



July 19, 2021

Dear Coalition and Old Town Hall Friends:

The Town of Southeast Cultural Arts Coalition (TOSCAC) intends to apply for a Historic Preservation Grant under the NYS Environmental Protection Fund (EPF) for a \$1.1M project critical to opening the Southeast Old Town Hall Theater. We are soliciting pledges for donations or loans that are contingent on TOSCAC's receipt and acceptance of a grant award. We plan to complete the application by July 28th. I hope you will seriously consider participation via pledge to bring the Old Town Hall Theater back to life!

### **Background**

The EPF grants reimburse 50% of the project cost up to \$500,000. Each application is rated according to various grant selection criteria, including financial readiness. To score well here, the grant applicant must demonstrate that sufficient matching funds would be available when and as needed to execute the project. For our project (CFA 109455), TOSCAC will request \$500,000 in grant funds and then be required to contribute an additional \$600,000 to pay for the project in its entirety during the period 2022-2024. As a small not-for-profit coming out of the pandemic, we are challenged in this respect. We currently do not have adequate monies on hand, especially those needed up front. But, if awarded a \$500,000 grant, we feel confident that the matching funds can be raised. The project synopsis follows:

*The project "Southeast Old Town Hall Preservation—Building Envelope and Entry Stair" is a critical piece of the overall rehabilitation of the Southeast Old Town Hall (OTH) located at 67 Main St. in the Village of Brewster, NY. Serious exterior envelope issues have been identified especially with the slate roof, front facade, doors, and front entry stairs. The project will address the underlying causes of deterioration, stabilize and restore the envelope, and replace the crumbling stairs to emulate the original design's grand civic aesthetic.*

*Constructed in 1896 and listed on the National Register of Historic Places, this 3-story architectural gem houses a shuttered theater in disrepair on the top floor, the Southeast Museum on the middle, and a small cultural arts space, Studio Around the Corner, in the basement. When the theater becomes fully operational, OTH is planned as a regionally-needed cultural arts center and premiere tourist destination; it is considered a linchpin for the downtown revitalization of Brewster.*

TOSCAC is a 501(c)(3) not-for-profit organization founded in 2010. Since then, we have been operating a cultural arts center at the Studio Around the Corner and promoting and raising funds to open the exquisite OTH Theater. We have made progress on the latter, having spent half a million dollars to date on the overall restoration, e.g., on architectural plans, engineering assessments, and window restoration. We have a 30-year ownership interest in the Studio and Theater per our lease and agreement with the Town of Southeast, the landlord. The Town has provided much support in our endeavor but is unable to provide the finances required for restoring the building and opening the theater to the public.

We invite you to watch the truncated February 18, 2020, video presentation to the Southeast Town Board at <https://youtu.be/qxbVZDVU46Y> and also to review the attached Restoration Fact Sheet. Our website [www.culturalartscsco.com](http://www.culturalartscsco.com) also provides a wealth of information. You will notice that TOSCAC has been a vibrant part of Putnam County and the surrounding region, hosting all kinds of concerts, theatrical events, art shows, the Garden Around the Corner, and a broad range of educational and recreational opportunities for all ages. TOSCAC presents the very popular Brewster Music Festival and the Brewster Fall Festival, which will resume this year on September 19. Our 2019 Festival had over 5,000 visitors.

Please contact me if you can support us in this effort. Note that donations would be tax-deductible! I am happy to work with you in drafting a pledge letter, or you could simply fill in and sign the template below, emailing a copy to [info@culturalartsco.com](mailto:info@culturalartsco.com) by July 28, 2021. Thank you for your consideration!

Sincerely,

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Olenna Truskett  
VP/Restoration Chair, Board of Directors  
Town of Southeast Cultural Arts Coalition  
67 Main Street, Suite 101, Brewster, NY 10509  
845-418-2646; [info@CulturalArtsCo.com](mailto:info@CulturalArtsCo.com)

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*LETTER SUGGESTION TEMPLATE FOLLOWS:*

*Empire State Development Corporation  
33 Airport Center Drive, #201  
New Windsor, NY 12553*

*ATTN: Thomas Scaglione. Regional Director*

*July \_\_, 2021*

*RE: Pledge of Financial Support for Town of Southeast Cultural Arts Coalition 2021 Grant Application 109455*

