

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
August 26, 2015**

PRESENT: Lita Young, Gary Crossen, Mark Gluesing, Mike Retzky, Peter Oehlkers, Reg Foster, Paul Alpert

ABSENT: Robert Boder

STAFF: Patricia Carey, Staff Liaison
Kristen Wright, Recording Secretary

GUESTS: Peter Pingitore, Needham Housing Authority Chairman
Scott Brightman, Needham Housing Authority Commissioner
Debra Jordan, Executive Director of the Needham Housing Authority

Ms. Young called the meeting to order at 7:30 PM in the Highland Room at Town Hall.

Annual Re-Organization Meeting: Ms. Carey asked for nominations for Chairman of the Community Preservation Committee. Mr. Gluesing nominated Mr. Crossen to be Chairman of the CPC, and the motion was seconded by Mr. Retzky. There were no other nominations, and Mr. Crossen was named Chairman by unanimous vote. Ms. Carey called for nominations for Vice Chairman of the Community Preservation Committee. Mr. Gluesing nominated Ms. Young and the motion was seconded by Mr. Retzky. There were no other nominations, and Ms. Young was named Vice Chairman by unanimous vote.

Vote on Eligibility and Discussion:

Mr. Crossen asked the CPC to review the new application that would be presented tonight under the rules of the legislation to determine whether it is eligible to be considered for funding. If eligible the project will have a liaison appointed to work with the proponents and gather information.

FY2016-1

This request is for \$600,000 construction funds for emergency repairs and construction defects corrections under Community Housing. As the Housing Authority representative on CPC, Mr. Foster gave a general background of this project. Mr. Foster introduced Housing Authority Chairman Peter Pingitore, Housing Authority Commissioner Scott Brightman, and Housing Authority Executive Director Debra Jordan. Mr. Brightman thanked the CPC for the opportunity to discuss this project. Ms. Jordan presented the scope of the project (*See Appendix A for full presentation*). Ms. Jordan outlined the various funding resources that had been sought. Ms. Young asked why the HUD had rejected their application. Ms. Jordan stated that it was not completely rejected but was returned to the Housing Authority for clarification and additional information. Ms. Jordan noted, that to be eligible for FEMA funding, the damage needs to be from a specific event, and not just a winter of multiple storms. Mr. Gluesing stated that the scope of work is mainly the roofing, siding, structural repairs, and framing

repairs. Ms. Young asked if the buildings would be condemned if the repairs were not completed. Ms. Jordan stated that the properties would not be weather-tight without the necessary repairs.

Mr. Crossen outlined the process for reviewing proposals. Mr. Gluesing and Ms. Young were appointed project liaisons. Mr. Gluesing asked Ms. Carey to look into similar projects that have been funded by CPA funds. Mr. Gluesing asked Mr. Alpert to look at the CPA legislation to see if the scope of this project can be funded. Mr. Foster stated that he had started a list of questions for the applicants. Mr. Crossen stated that all questions should be sent to Ms. Carey and she will circulate to the committee.

Mr. Crossen stated that the next meetings will be on September 9th and September 16th to discuss eligibility and vote on whether or not this project should be included on the warrant for Special Town Meeting.

Minutes: March 11, 2015: Mr. Retzky made a motion to approve the minutes of the March 11, 2015 meeting, and the motion was seconded by Mr. Foster. The minutes were approved, unanimously.

Minutes: March 18, 2015: Mr. Retzky made a motion to approve the minutes of the March 18, 2015 meeting, and the motion was seconded by Mr. Foster. The minutes were approved, unanimously.

Minutes: May 6, 2015: Mr. Gluesing made a motion to approve the minutes of the May 6, 2015 meeting, and the motion was seconded by Mr. Foster. The minutes were approved, unanimously.

Adjournment: Mr. Gluesing made a motion to adjourn the meeting at 8:25 PM. Mr. Alpert seconded the motion and the meeting adjourned at 8:25 PM.

