections, and cracks which can cause the glass to crack. Most of these defects are covered by over glazing or overpainted windows and cannot be seen. Windowrepair.com,inc. will not be responsible for cost to replace any broken glass. The customer will be notified if glass breakage happens and the cost to replace the glass will be the responsibility of the customer.**

**Customer is responsible for choosing paint color. Windowrepair.com,inc will use whichever brand we choose. If you need it to be a specific brand, we need to know beforehand.**

# NEW ENGLAND WINDOW WORKS

Restoration & Preservation  
9 Boyd Street Watertown, MA 02472  
617-216-4195 www.newwindowworks.com  
MA CSL # CS-113756 MA HIC # 192618

Newell Tillman  
RE: Westford Museum  
2 Boston Road  
Westford, MA 01886

December 1<sup>st</sup>, 2020

## Estimate for Window Restoration

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Project Scope: Restoration of Twenty-Two (22) assorted single-hung windows to include the following materials and procedures unless otherwise noted:

- Remove sash to onsite workspace for spot-glazing
- Remove overpaint from window openings, sash edges and meeting rails
- Install new No. 7 Buffalo Cotton sash cords throughout
- Inspect existing storm windows for weather resistance; apply caulk where required
- Adjust all windows for proper operation

Labor Estimate: \$6,340.00 (5 x 8-hour days + travel time)

Materials Estimate: \$120.00 for restoration and weather-stripping components

Estimate Total: \$6,460.00

Labor Notes:

New England Window Works (NEWW) will require a clear space in front of windows to perform onsite work. A \$250 service charge will be incurred if NEWW is required to move furniture from areas in front of windows. Floor areas and furniture around windows will be protected with drop cloths, HEPA vacuums will be used and woodwork will be wiped down when work is complete.

General Notes:

This estimate DOES NOT cover replacement of any structural components such as sills, moldings or jambs. Any damaged wood found during restorations will be brought to Client's attention and a plan for arresting further damage will be implemented.

NEWW guarantees the mechanical operation of restored windows for the period of one (1) year from date of installation. If repairs are required due to failure of restoration products or installation methods, NEWW will provide services free of charge one (1) year from date of installation. If seasonal adjustments to windows need to be made, NEWW will provide services free of charge for one (1) year from date of installation.

NEWW will provide client referrals, insurance documentation and LeadSafe RRP Certificate upon request. Please do not hesitate to contact us with any questions.

Thank you for the opportunity to provide this estimate. Please indicate your approval of this estimate by signing below and returning with a check for the deposit amount. Based on an estimate total of \$6,460.00, a 30% deposit of \$1,940.00 will be required to begin work. Following completion of work and client sign-off, the remaining materials and labor charges will be due upon receipt of itemized invoice.

With regards,  
Jeremy Kindall, New England Window Works

Approved:

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date