



CPA Funding Application Pre-Application

City of Worcester

Submitted On:

Dec 2, 2025, 04:04PM EST

Project Name	Mechanics Hall Main Storefront Windows Project
Project Location and/or Address	321 Main Street, Worcester, MA 01608
Project Lead Organization (or Individual if Applicable)	Mechanics Hall / Worcester County Mechanics Association
Legal Status of the Organization	501(c)3
Brief Project Description	Mechanics Hall (opened in 1857 and recognized on the National Register of Historic Places) has a number of original single pane windows as part of its Main Street storefronts which need storm windows in order to increase energy efficiency.
Project Contact Information	Meghan Montaner [REDACTED] [REDACTED]
What CPA category does this project fall under? (Check All that Apply)	Historic Resources
What activity are you proposing to do in this category? (Check All that Apply)	Preserve
What is the total project budget?	\$60000
How much are you requesting in CPA funding?	\$30000
What general budget line items will the CPA funds be used for? (CPA funds can only be used to fund capital expenses. Maintenance activities are not eligible.)	Labor and materials for custom interior glass and aluminum storm panels.
Eligible Historical Resources: Which of the following applies to your historical resource?	The historical resource is more than 50 years old AND is listed on the State Register of Historic Places. Note: Any property listed on the National Register or located in a Local Historic District is automatically listed on the State Register.)
Please upload a copy of your MACRIS listing or other proof of Register listing.	Mechanics Hall- Proof of National Register of Historic Places.pdf
Preservation Restrictions: Does your property have any deeded Preservation Restrictions? Note: Project awards over certain	I Don't Know

thresholds may require the Awardee to place a Preservation Restriction on the property as part of the grant agreement. More information on award thresholds and Preservation Restrictions can be found in the Worcester Community Preservation Act (CPA) Funding Application Form Guidance for Applicants.	
Community Preservation Program staff will assist you in determining if the property has an existing deed restriction. Please note that you do not need an existing Preservation Restriction to apply for CPA funding. However, by initialing the following box, you recognize that a Preservation Restriction may be required as part of your Grant Agreement. More information on award thresholds and Preservation Restrictions can be found in the Worcester Community Preservation Act (CPA) Funding Application Form Guidance for Applicants.	MM
Is there anything else you would like us to know about your project at this stage?	We have a number of historic windows in the front of the building, but we had a difficult time getting a quote for the entire project as companies are hesitant to provide those resources without the guarantee that the work will be booked. For this stage, we chose to focus on the Main Street storefronts, but the second and third floor windows will also need attention.
With my initials below, I confirm that the above information is true to the best of my knowledge and understand that major changes to the project outlined above may void a positive Determination of Eligibility.	MM
With my initials below, I understand that CPA funding is reimbursement based, and that, if awarded, my organization would have to cover some or all of the upfront costs of the project.	MM



CPA Funding Application Form

Submitted On:

Jan 7, 2026, 10:49AM EST

City of Worcester

Project Name (Please make sure this corresponds with the Project Name on the Determination of Eligibility Form)	Mechanics Hall Main Street Storefront Windows Project
Project Contact Information	Meghan Montaner [REDACTED] [REDACTED]
Please briefly describe your project.	Mechanics Hall (opened in 1857 and recognized on the National Register of Historic Places) has a number of dated single-glazed windows and doors on its first floor Main Street storefronts which need energy efficient upgrades of custom double-glazed replacement glass and doors. Twenty windows and four doors would be rebuilt in the four storefronts (occupied by three non-profit organization tenants and one small business). These beautiful storefronts were a distinguishing feature of many 18th and 19th century buildings in downtown areas. Owing to their close proximity from the ground, these commercial establishments were often fitted with residential style scaled windows and doors in an effort to blend in with the surrounding residential houses. Storefronts were a critical component of the facade.
What permissions, permits and plans will be necessary to carry out this project, and what is the status of their acquisition?	Once approved and contracted, City of Worcester building permits will be necessary. Acquisition process will begin with project approval and funding.
Do you foresee any delays in acquiring these permissions within the next 6 months? If yes, please explain, otherwise, type N/A.	N/A
What is the desired start and end date of this project?	July 1, 2026 - June 30, 2027
Please attach a Timeline for the project.	MH Storefront Windows and Doors Timeline.pdf
Please upload a complete project budget (.xlsx or .pdf) that includes the source of the funding for each line item. CPA funds can ONLY be used on CPA eligible project elements. Please make sure to be specific about the use of all CPA monies requested.	MH Storefront Windows and Doors Budget.pdf