Respectfully submitted,

Kristen Wright,
Recording Secretary



NEEDHAM HOUSING AUTHORITY

APPLICATION FOR COMMUNITY PRESERVATION FUNDS

SEABEDS WAY
EMERGENCY REPAIRS &
CONSTRUCTION DEFECTS
CORRECTION

Remember this?



And this?



Or These Headlines in The Needham Times?

January 27, 2015- Around 21 inches of snow had fallen in Needham Heights by late Tuesday afternoon....during a storm that closed schools and municipal offices, and led to a town wide parking ban." Blizzard conditions

February 4, 2015- "Fifty inches later, Needham digs out...Public Works employees have been plowing nearly nonstop for a week to remove more than 3 feet of snow that fell during two separate storms"

February 11, 2015- "Public Works Director said around 65 inches of snow had fallen in town since winter storm Juno on January 27."

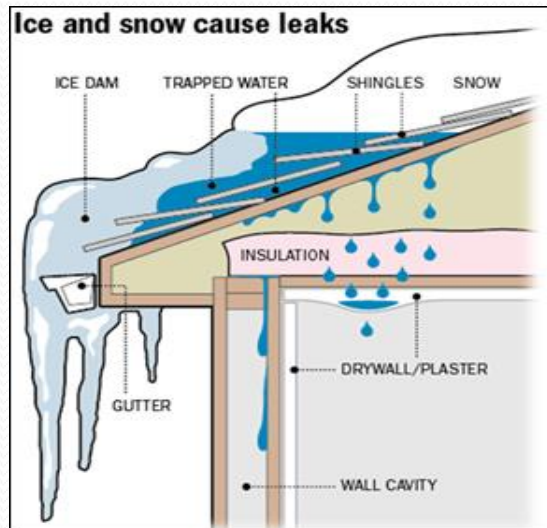
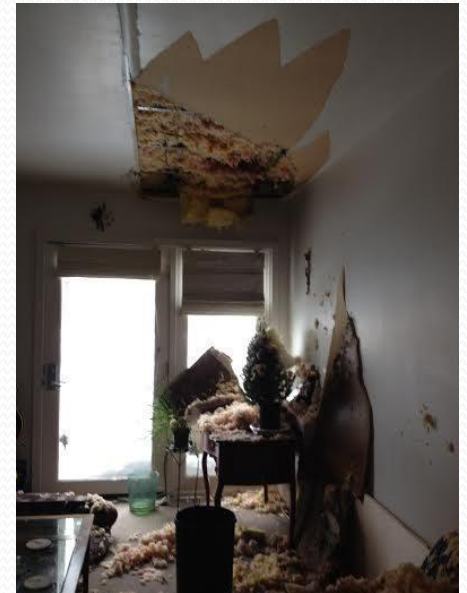
February 15, 2015- "Latest in biblical series of snowstorms slams New England"

February 26, 2015-" In Needham, snow stresses seniors, people with disabilities, volunteers..."

