COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS

Minutes of Meeting
January 13, 2016

PRESENT:	Gary Crossen - Chair, Lita Young – Vice Chair, Paul Alpert, Robert Boder, Reg Foster, Mark Gluesing, Peter Oehlkers, Chris Gerstel
ABSENT:	Ron Furman
STAFF:	Patricia Carey, Staff Liaison Kristen Wright, Recording Secretary
GUEST:	Michael Greis, School Committee Representative Kate Fitzpatrick, Town Manager Dan Gutekanst, Superintendent of Schools

Mr. Crossen called the meeting to order at 7:32PM in the Highland Room at Town Hall.

Chairman's Updates: Mr. Crossen noted Ms. Carey had been sharing photos of the Newman and Eastman projects that the CPC helped fund last year.

Discussion: Town Manager Kate Fitzpatrick and Superintendent of School Dan Gutekanst requested to speak with the committee about the Emery Grover Building. Ms. Fitzpatrick discussed that part of the Town's current 5-year plan is the renovation of the Historic Emery Grover Building around 2020. Dr. Gutekanst stated that the Emery Grover Building that currently houses the School Administration Department is a Town asset that needs to be preserved and updated. The last major renovation was completed in the 1930s and since then the building has had minor renovations. The Emery Grover Building isn't currently handicap accessible which is a major concern. School Committee member Michael Greis added that the school buildings were a priority, but it is important to improve and make the School Administration building accessible. Ms. Young asked about renovating the Hillside site to permanently house the School Administration Department. Ms. Fitzpatrick noted that Hillside will be needed for swing space for other building projects for many years, and also noted that the location of School Administration at Emery Grover makes it easier to work with Town Hall departments. Mr. Crossen asked how the Emery Grover project would fit in with other large Town projects, such as Rosemary Pool. Ms. Fitzpatrick stated that that would be a factor to consider as that project progresses and agreed that Rosemary Pool is another Town asset that is a priority. Mr. Gluesing asked how substantial of a renovation would the interior of the building need. Dr. Gutekanst stated that the whole interior will need to be rebuilt. The building will need an elevator and updated bathrooms. Mr. Gluesing asked the estimated cost from the most recent feasibility study. Ms. Fitzpatrick stated it was estimated at $13 million for the entire project. Dr. Gutekanst stated that this building is in the right location, is the right size, is already owned by the Town, and is something for the community to be proud of. Mr. Gluesing asked about the timing of this project. Ms. Fitzpatrick stated that it would depend on other projects such as the new Hillside School and the Rosemary Pool project. Mr. Crossen thanked Ms. Fitzpatrick and Dr. Gutekanst for their time and for bringing this project to the attention of the committee.

Liaison Updates:

FY2016-1 Seabeds Way – *Liaison – Mark Gluesing*

This request is for $567,000 restoration funds for Phase 2 of the Seabeds Way housing, requested under Community Housing.

Mr. Gluesing provided the Committee with the answers to their questions (See *Appendix A)* and stated that the Housing Authority has almost completed the first phase of their project. In phase two they are looking to complete the remainder of the exterior renovation including the widows and sliding doors. They have talked to the designer of the first phase regarding cost analysis but have not had the second phase of the project go to bid yet. During the first phase they were able to get more money from their insurance agency and currently have a preliminary approve for another HUD grant but have not received the final approval at this time. Because of this, they may withdraw or reduce the funding amount needed for this project. After reviewing their initial application, phase two appears to also be completely eligible for Community Preservation funding. Since they are waiting to hear back from HUD the Housing Authority will be asked to meet with the Committee at the February 10th meeting.

FY2016-2 Community Housing Specialist – *Liaison* - *TBD*
This request is for $60,000 in continued funding for the Community Housing Specialist position, requested under Community Housing.

Mr. Retzky was originally assigned as the liaison but recently resigned from the Committee, having accepted a position with the Town of Needham. Until a new liaison is appointed, Ms. Carey met with Planning and Community Development Director Lee Newman and Housing Specialist Karen Sunnarborg to review the Committee's questions (See *Appendix B)* and they stated that since hired, the Community Housing Specialist completed several objectives such as helping residents re-finance, create a complete database of all housing units in Needham, and has been more proactive instead of reactive overall. Mr. Gluesing stated that this position is not just about creation of affordable housing but also to monitor and maintain the database. Ms. Young asked when this position would become a permanent Town position funded from the Operating Budget if the Town recognizes that it needs this position for Community Development. Ms. Carey stated that was a question for the Town Manager. Mr. Gluesing stated that the Community Preservation Act supports funding this position. Ms. Carey stated she'd reach out to the applicant to schedule them to present at one of the next meetings.

FY2016-3 Memorial Park Drainage – Phase 1 – *Liaison – Peter Oehlkers*
This request is for $490,500 in funds for Phase 1 of the drainage system at Memorial Park, requested under Recreation.

Mr. Oehlkers stated that this project will consist of several phases. The main focus of this project is to capture the water running off the hill to improve the conditions of the fields and improve the drainage. Mr. Gluesing asked if the applicant already had plans for this project. Mr. Oehlkers stated that they would be presenting them when they meet with the CPC. Mr. Oehlkers stated that Parks and Forestry Superintendent Edward Olsen would accomplish this project this summer in 4-6 weeks and be completed before school starts. Mr. Boder asked if the run-off would go into the sewer. Mr. Oehlkers stated the water would be collected in a holding tank to be installed under the parking lot, be temporarily held, and then be recharged into the ground. Mr. Crossen stated that Mr. Olsen would be requested to meet with the Committee at the February 10th meeting.

FY2016-4 Trail Improvements – *Liaison – Gary Crossen*
This request is for $25,000 in funds to use SCA to complete various trail improvements, requested under Open Space and Recreation.

Mr. Crossen stated that this request is similar to the project funded last year. The Conservation Commission would like to utilize the Student Conservation Association to complete additional trail projects throughout the Town. Mr. Crossen stated the main projects in mind for this group are to repair the stairs leading to the Fuller Trail, and build a bog bridge at the Farley Pond property. There are other trail projects if funding and timing allows. Conservation Director Matt Varrell stated that this group worked well last summer and hopes to keep building the relationship with the Student Conservation Association so they can continue to benefit the Town in the numerous trail projects. Mr. Crossen stated that Mr. Varrell would be requested to meet with the Committee at the January 27th meeting.

FY2016-5 Conservation Fund – *Liaison – Reg Foster*
This request is for $50,000 to be transferred from the Community Preservation Fund to the Conservation Fund for use of Open Space acquisitions, requested under Open Space.

Mr. Foster presented a memorandum from Mr. Varrell answering questions from the Committee and the Conservation Trust Fund Activity since 2008 (See *Appendix C)*. Mr. Foster suggested that the Committee review the decision of 2008 when advancing funds to the Conservation Fund was made. Ms. Young stated the she was unclear on why funds are transferred from Open Space to the Conservation Fund. Mr. Gluesing stated that it makes the funds more accessible in the event property or a conservation project was presented and needed quick action. Ms. Young asked what other income the Conservation Fund receives. Mr. Foster stated that donation can be made to the Conservation Fund. Mr. Foster stated that Mr. Varrell would be asked to meet with the Committee at the January 27th meeting.

FY2016-6 Rosemary Lake Sediment Removal – Design – *Liaison – Paul Alpert*
This request is for $118,000 in design funds to remove sediment that has been building up at Rosemary Lake from Rosemary Brook and Sportsman's Pond, requested under Open Space.