Please upload any renderings and/or estimates for this project.	Quote-National Glass - Replacement Windows and Doors.doc Builders Systems -Proposal Assist Natl glass with Store Fronts.pdf Mechanics Hall Main Street Storefront Windows Over the Years.pdf Mechanics Hall Main Street Storefront Windows Over the Years.pdf
What is the status of the match funding identified in the budget?	Mechanics Hall maintains a capital expenditures fund that supports immediate capital needs and provides matching funds for upcoming projects that need additional funding. Mechanics Hall can support 25% of the Storefront Windows Project budget with this fund. The current balance of the capital expenditures fund is over \$500k, with over \$480k held in liquid assets in an investment account held with Bank of America (see December BofA CapEx Fund Statement for support).
Please upload commitment letters and/or funding agreements demonstrating that match funding is in place.	BofA CapEx Fund Stmt - December 2025.pdf
Please explain why CPA funding is needed for this project. If CPA is the only proposed funding source for this project, please explain why.	CPA perfectly aligns with preserving the historical façade of the building. Other capital expenditure sources tend to prioritize systems improvements (A/V, HVAC, Digital Signage). Of the \$500k currently in our cap ex fund, \$275k is committed to specific projects in process. The remaining \$225k is judiciously allocated between remaining priorities like this project, the final phase of our Sound and Light upgrades, and other fund-matching proposals. We maintain a balance of \$100k for emergencies.
Please describe the experience of the project manager or project management team in completing a project like this one. Please include examples of similar projects pursued in the past, and why they are relevant.	The project will be managed by Facilities Director Tricia Shea and our Property Committee. Tricia has decades of experience overseeing multiple historic buildings and has led major capital projects at Mechanics Hall for eight years. Our Property Committee has 9 members with expertise in historic preservation, construction, and facilities management. Work will be completed and overseen by National Glass and Builder Systems, Inc.- local companies with A+ BBB Ratings.
Please describe the financial position of the organization and its ability to cover the upfront costs of this project. CPA funding is provided on a reimbursement basis.	Mechanics Hall is in a strong financial position with \$6 million in endowment and reserve funds. The capital expenditures fund can support the upfront cost of the Storefront Windows Project prior to reimbursement and up to 25% of the total project cost (see December BofA CapEx Fund Statement for support). Supporting the maintenance and preservation of a 169-year old building requires us to be highly selective and thoughtful about the use of these funds so that we are prepared for emergency needs.
Please upload any reports that may be helpful in establishing a capable financial position.	No Material Weakness Letter 25 DRAFT.pdf
How will this resource/property/building be maintained in the future?	Mechanics Hall has a four-person facilities team who routinely inspect and maintain all aspects of the building. We have preferred vendors who provide specialty trade services to assist with proactive inspections, maintenance, and services as well. Windows are inspected on a regular basis for cracks and leaks. Washing and maintenance is typically done twice a year.