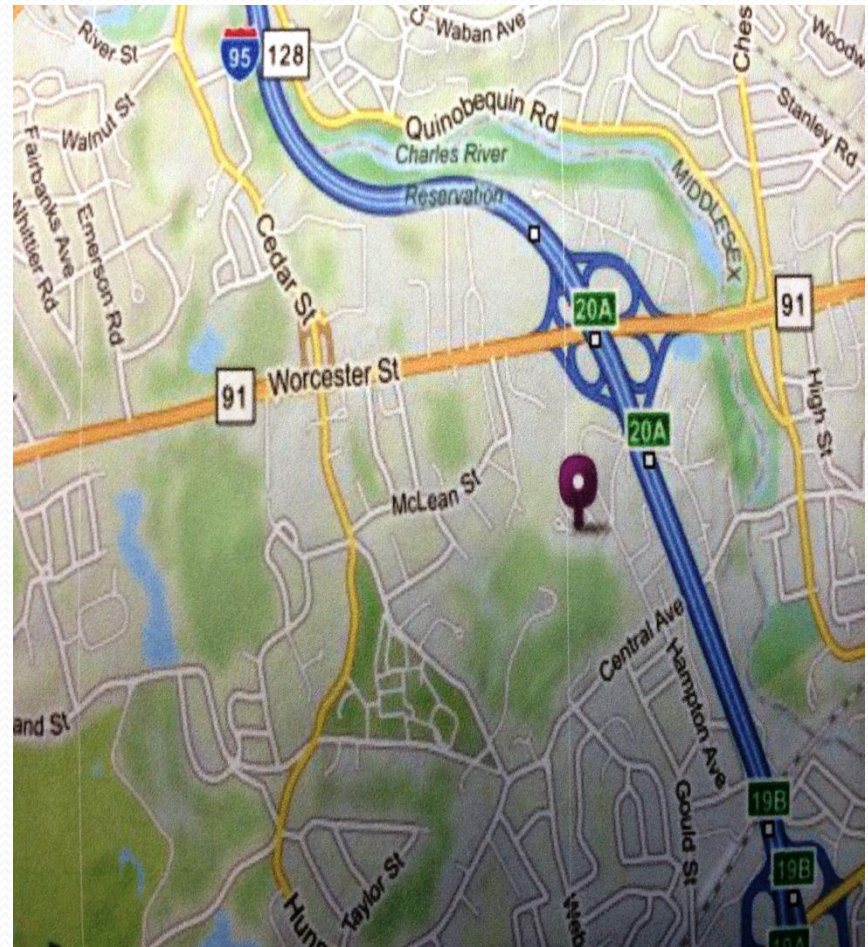
February 27, 2015- "More than seven feet of snow in little more than three weeks has made everyday life a challenge for all of us. And that's putting it politely."

April 30, 2015- "Seabeds Way public housing in Needham struggles after winter damage.."

ICE DAMAGE & WATER INTRUSION



Where Is Seabeds Way?



Seabeds Way BACKGROUND

- Consists of four two story buildings
- 46 one bedroom units for elderly/disabled low income residents
- Built in 1981 as a turnkey federal public housing project
- Reroofed, re-sided and balcony repairs completed around 1997
- AND (as we discovered), a number of hidden design/construction defects

CPA APPLICATION SUMMARY OF THE PROJECT

- Exterior Repairs
 - Shingle roofs
 - Improvements to envelope sheathing to bring up to code
 - Vinyl siding
 - Replacement of leaking & worn patio doors & common area doors
 - Permanent repair to replace temporary shoring of balconies
 - Replace rotted wood framing
 - Correct construction defects
- Interior Repairs
 - Mold remediation
 - Doors
 - Closet repairs (currently boarded up)
 - Interior finish work
- Total Project Cost Estimate: **\$1,100,000**

SOURCES & USES OF FUNDS

Roofing, Façade Replacement, & Interior Finishes- Planned Work

SOURCES:

HUD Capital Improvement Funds- Held By HUD	\$ 348,753
NHA Management Cash Reserves	151,247
CPA Funds Requested	600,000
Total Sources of Fund	\$1,100,000

USES:

Hard Costs – Roofing, siding, doors, interior finishes	775,000
Soft Costs- OPM, Architect, engineers, fees, testing	225,000
Contingency	100,000
Total Uses of Funds	\$1,100,000

PROJECTED TOTAL COST
INITIAL REMEDIATION & REPAIRS
(INCLUDING COMPLETED WORK & PLANNED WORK)

Expenditures to Date

Emergency Remediation Services	\$ 402,589
Snow & Ice Removal Services	9,899
Resident Relocation Costs	8,303
Supplies- Paint, cove base	2,695
Electric Door repair & Exit Signs	752
Building Permits	400
Engineering Fees	9,500
Industrial Hygienist	2,220
Subtotal - Expenditures To Date	436,358

Remaining Estimated Costs

Construction Costs	\$ 775,000
Soft Costs	225,000
Contingency	100,000
Total Projected Costs	\$ 1,536,358

Estimated Funding

Insurance Commitment	\$ 287,299
HUD Capital Improvement Funds	348,753
NHA Federal Properties Cash Reserves	149,059
NHA Management Cash Reserves	151,247
CPC Grant Request	600,000
Total Project Funds	\$ 1,536,358