Mr. Alpert stated that he spoke with Town Engineer Tony DelGaizo about this project. Mr. Alpert stated that this is a one-time project to remove the remaining sediment from Rosemary Lake which is about 15" of soil at the bottom of the lake. This would be the first time Rosemary Lake has been dredged and regardless of the Rosemary Pool project, this project needs to be completed. Water flowing downstream from Rosemary Lake into Rosemary Brook is impaired. The brook, leading into Rosemary Lake has been worked on and has prevented the contamination from continuing to flow into the lake, but there is still sediment from prior years remaining in the lake itself that is contaminating the brook downstream. The $118,000 in design funds was determined by a consultant. The estimated cost for this project is $1.5 – 2 million. The cost would depend on what exactly is in the sediment and the disposal process. Ms. Young if the sediment had been tested. Mr. Gluesing stated that testing would be part of the design process. Mr. Alpert stated he would ask Mr. DelGaizo to present at the January 27th meeting.

FY2016-7 Rosemary Pool – *Liaison – Gary Crossen*
This request is for $550,000 design funds for the Rosemary Pool project, requested under Recreation.

Mr. Crossen presented the Committee with the Report that the Park and Recreation Commission presented to the Finance Committee on January 6th and the Schematic Budge Evaluation Analysis from PPBC for all three options. Ms. Carey provided an outline of decisions made by the Park and

Recreation Commission at their January 11th meeting regarding this project (See *Appendices D + E)*. Option A includes the reconstruction of Rosemary Pool, a new seasonal pool building, and renovations to existing parking. Option B includes the reconstruction of Rosemary Pool, and a new 3,000 square foot year-round building with multipurpose room and support space. Option C includes the reconstruction of Rosemary Pool, and a new year-round building with multipurpose room and offices. The Park and Recreation Commission favors option C. Mr. Alpert asked about the alternate costs listed at the bottom of the Schematic Budget Analysis. Mr. Gerstel explained the three options, but stated the Park and Recreation Commission is only seeking to have the third option included, raising the elevation of the pool. Mr. Crossen stated that the Park and Recreation Commission would be asked to attend an upcoming meeting.

Financial Updates: Ms. Carey provided an email to the Committee from Assistant Town Manager/Finance Director Dave Davidson regarding CPA Free Cash and General Reserve balances. Mr. Alpert asked how many more years until the Town Hall debt is paid off. Ms. Carey stated that it was a 20 year bond so there is approximately 15 years left.

Next Steps: Mr. Crossen asked all liaisons to schedule proponents to attend an upcoming CPC meeting.

Minutes: December 9, 2015: Mr. Gluesing made a motion to approve the minutes of the December 9, 2015 meeting and the motion was seconded by Mr. Alpert. The minutes were approved 5 – 0 with 3 abstentions.

Adjournment: Mr. Boder made a motion to adjourn the meeting at 9:12 PM. Mr. Gluesing seconded the motion and the meeting adjourned at 9:12 PM.

Respectfully submitted,

Kristen Wright,
Recording Secretary

Questions for Liaisons

FY2016-1 NHA Seabeds Way

Strike through items are not part of phase II

1. Is the entire project eligible for CPA funding? If not, is a portion of the project eligible? Which portion? *From initial review of the proposed scope of work it is all eligible*
2. Is the damage a result of overlooked or deferred maintenance of the facilities? *It is the result of long term deterioration, it's debatable whether some portions of it could have been discovered earlier, it was the more catastrophic events of the winter that exposed the full extent of work needed.*
3. How much of the project can be classified as repairs, as opposed to capital improvements? *The scope and type of work being done is typically classified as a capital improvement.*
4. If the project doesn't receive CPA funding at Special Town Meeting, does that mean that it wouldn't be done?
5. Provide more details about the other funding sources for the project (other than CPA). *They have application to HUD for more emergency funding. They have received preliminary approval, when final amount is determined, they will reduce or withdraw the application for CPA funds. We should know the answer in a couple of weeks.*
6. ~~Provide more detail about the application for funding from HUD? Explain again why there is a problem "paying NHA back" if moneys are already expended for repairs, then the HUD grant comes through?~~
7. Provide more information on the insurance coverage that NHA had in place? What did it cover? What did it not cover? How much in total does NHA expect to get from insurance reimbursements? *The applicant received insurance funds during phase I. No insurance funds would be used in phase II*
8. ~~What can be done in the repair process to help prevent or mitigate future ice dam issues to the structures?~~
9. ~~Can roof vents be installed?~~
10. ~~Should a roof system re-design be considered? (consider material change from asphalt shingle to a metal roof system, sheet metal ice belts, etc.?)~~
11. ~~Is more insulation needed to prevent the warm air from the heated apartments from rising and getting into the attic space?~~
12. ~~Can a steeper pitch or slope be designed and installed for this roof system?~~
13. ~~Should changes be made to the roof system to include a better ventilation system with soffit vents, gable end vents, and attic/roof fans to keep the area cold?~~
14. It was mentioned the decks and/or porches have structural issues, was flashing installed at the ledger boards where the deck/joists meet the building structure during the initial construction? *Yes* If not, has this been included in the new repair and renovation plans. *Will be replaced where it is exposed to be worked on.*
15. Will the NHA hire an on-site owner construction representative to inspect the necessary repairs and insure they meet the contract specification requirements, design criteria, and comply with all federal, state, and local building codes? *Yes.*
16. ~~Has the new design, for the roof repairs, considered use of a lighter colored roof shingle vs a darker colored shingle (if shingles are used) to prevent the darker shingle from absorbing the heat from the sun and in turn warming the roof surface/attic then cooling and potentially forming ice dams?~~

FY2016-2 Community Housing Specialist

1/12/16 Interview: Lee Newman, Planning and Community Development Director; Karen Sunnarborg, Community Housing Specialist; Patty Carey, CPC Staff Liaison

Attachment: The operating budget request from the Planning and Community Development for Community Housing Specialist

- 2017 proposed activities
- 2015 activities
- 2016 planned activities

Having a dedicated staff member two days a week to work on projects related to housing has provided better documentation and follow-through. It is no longer an extra project, but dedicated work for one staff person who can keep others updated on needs and progress.

Questions:

- What has been achieved since the part-time housing specialist was hired? Attachment provides listing of achieved, planned and proposed.

- Will this position eventually be funded by the operating budget? Why shouldn't this position be 100% funded from this point forward by the operating budget? The funding recommendation is made by the Town Manager, so the question is best answered by her. It is not uncommon for CPA funds to be utilized for salary and office expenses of a Community Housing Specialist.

- How has the consolidation of the monitoring of existing units been working? The responsibility for monitoring units has shifted from the Town Manager to the Community Housing Specialist. A data base of all units has been created and is updated regularly. All documents are electronic and in paper form. The process of recertifying ownership has been undertaken, and Karen has assisted homeowners with refinancing and sales. She monitors rentals, and the department is receiving some funding for some of the monitor tasks. Karen monitors five of the older developments: Junction Place, Garden Street, High Cliff Estate (St. Mary Street), Craftsman Village (High Street), and Suites of Needham (Highland Avenue). Dedham Place has 1 unit, and Wingate has 2 units, and will shortly add 5 more. Charles River Landing is monitored. She does not directly monitor Housing Authority properties, or Nehoiden Glen. She has a productive working relationship with the Executive Director of the Housing Authority.

- How much in HOME, or other funding has been secured, and what can that money be spent on? The last large installment of HOME funds went towards the Charles River Center group home on South Street. Since that time, about $5,000 for administrative costs has been collected annually, while a competitive fund holds other HOME funds. It is hoped that Needham will be able to receive some of the larger funds for the future Linden-Chambers senior housing project under the Housing Authority.