*Dear Mr. Scaglione:*

*I write to pledge \$ \_\_\_\_\_ to the Town of Southeast Cultural Arts Coalition (TOSCAC) to support their 2021 Consolidated Funding Application Project 109455, "Southeast Old Town Hall Preservation - Building Envelope and Entry Stair." I understand they are requesting a Historic Preservation Grant under the NYS Environmental Protection Fund.*

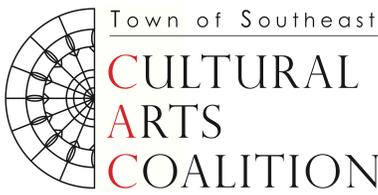
*These pledge monies are contingent upon the above-referenced grant being awarded and will be made available to TOSCAC to cover project expenses when the project commences in 2022.*

*[IF INTENDED AS A LOAN RATHER THAN DONATION, SUGGEST ADDING:*

*Please note that these monies are considered an interest-free loan, repayable after the project is complete. Terms will be negotiated with TOSCAC at a later date.]*

*Sincerely,*

*YOUR NAME  
TITLE, ETC.*



## Southeast Old Town Hall Restoration/Rehabilitation Project

- 1896 Historic Landmark on National Register of Historic Places at 67 Main Street, Brewster, NY
- 3 Stories, 4000 sq. ft. footprint; potential theater capacity of 199-300 persons
- Used by Not-for-Profit Cultural Arts Coalition, Southeast Museum, and Town
- **Catalyst to revitalize Brewster Village**

### Goals for the project:

- Align with historical preservation principles
- Satisfy building code requirements
- Be a self-sustaining theater and cultural center

### Cultural Arts Coalition Accomplishments:

- Long-Term 30-Yr Lease with Town of Southeast, Landlord
- Demonstration of need for cultural center in Southeast
- \$460K in grants (\$250K EDAP, \$200K SAM, \$3.2K NYSERDA, \$8K Preservation League)
- \$40K+ in funds raised from CAC events towards restoration
- Thousands of volunteer hours towards restoration
- Architectural design plans - Aryeh Siegel, Architect
- Engineering assessments (2017) and professional cost estimates (2018)
- Window restoration - Newburgh Sash & Restoration (2018-2020)
- Auto fire sprinkler analysis - Sprinklers not needed for present scope (2019)
- Building Envelope Condition Report \$5K - Lacey Thaler Reilly Wilson (2020)
- Window restoration - Newburgh Sash & Restoration (2018-2021)

### Tasks in Progress:

- Building Systems Engineering Design \$65K- OLA Consulting Engineers
- Entrance Door Restoration/Storm Windows - Newburgh Sash & Restoration
- Roof structural analysis \$5K- Lacey Thaler Reilly Wilson

### Tasks to be Performed:

- Building Envelope Condition Report Enhanced \$12K- Lacey Thaler Reilly Wilson (2021-2022)
- Exterior Restoration Design and Restoration (Masonry, Roof, Drainage)
- Building Systems Engineering Upgrade - Mechanical, Electrical, Plumbing
- ADA Compliance: Elevator Tower Addition, Accessibility and Interior Construction
- Life Safety Compliance: Rear Stair Tower Addition
- Theater Accoutrements (e.g., Lighting, Sound, Seating, Curtains)

### Construction Cost Estimate:

**\$3.0M** (Base) to **\$4.3M** (incl. 10% Gen Conditions, 10% Overhead/Profit, 20% Contingency)

### Future Potential Funding Sources:

- NYS Consolidated Funding Application Grant Programs — Reapplying each cycle
- Preservation League of NYS — Preserve NY Grant
- Cultural Arts Coalition Fundraisers - incl. Brewster Music Festival and Brewster Fall Festivals
- Cultural Arts Coalition Programs at the Studio Around the Corner
- Contributions/Sponsorships from Organizations and Individuals

**CAC was incorporated as a not-for-profit organization** in 2010 to promote and raise funds for the development and effective management of affordable, accessible performance space. We envision a self-sustaining theater and cultural arts hub which will host cultural and community events by a wide range of groups from established professional performers to local artisans. **Contributions are tax deductible!**

**Celebrating the community with transformative and inspiring arts experiences!**

[www.CulturalArtsCo.com](http://www.CulturalArtsCo.com) | [info@CulturalArtsCo.com](mailto:info@CulturalArtsCo.com) | 845-838-8330 | 67 Main Street, Suite 101, Brewster, NY 10509