<p>Please describe how this project/program will benefit Worcester residents in general, as well as specific groups that will benefit from the project.</p>	<p>This project preserves one of Worcester’s most visible historic resources while advancing sustainability and downtown vitality. The Hall serves residents of all ages with free programming, concerts, education, and civic gatherings. In 2025, it welcomed 100,000 visitors, including 10,800 youth, 11,400 senior citizens, and 67 area non-profits events and fundraisers. The project also benefits nonprofit and small business tenants by improving energy efficiency and comfort in this shared civic asset.</p>
<p>Please identify which of the Community Priorities identified in the Community Preservation Plan align with this project (check all that apply).</p>	<p>PRIORITY 1: Increase accessibility to historic resources, open space, parks, and in community housing.</p> <p>PRIORITY 2: Advance the city’s sustainability and climate resilience goals.</p>
<p>Please describe how this project aligns with the above Community Priorities.</p>	<p>This project supports accessibility by improving comfort at public entrance doorways and adding modern safety and accessibility door features including interior panic bars and ADA closers.</p> <p>This project advances the City’s sustainability and climate resilience goals by reducing energy use in a historic building, lowering utility expenses, and reducing the consumption of fossil fuels. This also aligns with the goals of the Mass Clean Energy and Climate Plan for 2050 by improving building performance and advancing long-term decarbonization efforts. Environmental sustainability benefits our fiscal sustainability. In addition to the typical 5% annual increase in heating and cooling costs, our latest heating fuel contract resulted in a 30% increase in rates. This increase in heating and cooling the Hall from 2024 to 2025 was \$16k (11%). With additional usage expected as we welcome more patrons to Mechanics Hall, we are prioritizing as many energy-efficiency projects as possible.</p>
<p>Historic Resource Category Goals</p>	<p>GOAL 1: Acquire and restore historic buildings in danger of demolition.</p> <p>GOAL 2: Promote adaptive reuse or deconstruction for historical preservation.</p>
<p>Open Space and Recreation Category Goals</p>	<p>This project does not align with any of these Category Goals.</p>
<p>Community Housing Category Goals</p>	<p>This project does not align with any of these Category Goals.</p>
<p>Please describe how this project aligns with the above Category Goals.</p>	<p>This project supports the continued preservation and active use of Mechanics Hall, a National Register of Historic Places building constructed in 1857. Replacing the current single-glazed windows and doors with custom double-glazed windows and doors is a preservation-sensitive improvement that protects the existing historic facade while enhancing building performance.</p> <p>The project improves energy efficiency, safety, and accessibility without altering character-defining features- an approach consistent with the Secretary of the Interior’s Standards for Rehabilitation. Custom double-glazed windows and doors will reduce heat loss, limit moisture infiltration, and moderate temperature fluctuations, helping to prevent long-term deterioration of the historic interior as well. New door features including crash bars and closers will make our current outdated storefront entrances safer and more accessible for Worcester residents.</p>

Does your project align with any other City or Regional Plans? Please be specific. See the City of Worcester website to view local plans.	Yes. As mentioned previously, this project aligns with the City of Worcester’s Green Worcester Plan and the goals of the Massachusetts Clean Energy and Climate Plan for 2050. It also supports the City’s Historic Preservation goals by maintaining and protecting character-defining features of a National Register–listed property through preservation-sensitive improvements that extend the building's useful life.
Does your project have community support? Please describe outreach efforts for this project.	Yes. This project is supported by our Board of Directors, comprised of community leaders and stewards of the Hall's preservation. The project aligns with capital planning priorities. The work affects publicly accessible entrances and has been coordinated with tenants- letters pending. Music Worcester (501c3), Worcester Chamber Music Society (501c3), Worcester Youth Orchestra (501c3), and Joe’s Albums (small business) will benefit from the efficient windows and new, more accessible door features.
Is there anything else you want the CPC to know about your project?	Mechanics Hall is more than a concert and event venue; since 1857 it has served as a civic gathering place and cultural anchor for Worcester. Its stewardship is guided by a commitment to preserving architectural integrity while ensuring the building remains welcoming and functional for the community. All capital improvements follow preservation standards that prioritize repair, protection, and compatibility with historic features. The proposed window replacement project reflects this approach by addressing a critical building need through a preservation-sensitive, energy-efficient solution. As a 169-year-old landmark, Mechanics Hall must often respond to urgent needs. Community Preservation Act funds would allow a proactive approach to this essential repair. Support from the Community Preservation Committee would provide vital funding and affirm shared values of stewardship, sustainability, and public access, helping preserve this irreplaceable Worcester landmark for future generations