Performance Improvement Funding Request DSR4					
Department	Planning and Economic Development				
Title	Community Housing Specialist		Priority	1	

DSR4				
Expenditure Classification	FTE	Frequency Recurring Amount (A)	One Time Only Amount (B)	Total Amount (A + B)
1. Salary and Wage	.48	$19,052		$19,052
2. Expense				
3. Operating Capital				
4. Other Costs				
5. Total (1+2+3+4)		$19,052		$19,052

Budgetary Considerations	Yes	No
1. Does this request address a goal of the Board of Selectmen or other Board or Committee	X	
2. Has this request been submitted in the last three fiscal years and not funded?		X
3. Are there additional costs to implement this request (except future year operating costs) that are **NOT** included in this request?		X
4. Will the assistance of another department be required to provide support (personnel or financial) for this request to be implemented?		X
5. Will additional staff (beyond the staff requested in this DSR4 submission) be required if the request is approved?		X
6. Does the request support activities which produce revenue for the Town?	X	
7. If the request is not approved, will **current** Town revenues be negatively impacted?	X	
8. Is there an increased exposure for the Town if the request is **not** approved?	X	
9. Is specialized training or licensing required (beyond the initial purchase)?		X
10. Does this request address a documented health or safety issue?		X

*All **"YES"** responses must be explained in the narrative*

Description and Explanation

Continued funding for the Community Housing Specialist position that has provided the Town's Planning and Community Development Department with the in-house capacity to coordinate a wide-range of issues related to affordable housing development and preservation is hereby requested.

In FY2013, the Department secured funding through the CPA for a part-time Community Housing Specialist in the amount of $70,000. CPA funding for the part-time position was anticipated to cover the salary expense associated with the position for a period of two years. The CPA allocation for the Community Housing Specialist position will be exhausted as of January 2016. Accordingly, an appropriation of $17,000 was secured at the May 2015 Annual Town Meeting to fund the position for the remainder of the 2016 Fiscal Year. Funding of the part-time position solely through the general fund is now requested for subsequent fiscal years.

Background information on the proposed functions of the Community Housing Specialist that was part of the Department's initial proposal for Community Preservation funding as well as actual activities in 2015 are summarized below.

Community Housing Specialist Proposed Activities

In late 2012 the Planning and Community Development Department sought CPA funding to hire a part-time Community Housing Specialist to provide administrative and technical coordination of

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affordable housing issues including support for the development of affordable housing opportunities and assistance in the implementation of the Town's Community Housing Plan. Working under the Planning and Community Development Director, the main functions of the position were projected to include the following:

1. Coordinate and/or conduct planning and feasibility studies for new affordable housing development.
2. Monitor local housing units on the state's Subsidized Housing Inventory to assure compliance with affordable housing restrictions.
3. Assist Town boards and committees and private housing developers during the pre-application process for new affordable housing.
4. Provide technical support and assistance during the application process and the review and approval process under M.G.L. Chapter 40B.
5. Initiate and pursue collaborative efforts among local, state, federal, and private agencies and parties to implement the Town's housing-related plans or studies.
6. Prepare and coordinate applications for state and federal resources including housing grants, loans, other assistance and public services.
7. Promote, monitor and oversee housing projects throughout the required community application process, including public approvals and permitting, and through closing, construction, and sales.
8. Serve as staff resource to an Affordable Housing Committee or Municipal Housing Trust to be appointed by the Board of Selectmen.
9. Serve as the Town's representative to the West Metro HOME Consortium; attending all meetings and preparing all budgets, grant applications, requisitions and the Annual Action Plan.

In addition to the items identified above, funding for the position was to enable the Town to remain competitive with other West Metro HOME Consortium communities in securing HOME Program funds for affordable housing development. Beginning in FY 2014 HOME funds not spent by a member community during the year will be placed in a pool to be awarded on a competitive basis. Previously Needham was able to allow its funds to accumulate over a period of five to six years so that a critical mass could be developed to support a desired project. It was suggested that having a Housing Specialist on staff would give Needham the required professional capacity to compete for funding with other Consortium communities that already had in-house staff support.

Additionally, the Community Housing Specialist position was to further enable the Town to effectively monitor those local housing units on the state's Subsidized Housing Inventory (SHI) to assure compliance with affordability restrictions. The monitoring function had been split among a number of entities and lacked centralized oversight and accountability. Placing the monitoring functions solely with the Housing Specialist position was to insure that the desired centralized oversight function was met and further allow for an easier and more predictable process for those wishing to sell or rent deed restricted affordable housing units.

Community Housing Specialist Actual Activities, 2015

During 2015, the Community Housing Specialist, Karen Sunnarborg, has been responsible for the following major activities:

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- *Project Database*
  Maintained and updated files and materials related to affordable units through an affordable housing database that provides comprehensive information on affordable housing units/projects in Needham.

- *Monitoring/Recertification*
  Conducted annual monitoring/recertification of the affordability and/or occupancy of existing affordable units for which the Town is the identified Monitoring Agent. This monitoring was conducted in early 2015 for Junction Place, Garden Street/Browne-Whitney, High Cliff Estates, Suites of Needham, Craftsman Village, and The Residences at Wingate. Also obtained annual compliance reports for the monitoring of the other affordable housing developments in Needham for which another monitoring entity has been designated.

- *HUD Consolidated Plan for 2016-2020*
  Completed the Five-Year HUD Consolidated Plan for 2016-2020.

- *HOME Reports*
  Prepared the HOME Annual Action Plan (AAP), CAPER and Analysis of Impediments reports that are required documents for HOME Program funding.

- *Subsidized Housing Inventory (SHI)*
  Provided required documentation to get new affordable units included on the Subsidized Housing Inventory (SHI) for the Needham Place and Webster Street Green projects.

- *Resale of Unit #1 at Junction Place*
  Coordinated the resale of an affordable condo. Recalculated the resale price, put forward an updated deed rider that survives foreclosure, determined eligibility, conducted a lottery, prepared necessary resale and compliance certificates, and worked with both the seller and buyer's attorneys and agents to close on the unit.

- *Refinancing of Unit #4 at Junction Place*
  Worked with the owner's lender to insure that all necessary state requirements were met to refinance this unit, also providing required certifications.

- *Marketing List*
  Responded to inquiries from those interested in potential affordable housing opportunities in Needham, most who were Needham residents, and notified them when affordable units became available.

- *Marketing Plans*
  Reviewed and commented on the draft Marketing Plan for 2nd Avenue Residences, and provided documentation for securing state approval for a 70% local preference threshold.

- *Participated in the WestMetro HOME Consortium*
  Served as the Town's representative to the WestMetro HOME Consortium.

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- *HOME Reporting*
  Prepared required reports for the WestMetro HOME Consortium including the revised 2015 CAPER, Annual Action Plan (AAP), Analysis of Impediments (AI) and requisitions for administrative funding and budget transfers. Provided input into the preparation of the Regional Fair Housing Plan.

- *1285 South Street*
  Completed work with the Charles River Center and WestMetro HOME Consortium staff to prepare and assemble the considerable documentation that was required to drawdown the HOME Program funding for the group home at 1285 South Street and for HUD monitoring. Also, organized a completion inspection of the project.

- *Housing Strategy*
  Prepared a draft Housing Strategy that summarized the Town's priorities with respect to promoting affordable housing in a post Chapter 40B environment.

- *Enrollment Projections*
  Provided student enrollment projections for a Chapter 40B development.

- *Coordination with the Needham Housing Authority*
  Maintained regular communication with the Needham Housing Authority on a variety of housing issues.

- *Technical Support*
  Provided technical input into the conceptual stages of several potential affordable housing developments and addressed ongoing questions related to housing regulations.

The Community Housing Specialist has accomplished a great deal since her arrival this past January and has taken a considerable burden off of a number of us who became responsible for various tasks related to affordable housing. I will continue to rely on her expertise as we continue to provide many of the functions listed above in 2016 and move forward in implementing the Town's Housing Strategy. Those key activities that are planned for 2016 are listed below.

Community Housing Specialist Planned Activities, 2016
Those priority activities that are planned for 2016 include the following:

- *Monitoring/Recertification*
  Conduct annual monitoring/recertification of the affordability and/or occupancy of existing affordable units for which the Town is the identified Monitoring Agent. This monitoring will be conducted in early 2016 for Junction Place, Garden Street/Browne-Whitney, High Cliff Estates, Suites of Needham, Craftsman Village, Needham Place, 1285 South Street, and The Residences at Wingate. Also obtain annual compliance reports for the monitoring of the other affordable housing developments in Needham for which another Monitoring Agent has been designated.

