



TOWN OF CONCORD
COMMUNITY PRESERVATION COMMITTEE
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3290 FAX (978) 318-3291

Application for CPA Funding
Due no later than 4:00pm on Friday, October 9, 2020

Applicant: CONCORD HOME FOR THE AGED aka Timothy Wheeler House

Co-Applicant (if applicable): N/A

Project Name: 110 Walden St. Preservation - Phase 3 of Implementation of
Historic Structure Report

Project Location/Address: 110 Walden St,
Concord, MA 01742

Purpose: (Select all that apply)

- Open Space Community Housing Historic Preservation Recreation

Project Budget:

Amount of CPA Funds Requested: \$ 185,000
Amount from Other Funding Sources: \$ 44,000
Total Project Budget: \$ 229,000
(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- | | |
|----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> One Paragraph Project Summary * | <input checked="" type="checkbox"/> Timeline * |
| <input type="checkbox"/> Map (if applicable) | <input type="checkbox"/> Architectural plans, site plans, photographs
(if appropriate) |
| <input checked="" type="checkbox"/> Narrative * | <input checked="" type="checkbox"/> Copy of Audit or most recent Financial
Information (Non Profit Organizations Only)* |
| <input type="checkbox"/> Selection Criteria and Needs Assessment | <input type="checkbox"/> Letters of Support (if any) |
| <input checked="" type="checkbox"/> Detailed Project Budget * | |
| <input type="checkbox"/> Feasibility Assessment | |
| <input type="checkbox"/> Statement of Sustainability (if applicable) | |

* Required Documentation

The Contact Person for this Project is: Anita Tekle, Treasurer

All Correspondence should be mailed to: Anita Tekle, Timothy Wheeler House
110 Walden St. Concord, MA 01742

The Contact Person can be reached by phone at: 508-574-0435 or by email at: anitatekle@gmail.com

Signature of Applicant: Anita S. Tekle

Signature of Property Owner (if different): N/A

For Historic Preservation Projects Only – please check the box below left and acknowledge:

- I/We have read the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for and execution of this project must meet these standards.

FY22 CPA FUNDING APPLICATION
Supporting Material for
Concord Home or the Aged
aka Timothy Wheeler House

Project Summary

Category: Historic Resources
Goals: Implement several of the major projects identified in the Historic Resource Report (completed in 2018)
Project Scope: Phase 3 of the historic preservation of this property. Specifically, this phase will replace the main roof of the house; replace the fascia and gutter system; perform needed structural and masonry repairs; inspect, repair and paint all 62 windows of the house (some window components will require replacement).
Budget: \$229,000 (\$185,000 from CPA funds; \$44,000 from Concord Home for the Aged funds)

Narrative

The work being proposed with this application is implementation of several portions of the historic preservation work that were identified in the Historic Structure Report completed in 2018. Phase 1 of this project was preparation of the Historic Structure Report (HSR). Phase 2 of the project consisted of the preparation of the architectural design and construction documents for the work identified in the HSR (design underway, using CPA funds, to be completed Spring 2021). Phase 3 is this current proposal, which is to implement several of the major projects identified in Section III of the HSR “Conditions Assessment and Recommendations”—main roof replacement; replace fascia and gutter system; perform needed structural and masonry repairs; and inspect, repair and paint all 62 of the house windows. Karle Packard of Red Hawk Studio Architects has been preparing the design and construction documents required before we can begin the work.

CPA grant funds will allow us to move forward with the most significant projects first—those that are important to maintain the integrity and safety of this historic building. We are unable to fund all of these projects with our own funds, which is why we are seeking CPA support. Preliminary cost estimates for these projects were provided by Red Hawk Studio Architects, Inc. and Lunig Construction Corporation. Supervision of the project will be provided by the three members of the board’s Building Committee—Tom Bates, Tom McKean and Anita Tekle. Karle Packard will provide us with technical assistance. Anita Tekle serves as Treasurer of the board and will serve as the contact person for this project.