THE “SILVER LINING” OF THE CRISIS

- Improve the long term value of the property
- Fix hidden problems
- Cost savings
 - Use green initiatives
 - Greater energy efficiency
- Improve quality of life for residents
- Strengthen relationship with residents

Consistency With Needham Community Preservation Plan

- **Preservation and Support** of community housing for 46 elderly disabled/low income individuals and couples
- **Urgency** to repair these buildings before winter to assure they are weather tight & no further damage occurs
- **Urgency** to make repairs & restore use of closets. Elderly residents with compromised health situations do not have access to some personal belongings. The situation creates stress, confusion, and physical challenges for some residents.
- **Project is Economically Feasible** as demonstrated by the budget and sources & uses of funds analysis. Likely reduce long term heating costs & energy usage.
- **Project will Preserve a Community Housing Resource** on a long term basis. The property is part of an existing well maintained neighborhood.
- **Do the right thing** -- Needham Housing Authority owns the property and has a legal and moral responsibility to maintain and preserve it as decent, safe, and affordable housing.
- **Leverage** -- The project leverages multiple sources of public funds.

More Details!

Chronology of Events March & April 2015

- NHA Management started receiving numerous reports of water leaks in closets, ceilings and wet carpets
- Roofs are finally shoveled & ice dams removed (was on wait list since February)
- Determination: water infiltration is a life & safety issue requiring immediate remediation
- Engage services of J. Brian Day Company, Emergency Remediation Specialists
- Notified insurance company, HUD, and Needham Building Inspector
- Some residents are temporarily relocated to hotels and other sites
- Emergency measures are taken including removal of wet building materials including walls, ceilings, carpets, and insulation, drying equipment is set up, and mold remediation measures applied
- Repairs are made to individual units, damaged carpets are replaced with vinyl tile
- Needham Building Inspector orders the exterior wall closets be boarded off for safety until exterior repairs are made. Tenants' belongings are packed up.
- DCAMM Waiver requested & approved (allows emergency spending, shortcutting the normal process.)

More Details!

Chronology of Events

May & June 2015

- Engage services of engineering firm of Simpson Gumpertz & Heger and industrial hygienist, VERTEX to assess the damage-serious concerns about microbial growth
- Testing reports from engineers & industrial hygienists conclude there is significant amount of mold, water damaged siding, rotted wood and balconies' structural integrity is compromised, roofs need replacement and there is no roof flashing in most areas
- Balconies are immediately shored up with temporary posts & approved by Needham Building Inspector
- Insurance Company notifies the Housing Authority that roof replacement will not be covered by the policy due to the age of the roofs
- Insurance Company will not cover prior damage, construction defects, seepage, and long term deterioration. Limit on fungus and related perils
- Work continues in individual units and common areas
- NHA solicits quotes for an Owner's Project Manager
- NHA meets with HUD officials, FEMA, and MEMA in Boston to discuss funding shortages.
- NHA submits 1st request to HUD for Emergency Capital Funds- available on a first come first serve basis (HUD Boston office comments that the chances of getting the grant are slim)

More Details!

Chronology of Events

July & August 2015

- HUD rejects 1st request for Emergency Capital Funds & requests further information
- Executive Director meets with HUD Boston & DC officials- HUD does not have a secondary plan for funding sources
- NHA resubmits 2nd request to HUD for Emergency Capital Funds including additional information
- An application is submitted to FEMA. Their program is limited to specific weather events not long term deterioration, mold remediation, or construction defects; chance of being approved for funding is limited.
- VERTEX is hired as Owner's Project Manager
- Requests for proposals are solicited for Designer Services
- The firm of Russo Barr Associates is selected as designer. They specialize in public building envelope repair projects
- A meeting is held with VERTEX and Russo Barr to discuss the project
- Detailed project budget and scope of work is due August 26, 2015
- General construction time frame- October through November.
- Target completion date of December 1.

CONTACT INFORMATION

Needham Housing Authority

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Peter Pingitore, Chairperson

Reginald Foster, Vice Chairperson

William DeBear, Commissioner

Andrew Cohen, Commissioner

Scott Brightman, Treasurer

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