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- *Project Database*
  Continue to update the database of affordable units as necessary.

- *Participate in the WestMetro HOME Consortium*
  Continue to serve as the Town's representative in the WestMetro HOME Consortium.

- *HOME Reporting*
  Prepare required reports for the WestMetro HOME Consortium including the revised 2016 CAPER, Annual Action Plan (AAP), and requisitions for administrative funding.

- *Resale Activity*
  Coordinate the resale of Unit #1 at the Junction Place development, a unit targeted to those earning at or below 150% of area median income, as well as other potential resales or refinancing activity that might arise for projects that the Town is charged with monitoring functions.

- *NHA Resales*
  Provide technical support to the Needham Housing Authority for the resale of 297 Linden Street and other resales or refinancing activities as they arise.

- *Coordination with the Needham Housing Authority*
  Continue to maintain regular communication with the Needham Housing Authority on a variety of housing issues. This will include work towards the redevelopment of the Linden-Chambers project.

- *Subsidized Housing Inventory (SHI)*
  Provide required documentation and necessary oversight to get new affordable units included on the Subsidized Housing Inventory (SHI) for the second phase of the Residences at Wingate, 2nd Avenue Residences, and Greendale Mews.

- *Housing Website and Other Informational Materials*
  Publish and regularly update a Housing Section on the Town's website to provide comprehensive information regarding the priority housing strategies, demographic and housing data, available programs and services, existing affordable housing developments, links to other organizations and documents, etc. Prepare other informational materials, such as a potential brochure, PowerPoint presentation, or feature article on affordable housing.

- *Implement Housing Strategies*
  Provide staff coordination for the implementation of priority strategies included in the Town's Housing Strategy and HUD Consolidated Plan, including meeting with developers who are interested in developing affordable or mixed-income housing.

- *Demographic, Economic and Housing Profiles*
  Update the profiles of demographic, economic and housing characteristics and trends based on the latest census estimates and current market information.

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- *Support the Establishment and Operation of a Municipal Affordable Housing Trust*
  Coordinate the establishment and operation of a Municipal Affordable Housing Trust that will serve as the Town's entity to oversee affordable housing issues and manage a dedicated fund in support of affordable housing initiatives.

- *Explore the Development of a Chapter 40R/40S District*
  Apply and obtain state grant funding to support the development of a Smart Growth Overlay District.

- *Technical Support*
  Provide technical input into new affordable housing development from the conceptual phase through occupancy as well as on affordable housing regulations.

Memorandum

To: Reg Foster, Community Preservation Committee
From: Matthew Varrell, Director of Conservation
Date: January 13, 2016
RE: Response to Questions
Conservation Commission Funding Request

The following responses are provided to enquiries from the CPC:

1. *How do you determine the amount of funds you want to have in the Fund?* Historically, the Commission has had an ongoing goal of maintaining a minimum of $250,000 in the Fund. This is to allow an immediate response in the event that a property becomes available (for such expenses as appraisals, legal fees, downpayments, etc.).
2. *How are appropriations approved?* Any appropriations from the Conservation Trust Fund are discussed and voted upon at a public meeting by the Conservation Commission.
3. *How much is currently in the reserve?* The Fund currently has a balance of $221,700. The remaining balance to be paid on the Fuller Trail boardwalk construction project is approximately $18,964. Upon final payment the Fund balance will be approximately $202,736.
4. *The application mentioned payments from this fund to pay for the Fuller Trail restoration, work that received a previous CPA grant. What is this reserve intended to fund, trail work? Land purchases?* Massachusetts General Law Chapter 40, Section 8C (the Conservation Commission Act) was the original legislation that resulted in the establishment of the Conservation Commission. According to the legislation: "*A city or town which accepts this section may establish a conservation commission, hereinafter called the commission, for the promotion and development of the natural resources and for the protection of watershed resources of said city or town.*" The legislation further states that a "*city or town may appropriate money in any year to a conservation fund of which the treasurer shall be the custodian*" and "*money in said fund may be expended by said commission for any purpose authorized by this section; provided, however, that no expenditure for a taking by eminent domain shall be made unless such expenditure has been approved in accordance with this section.*" The Conservation Commission views the Fund as a resource to fulfill its role, which includes various tasks, including land preservation (through land or conservation restriction acquisition) and land management (including trail maintenance and construction).
5. ***Provide a list of each project that has been funded from the Conservation Fund since 2008, including a summary description and amount of funding received. Identify projects that would not meet the guidelines for CPA funding (if any).*** See attached summary table of Fund activity since 2008. In addition, prior to 2008, $2,500 of the Fund was used for demolition of 149 Pine St.; $28,500 for the purchase of 290 Grove Street; $10,000 for a deposit on the Wiswall property; $3,500.00 for an appraisal of 290 Grove Street; $2,500 for an appraisal of the Wiswall property; and $110,000 for the purchase of the Wiswall property.
6. ***Provide a list of the sources of funding from 2008 for the Conservation Fund, including beginning and ending balance in each year.*** See attached summary table of Fund activity since 2008.

Conservation Trust Fund Activity (Since 2008)

Date	Income	Expense	Interest/Dividend	Balance	Notes
1/1/2008				$144,169.71	starting balance
6/1/2008		-$488.32	$30,141.95	$173,823.34	exp: "boston private/bartholemew"
6/1/2009	$25,000.00		-$25,413.36	$173,409.98	inc: $25K from CPA
1/1/2010	$50,000.00		$9,442.44	$232,852.42	inc: $50k from CPA
6/30/2011	$1,000.00	-$273.13	$9,079.95	$242,659.24	exp: materials for kiosk construction; inc: $1k donation from unknown donor and Hunsicker Foundation ($500 ea)
6/30/2012		-$21.47	$8,177.59	$250,815.36	exp: materials for kiosk construction
8/29/2013	$70,661.12	-$191.58	$12,712.83	$333,997.73	exp: materials for kiosk construction; inc: $70,661.12 payment (presumed to be from Algonquin Gas)
12/13/2013		-$5,360.00		$328,637.73	exp: Ridge Hill stone wall repair
1/31/2014		-$2,800.00		$325,837.73	exp: Ridge Hill gate installation
6/30/2014			$38,972.83	$364,810.56	
10/3/2014		-$7,000.00		$357,810.56	exp: Fuller Trail boardwalk design
6/30/2015			$13,750.36	$371,560.92	
12/11/2015		-$66,450.00		$305,110.92	exp: Fuller Trail construction
12/18/2015		-$21,351.00		$283,759.92	exp: Fuller Trail construction
12/18/2015		-$38,708.00		$245,051.92	exp: Fuller Trail construction
12/24/2015		-$23,351.00		$221,700.92	exp: Fuller Trail construction

Rosemary Pool and Recreation Complex
Report to Finance Committee
Wednesday, January 6, 2016






GUIDING PRINCIPLES

- Build a pool that best meets the needs of the town
- Build a pool that can be maintained without draining the pond
- Reduce pool size to reflect municipal pool best practice, while supporting programming needs
- Understand best location for the pool
- Consider reuse of existing infrastructure where possible to control cost
- Incorporate year-round use of the site to bring more value

DESIGN TIMELINE

July 2015	Sept 2015	Oct 2015	Nov 2015	Apr 2016
BH & A Selected	Preliminary Options	Pool Programming Decided	Preliminary Building & Site Plan	Final Design & Costs

Key Decisions and Inputs

- Selected BH & A based on experience and expertise in pool design
- Determined 2 pool option best suits programming needs, and meets current utilization best practices
- Evaluated indoor options – determined Rosemary site can't support it
- Currently reviewing building designs & preliminary costs