Concord Home for the Aged is a non-profit organization formed in 1887 that provides affordable, independent living for seven seniors in a home environment. We have a nine-member volunteer Board of Directors, a full-time House Manager, and four part-time house staff members. Since 1974, we have been licensed as a lodging house, offering room, board,

housekeeping, and 24-hour non-medical house staff. The house is conveniently and prominently located in downtown Concord's Historic District.

Detailed Project Budget

The estimated budget for Phase 3 Implementation is \$229,000. Work will be completed between July 1, 2021 and September 2022. Estimates were provided by Red Hawk Studio Architects and Lunig Construction Corporation. The roof, gutter and fascia replacement cost totals \$44,600. The structural & masonry repairs, and window repairs, including General Contractor overhead, and contingency, totals \$184,400. We are requesting 80% of the cost from CPA funds (\$185,000), with the balance of \$44,000 (20%) to be paid using Concord Home for the Aged funds.

Timeline

Project Begins – July 1, 2021

Contracts with Contractors signed – July 15, 2021

Work Begins on Structural & Masonry Repairs – July 15, 2021

Work Begins on Roof, Gutters & Fascia – August 15, 2021

Work Begins on Window Repairs – September 15, 2021

Work Completed – September 30, 2022

Estimated that 75% of the cost will be incurred between July 1, 2021 and June 30, 2022. The final 25% will be incurred in the first quarter of FY23.

Copy of **Annual Report for 2019** is included with this proposal.

Copy of the **Historic Structure Report** (September 2018) is included with this proposal.

THE TIMOTHY WHEELER HOUSE OF CONCORD

Incorporated January 3, 1887
Serving Concord for 133 Years

ANNUAL REPORT
Year Ending December 31, 2019

ANNUAL MEETING APRIL 13, 2020

110 Walden Street
Concord, Massachusetts

Timothy Wheeler House of Concord
Annual Report of the President
January 1, 2019 – December 31, 2019

Timothy Wheeler House was incorporated in January 1887, under the name Concord's Home for the Aged, to provide aid, comfort and a home for aged people of both sexes. In 1886, a gift of \$20,000 from Martha Hunt allowed for the purchase of the Walden Street house, which continues to operate today. As of 1974, Timothy Wheeler House is licensed as a lodging house, through both the state and the town, and offers room and board for seven elderly residents living independently. This was its 133rd year of continuous operation.

Residents

At this time, we are delighted that Timothy Wheeler House is at capacity with seven residents, two of whom were newly admitted in the summer and one in the fall of 2019. Our three gentlemen and four ladies seem well settled in their new home, and comfortable with the location, the staff and the atmosphere. We have enjoyed getting to know each of them. These current residents are in good health and able to participate in a variety of activities, both at the House and elsewhere. Sadly, one prior resident's tenure at the House had to be terminated at the end of the summer, due to a variety of complex issues.

Board of Directors

We said good-bye and many thanks to one hard working board member, while another chose to resign. At the same time, we welcomed two new members to our board, both of whom have already been working hard. Board members regularly check in with residents and staff through luncheons and informal visits. Our historic records were officially donated to Special Collections at the Concord Free Public Library and are now listed in the Finding Aids under Concord's Home for the Aged. Due to a prior contribution by the Timothy Wheeler House to the Melvin Memorial Fund, we were invited to the rededication in June.

Staff

Christine Martin has been our House Manager for over three years now and has done an excellent job. We have had a variety of changes during the three years, both with residents and staff, and she has handled things well. Our current staff has been working together now for over a year, giving consistency to the operation of the House. We understand the hard work of all staff in maintaining the house, working with our residents and providing a warm and caring atmosphere for all.

Property and Maintenance

The Timothy Wheeler House Committee continues its work with architect Karle Packard in carrying out some of the suggestions in the Historic Structure Study report. A visit from Susan Rask of the Board of Health proved very positive, as she gave numerous suggestions, but also realized we are not officially under the Department of Health being a lodging house. We are well supported by Concord's Police and Fire Departments, and continue to use Bryce Wilson for outdoor services and Colonial Comfort for heating and cooling issues.