MAJOR PROJECT COST FACTORS

Pool

Size

Usage

Amenities

Location

Filtration

Building

Size

Usage

Codes & Regulation

Reuse/Rebuild

Parking

Access

# of Spaces

Location

Site

Excavation

Permitting

Drainage

Safety

Ongoing Operations and Maintenance

Guard & Safety

Pump and Filtration

Usage

Scope of Use

Utilities

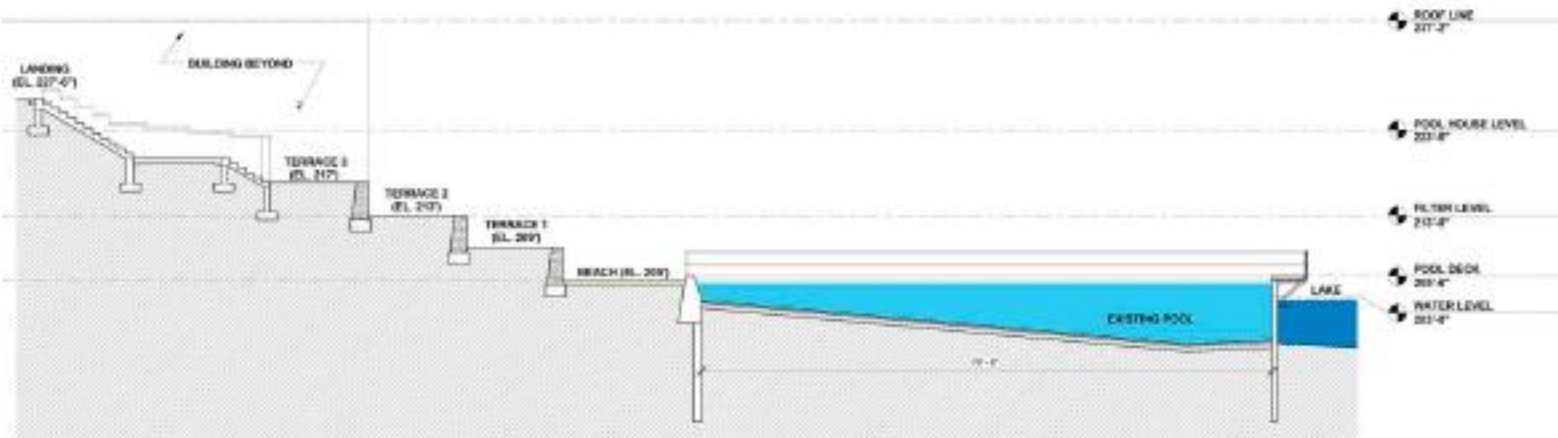
Maintenance

Seasonality

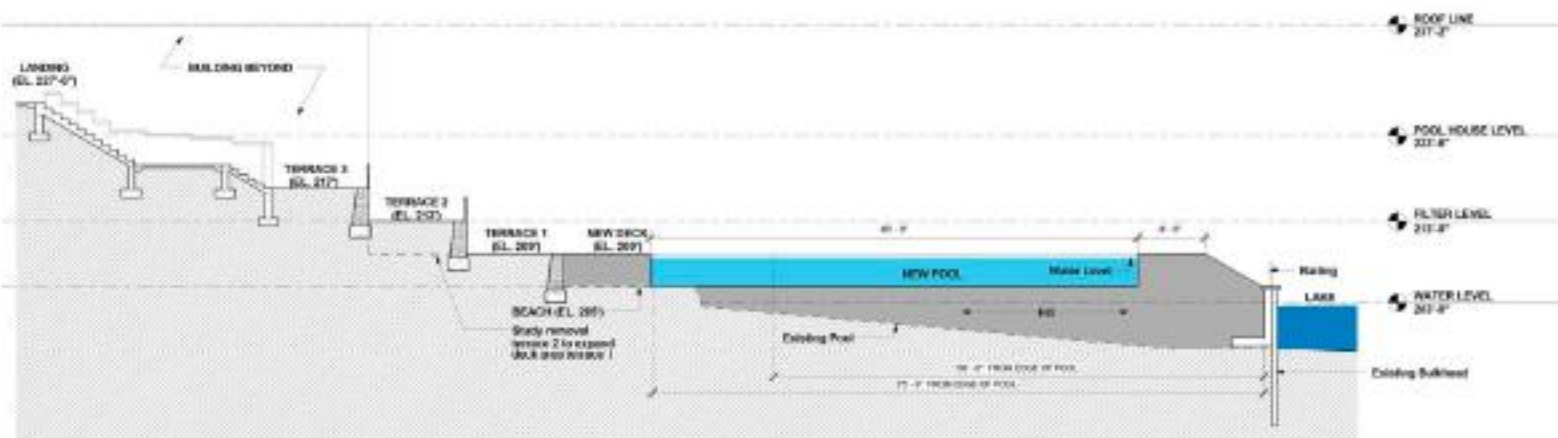
Off-season Usage

General maintenance

POOL LOCATION

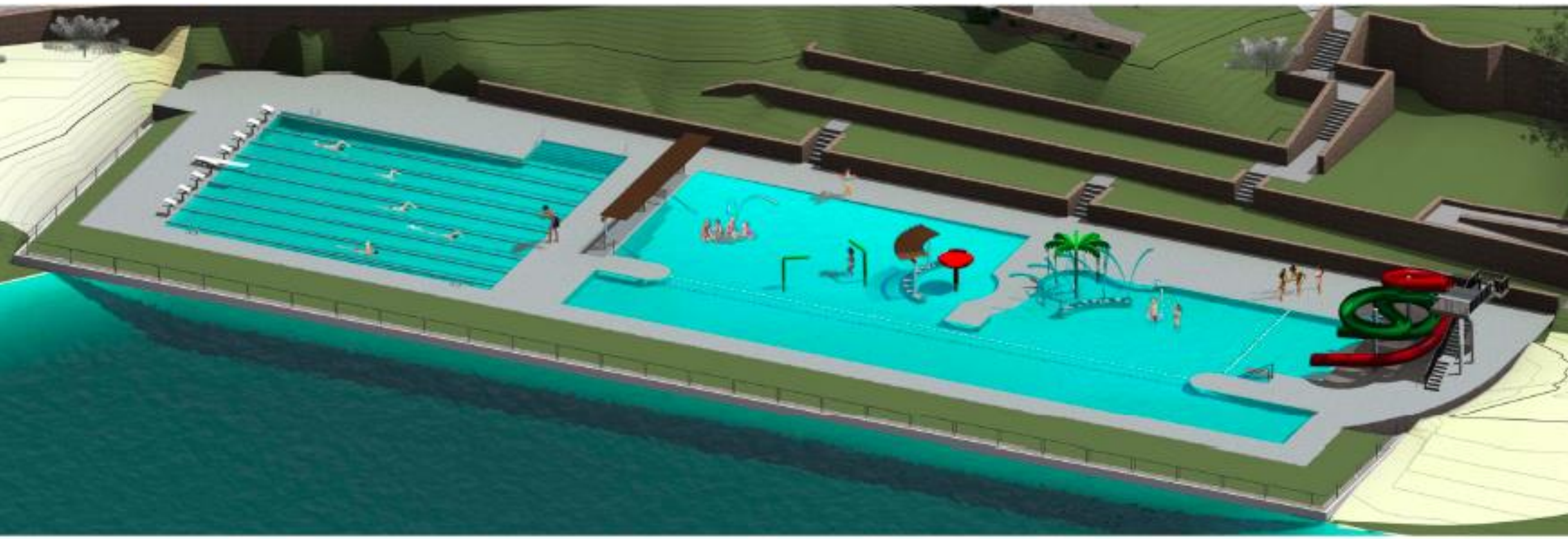


2 EXISTING SECTION

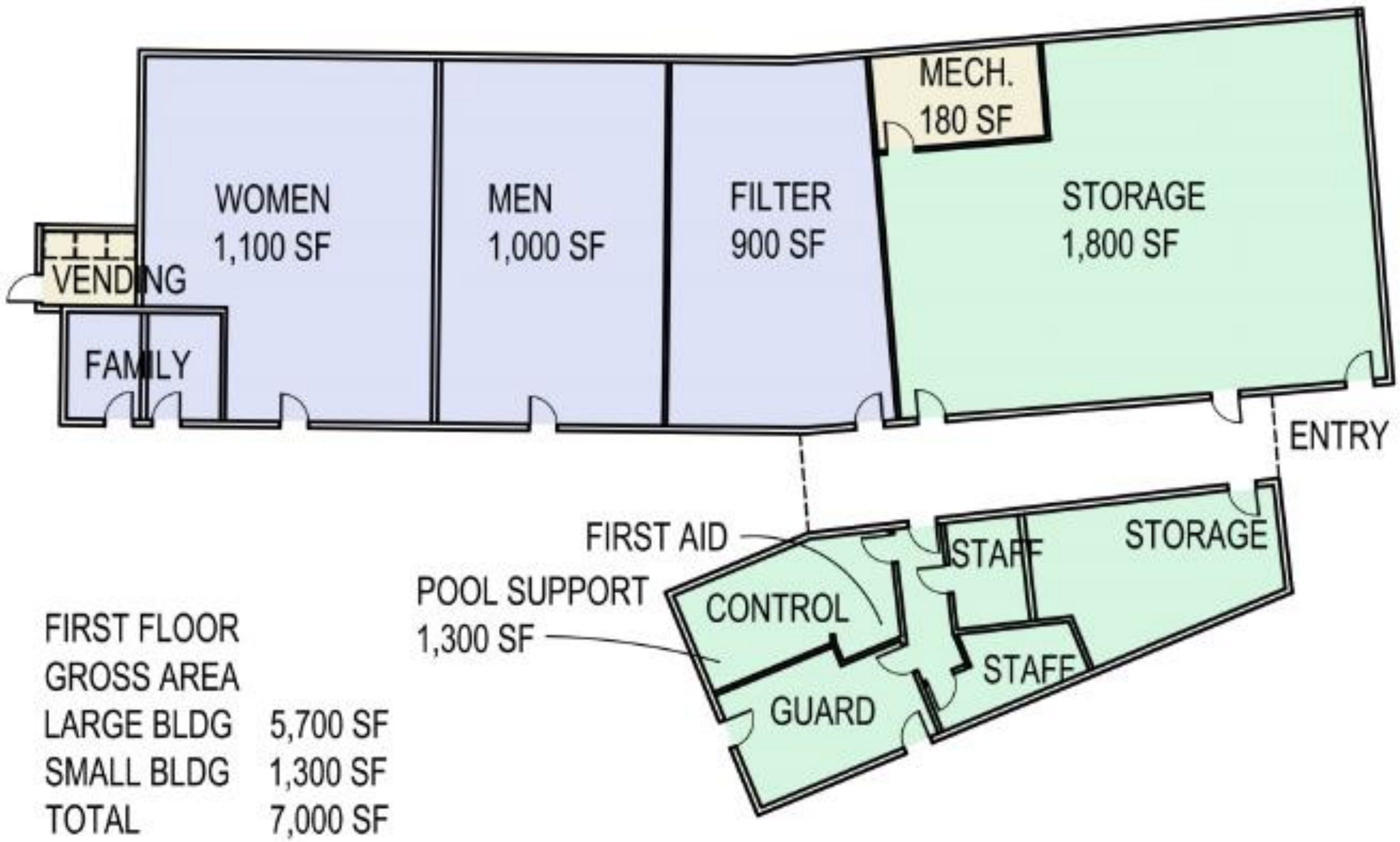


1 PROPOSED SECTION

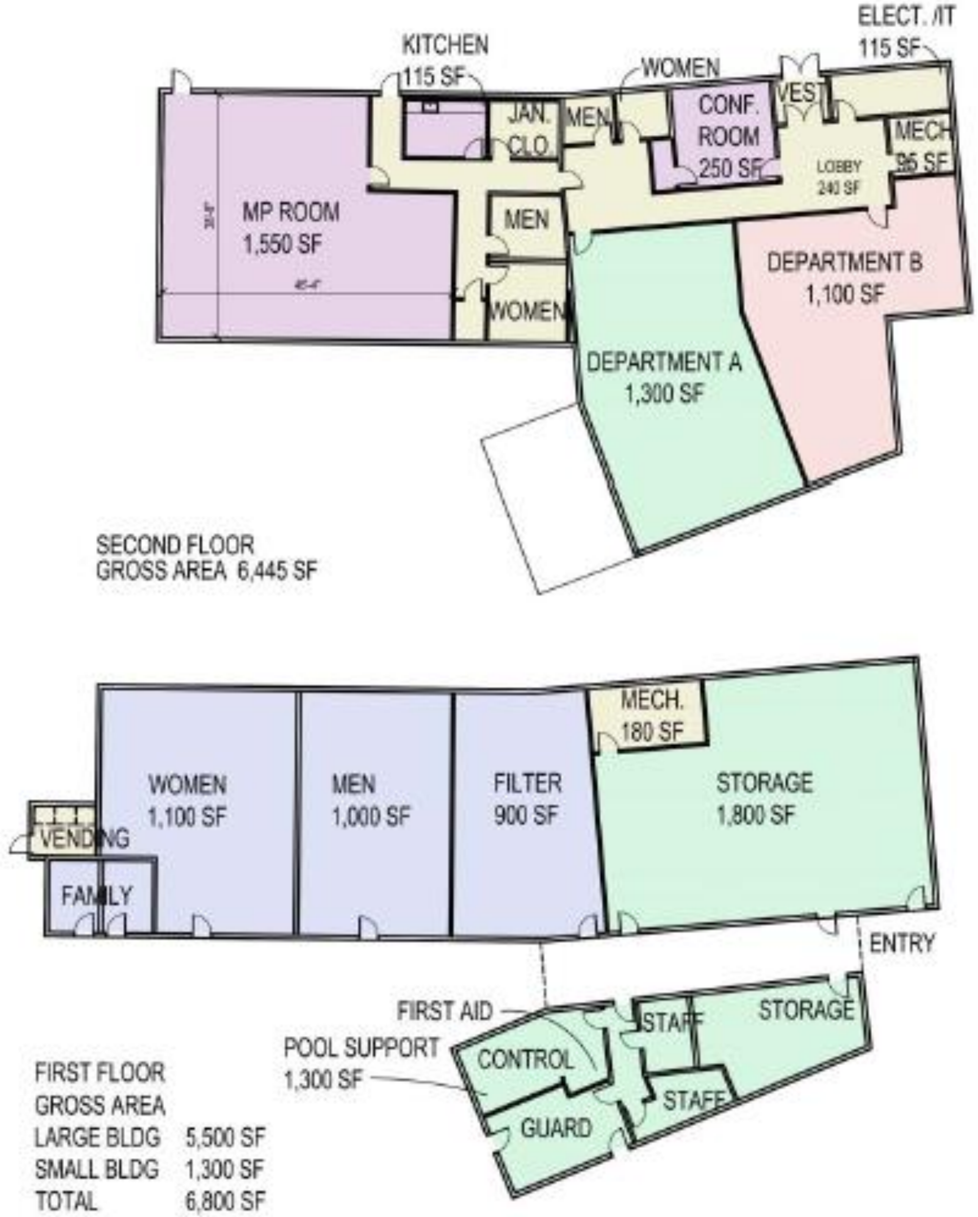
PRELIMINARY POOL DESIGN



BASE BUILDING



BUILDING WITH OFFICES



PARKING

THINGS TO CONSIDER

Rosemary Pool An Asset

- Pool Opened in 1972
- Provides Affordable Summer Programming
- Teaches Swimming
- Residents Pay More Money For Higher Quality Summer Pools
- Strong Residential Support For Pool
- Lake and Surrounding Trails Can Be Enhanced
- An Amenity That Increases Property Value
- Employment and volunteer opportunities