Social Events

Timothy Wheeler House offered a variety of social programs during the year, allowing for fellowship among residents, board members, staff, friends, and family. Our staff is skilled at decorating the House for holidays and special occasions. Our outdoor Pumpkin people are a

longstanding TWH tradition, and, as always, the Holiday party was an outstanding success, with the House beautifully decorated and delicious refreshments. Our two marketing open houses provided additional opportunities for staff, residents, board members and visitors to interact.

Marketing

Over the past few years, an intense effort has been made to market the housing advantages offered by Timothy Wheeler House—our location in the center of downtown historic Concord, our warm and welcoming staff, our comfortable rooms and our twenty-four hour care. Town-wide mailings, drop-in Sunday afternoons and COA luncheons have been well received and will continue. We have also begun the process of updating our website, working with Tom Rarich, and hope that will be completed early in 2020.

Financial

The past year, 2019, was very successful in regard to the operation of the Timothy Wheeler House, itself. Manager Christine Martin and her staff run a very tight full-year operation, while, at the same time, providing excellent services to our residents. The arrival of three new residents bolstered our house income picture immensely. The down market of 2018 affected our investments, which encountered a loss for the year and failed to cover our operating costs. However, this loss was made up over the first two months of 2019, and the investments have continued to do well, allowing us to cut back on moneys we move into our operating budget.

Conclusion

We have an excellent, hardworking board, a wonderful House Manager and staff, and a full house. We look forward to a positive new year with continued marketing activity, attention to house and grounds, and a hard-working, engaged board.

TIMOTHY WHEELER HOUSE OF CONCORD
STATEMENT OF OPERATIONS
(Unaudited)

	Dec. 31, 2019	Dec. 31, 2018
Operating Income		
Resident Fees	145,500	73,000
Admission Fees	7,900	6,200
Funding from Investments	133,000	230,000
Total Operating Income	286,400	309,200
Operating Expense		
Direct Expenses		
Salaries & Wages	175,395	170,847
Employee Bonuses	9,861	8,145
Payroll Taxes	14,591	14,264
Health Insurance	8,051	7,568
Food & Supplies	26,116	18,063
Total Direct Expense	234,014	218,887
Indirect Expense (Overhead)		
Advertising	5,577	4,681
Other Household	2,969	2,944
Office Expense	536	378
Repairs & Maintenance	10,286	14,694
Furnishings & Equipment	3,071	0
Other Services	6,787	8,145
Administrative Fees	366	288
Miscellaneous Expense	1,570	2,543
Television & Internet	2,933	2,191
Utilities (Electricity/Water/Sewer)	7,994	6,104
Gas & Oil	7,563	6,684
Total Indirect Expense	49,652	48,661
(Indirect as % of Direct)	21.2%	22.2%
General and Administrative Expense		
Insurance	17,657	17,076
Professional and Service Fees	7,126	7,811
Contributions	0	0
Total General & Admin Expense	24,783	24,887
(Total G&A as % of Direct)	10.6%	11.4%
Total Operating Expense	308,450	292,435
Net Operating Income	-22,050	16,765

STATEMENT OF ASSETS
(Unaudited)

	Dec. 31, 2019	Dec. 31, 2018
Assets		
Current Assets:		
Cash & Cash Equivalents:		
Investment Accounts	299,052	881,860
Bank of America	30,239	47,069
Middlesex Savings Bank	539	1,996
Petty Cash	74	45
Total Cash & Cash Equivalents	329,904	930,970
Securities	4,207,218	2,948,754
Total Current Assets	4,537,122	3,879,724
Property	1,187,300	1,193,300
Total Assets	5,724,422	5,073,024
Net Deficit/Surplus from Operations	-22,050	16,765
Investment Income	87,942	99,729
Investment Expense (Management Fees)	-16,066	-22,307
Withdrawals	-133,000	-230,000
Capital Appreciation	614,533	-408,436
Increase in Property Valuation	-6,000	92,400
Increase/Decrease (-) in Asset Value	651,398	-451,849

CHARITABLE OPERATIONS

	2019	2018
Net Average Value of Assets	5,398,723	5,344,514
Minimum Return on Assets (5%)	286,221	267,226
House Operations Qualifying for Charitable Purpose	308,450	300,213