Doing Nothing Isn't Free

- Pond Draining Permit Ends 2016
- Working on Solution For 2017
- Site Must Be Decommissioned If No Pool
  - Cost $2-3M
  - Recreational Value In Site
- Limited Options For Alternative Site Uses

Schematic Budget Evaluation Analysis for Scoping Only
Option A - Rosemary Pool Reconstruction , new pool building, renovate extg parking

				12/21/2015
Building (Seasonal Building)		Area (sf)	Unit Cost	Total Cost
1	Demolition of existing and New Pool Support Bldg	6,800	$ 566	$ 3,850,000
			Subtotal	**$ 3,850,000**
Pool				
1	Demolish Existing Pool	19,000		$ 100,000
2	Swimming Pool, Pool Equipt., water features, filter, complete system	13,500		$ 3,200,000
3	Remove Existing bulkhead, new bulkhead, concrete wall without draining Rosemary Lake			$ 800,000
4	Pool Decks			$ 50,000
5	Fill to raise pool to Elevation 102"	*See Below*		$ -
6	Compensatory Storage	*See Below*		$ -
			Subtotal	**$ 4,150,000**
Terraces				
1	Accessible ramps and pedestrian stairs from entry el. 109 to pool and to upper level terraces, decks and landscape terraces			$ 200,000
2	Restore existing terraces including additional guardrails required by code			$ 300,000
3	Consolidate existing 3 terraces into 2 terraces	*See Below*		$ -
4	Small playground and play structures			$ 75,000
5	Spray Park- ground surface, drains & filter			$ 100,000
			Subtotal	**$ 675,000**
Parking & Site improvements outside Pool area				
1	Repave Access road, pave upper lot with increased setback and misc. sidewalk and curbing work, create lower parking lot at existing parking and , add accessible walk	94 spaces		$ 750,000
2	Mid Terrace- Optional	*See Below*		$ -
3	Specialty Fence at Rosemary St property line for access control and visual screening	1,000 ft.		$ 150,000
4	Site improvements outside of the fence consisting of lawns, drainage, and landscape allowance including vegetated parking setback at Rosemary St upper lot			$ 200,000
5	Site Utilities: water and sewer			$ 100,000
6	Site Utilities: Electric / voice/ tel data & etc.			$ 100,000
7	Existing parking at west lake lot - (no improvements)	20 spaces		$ -
			Subtotal	**$ 1,300,000**
	Construction Subtotal			**$ 9,975,000**
Soft Costs	A&E fees, OPM, Testing, survey, legal, bonds, permitting, Const. and Owners contingency & FF&E		22%	$ 2,194,500
Total Preliminary Estimated Project Cost				**$ 12,169,500**
Potential Additions to base cost (includes hard and soft costs)				
1	Alternate - Add 27 spaces for middle slope parking lot			$ 500,000
2	Alternate - consolidate existing 3 terraces into 2 terraces			$ 2,565,000
3	Alternate- Raise pool to elevation 102 with compensatory storage			$ 675,000

Schematic Budget Evaluation Analysis for Scoping Only

Option B - Rosemary Pool Reconstruction + 3,000 sf Year-round Multipurpose Rm & support space

With new access drive and expanded parking				**12/21/2015**
Building (Seasonal lower floor - year-round upper floor)	Area (sf)	Unit Cost		Total Cost
1 Demolition of existing and New Pool Support Bldg	6,800	$ 566	$	3,850,000
2 Add Multipurpose Room -3,000sf & 1,500sf support	4,500	$ 370	$	1,665,000
		Subtotal	**$**	**5,515,000**
Pool				
1 Demolish Existing Pool	19,000		$	100,000
2 Swimming Pool, Pool Equipt, water features, filter, complete system	13,500		$	3,200,000
3 Remove Existing bulkhead, new bulkhead, concrete wall without draining Rosemary Lake			$	800,000
4 Pool Decks			$	50,000
5 Fill to raise pool to Elevation 102"	*See Below*		$	-
6 Compensatory Storage	*See Below*		$	-
		Subtotal	**$**	**4,150,000**
Terraces				
1 Accessible ramps and pedestrian stairs from entry el. 109 to pool and to upper level terraces, decks and landscape terraces			$	200,000
2 Restore existing terraces including additional guardrails required by code			$	300,000
3 Consolidate terraces into 2 levels	*See Below*		$	-
4 Small playground and play structures			$	75,000
5 Spray Park- ground surface, drains & filter			$	100,000
		Subtotal	**$**	**675,000**
Parking & Site improvements outside Pool area				
1 Provide new Access Road (less steep) with accessible sidewalk , new larger lower parking lot, repave upper lot with new setback, misc. curb & sidewalk improvements	106 spaces		$	1,000,000
2 Mid Terrace - (Optional see below)	*See Below*		$	-
3 Specialty Fence at Rosemary St property line for access control and visual screening	1,000 ft.		$	150,000
4 Site improvements outside of the fence consisting of lawns, drainage, and landscape allowance including vegetated parking setback at Rosemary St upper lot			$	200,000
5 Site Utilities: water, sewer, and gas for heating year-round building			$	150,000
6 Site Utilities: Electric / voice/ tel- data & etc.			$	100,000
7 Existing parking at west lake lot - (no improvements)	20 spaces		$	-
		Subtotal	**$**	**1,600,000**
Construction Subtotal			**$**	**11,940,000**
Soft Costs A&E fees, OPM, Testing, survey, legal, bonds, permitting, Const. and Owners contingency & FF&E		22%	$	2,626,800
Total Preliminary Estimated Project Cost			**$**	**14,566,800**
Potential Additions to base cost (includes hard and soft costs)				
1 Alternate - Add 27 spaces for middle slope parking lot	27 spaces		$	500,000
2 Alternate - consolidate existing 3 terraces into 2 terraces			$	2,565,000
3 Alternate- Raise pool to elevation 102 with compensatory storage			$	675,000

Schematic Budget Evaluation Analysis for Scoping Only

Option C - Rosemary Pool Reconstruction + Year-round Multipurpose Room & Offices

					12/21/2015
Building (Seasonal lower floor - year-round upper floor)	Area (sf)	Unit Cost			Total Cost
1 Demolition of existing and New Pool Support Bldg	6,800	$	566	$	3,850,000
2 Upper floor with Multipurpose Room (2,300sf) & Office and Support space (5,000sf)	7,300	$	370	$	2,701,000
		Subtotal		**$**	**6,551,000**
Pool					
1 Demolish Existing Pool	19,000			$	100,000
2 Swimming Pool, Pool Equipt. , water features, filter, complete system	13,500			$	3,200,000
3 Remove Existing bulkhead, new bulkhead, concrete wall without draining Rosemary Lake				$	800,000
4 Pool Decks				$	50,000
5 Fill to raise pool to Elevation 102"	*See Below*			$	-
6 Compensatory Storage	*See Below*			$	-
		Subtotal		**$**	**4,150,000**
Terraces					
1 Accessible ramps and pedestrian stairs from entry el. 109 to pool and to upper level terraces, decks and landscape terraces				$	200,000
2 Restore existing terraces including additional guardrails required by code				$	300,000
3 Consolidate 3 terraces into 2 levels	*See Below*			$	-
4 Small playground and play structures				$	75,000
5 Spray Park- ground surface, drains & filter				$	100,000
		Subtotal		**$**	**675,000**
Parking & Site improvements outside Pool area					
1 Provide new Access Road (less steep) with accessible sidewalk , new larger lower parking lot, repave upper lot with new setback, misc. curb & sidewalk improvements	106 spaces			$	1,000,000
2 Mid Terrace - (Optional see below)	*See Below*			$	-
3 Specialty Fence at Rosemary St property line for access control and visual screening	1,000 ft.			$	150,000
4 Site improvements outside of the fence consisting of lawns, drainage, and landscape allowance including vegetated parking setback at Rosemary St upper lot				$	200,000
5 Site Utilities: water, sewer, and gas for heating year-round building				$	150,000
6 Site Utilities: Electric / voice/ tel- data & etc.				$	100,000
7 Existing parking at west lake lot - (no improvements)	20 spaces			$	-
		Subtotal		**$**	**1,600,000**
Construction Subtotal				**$**	**12,976,000**
Soft Costs: A&E fees, OPM, Testing, survey, legal, bonds, permitting, Const. and Owners contingency & FF&E		22%		$	2,854,720
Total Preliminary Estimated Project Cost				**$**	**15,830,720**
Potential Additions to base cost (includes hard and soft costs)					
1 Alternate - Add 27 spaces for middle slope parking lot				$	500,000
2 Alternate - consolidate existing 3 terraces into 2 terraces				$	2,565,000
3 Alternate - Raise pool to elevation 102 with compensatory storage				$	675,000

Patricia Carey

From:	Patricia Carey
Sent:	Wednesday, January 13, 2016 12:56 PM
To:	Kate Fitzpatrick ; Christopher Coleman; Dave Davison; Louise Miller (louiselmiller@gmail.com); Louise Miller (lmiller@medford.org); Richard Zimbone (rickz50@verizon.net)
Cc:	Robyn Fink; Steven Popper; Henry Haff; Michael Retzky; Chris Gerstel; Cindy Chaston; David DiCicco; Matt Toolan; Mike Retzky
Subject:	Rosemary Pool Recreation Complex Update 1.13.16
Attachments:	P&R Survey - January 2016.pdf

Below is an outline of decisions made by the Park and Recreation Commission at their January 11, 2016 meeting. Attached is a compilation of some survey information for area towns, indicating which Park and Recreation departments oversee outdoor pools, ponds/lakes, indoor pools and indoor programming space.

At their meeting on Monday, January 11, 2016, the Park and Recreation Commission, by consensus made the following decisions on the Rosemary Pool Recreation Complex design project, which were shared with the PPBC at their subsequent meeting that night.

Pool

The current pool is 20,000 square feet. The Commission and staff have worked with BH+A on a design that downsizes the pool, but also allows the majority of the current program to continue, along with some additional features. The eventual concept is 13,775 square feet, broken into two pools – (a) a family pool with shallow depths, a slide and a water walking area in one pool, and (b) an 8 lane lap lane pool with a diving section. A stand-alone spray park would be included up on the slope.

The *current* pool has separate areas for swimmers and non-swimmers; has adequate space to offer multiple levels of swim lessons at the same time, in addition to having space for swim team to practice during swim lessons; allows for use of lap lanes throughout general swim as opposed to specific time slots; and separates the active swim area from the fitness swim area. The *new pool concept*, would have a separate lap lane pool, but would combine part of the active swim area with a diving board included in the pool. The second pool would provide space for family fun, including for non-swimmers, and have a slide which can be used by older non-swimmers. Adults wishing to water walk would be adjacent to the family pool, rather than separate.

After reviewing initial cost estimates, the Commission felt it was important to see if there could be changes to the pool concept that would decrease the anticipated construction costs significantly. BH+A provided a variety of options for reductions, but none of them produced a major reduction in costs. The pool would need to be reduced to 8,000-10,000 square feet to begin to realize those reductions, so that the majority of the desired program would not be accomplished in this much smaller pool. It would require the elimination of either the lap pool or a major reduction in the family pool, which is the area that would attract the greatest number of patrons.

If a pool is not rebuilt, the existing pool must still be removed, and a decision made on the existing building. The site was developed with federal Land and Water Conservation Funds, so there is a requirement to maintain public access for recreation purposes. There would likely be a need for parking lot improvements, and as the current building is the storage location for many of the department's program supplies, some form of storage would need to be created or saved. The estimate for decommission, restoration of the lake, and other site costs is $2-3 million. If there is no pool, the current operating costs of $150,000 +/- would not be spent, but some of those costs could be diverted to operating the new lake site, depending on final decisions for use.

The Commission has determined that the greatest benefits for the community are in the 13,775 square foot pool, elevated above the current level to make access easier from the building and parking area. A stand-alone spray park would also be included for in-season and off-season use.

Building

The decision on the building has been the most challenging aspect of the project. The base plan for the building complies with requirements for the pool. The bather load determines the number of showers and toilets required for the Men's Room and Women's Room. In addition, there must be a separate filter room, a mechanical room, storage, and then operation space.

Reducing the size of the pool by even 2,000 square feet did not lead to much cost savings, as the most that could be eliminated was two toilets and showers in each room. The total square footage remains just under 7,000 square feet for the first floor.

Though the original concept was to keep the current building and adapt it for re-use, it has been determined it is more cost-effective to use the existing foundation and build a new building. The requirements for the seasonal pool would be located on the first floor of the building.

In addition to rebuilding the seasonal pool, the Commission's goal has been to create a year-round location for Park and Recreation programming that could also be utilized by other Town departments and Needham non-profit organizations. A second floor at this site could achieve this goal. One option is to add a second floor with the multi-purpose space and auxiliary areas, including restrooms, lobby, storage and kitchenette. A second option would be to expand the second floor to just under 7,000 square feet for the programming space listed above, but to also add office space for the Park and Recreation Department and a second Town department.

The creation of the second floor for year-round use impacts the site, as seen in the next section. The addition of the floor and the additional site costs increase the cost of the project. The operating costs for the second floor will also need to be reviewed.

Having Park and Recreation staff situated at the same building as the programming space will likely increase the number of uses, and will be more efficient use of the staff time for setting up and overseeing programs.

The Commission has determined that there is more value to add the second floor to the building, including Park and Recreation offices and a second Town department.

Site

In earlier discussions, the Commission has determined the location of the pool(s) should be within the coffer dam of the original pool. It was also determined that the site was not large enough to accommodate a competitive indoor pool with needed facilities and parking for large swim meets.

If the seasonal pool was the primary use of the site, the existing driveway could be rebuilt, at its current 14% slope, and parking areas could be rebuilt adjacent to the lake, as well as the adjacent to Rosemary Street at the top of the driveway.

For the building to be used year-round, it is more appropriate to rebuild the driveway, reducing the slope to approximately 7%. The number of parking spaces would also need to increase, particularly if two departments have office space at the building. Options would be reviewed for satellite parking for seasonal staff, either across the lake at an existing lot or up at Memorial Park. There is an additional option to add a parking lot within the slope, which requires expensive retaining walls.

With the recommendation to construct a two story building for year-round use, the Commission has determined that the driveway needs to be rebuilt at the reduced slope, and parking to meet the permitting requirements for seasonal and year-round use should be built, with all efforts to avoid expensive parking lot options.

Other:

- BH+A now has a base plan to develop – better cost estimates can be documented by late March, so that additional reviews for cost reductions can be made. In addition, the base plan allows BH+A to work with Park and Recreation on the development of operating costs for the two pools, the building and the site.
- The Community Preservation Committee needs to become active in project review, and determine a) how much of the project is eligible for CPA funding, and b) how much funding might be recommended (cash and/or bonding)
- The goals for the Park and Recreation Commission have centered on the recreation aspects of the sites and facilities, including a seasonal pool and a year-round programming space. The addition of office space was added to the project on behalf of the Town Manager/Selectmen, so further discussions need to take place on the recommendation, including how it would be funded. It is important to the Commission that the pool replacement remains the highest priority for the site.
- As the office space is a Town-wide function, the Commission would expect that the Board of Selectmen/Town Manager would be the primary proponents for this portion of the project.

Patricia M. Carey, CPRP, Director
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